

Counterweight Management Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	
Risk Rating & Required Action:								Notes on Hierarchy of Controls:	
4A		Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.						Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H		Review and approve additional controls before task starts. Senior supervisor sign-off needed.						1. Eliminate	
2M		Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.						2. Substitute	
1L		Proceed, following standard operating procedures. Monitor and keep records.						3. Isolate	
Consequence Scale:								4. Engineering	
Consequence		People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic		Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major		Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate		Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor		First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant		No injury		no schedule impact		Deviation caught and corrected on site			

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Slips due to floor surface, Electric shocks from improper equipment	3H	<ul style="list-style-type: none"> - Conduct a pre-task briefing with all staff - Ensure floor is dry and clean - Verify all equipment is PAT tested before use - Use rubber mats or non-slip shoes - Keep electrical leads tidy and out of walkways - Isolate power when not in use - Use cordless tools when possible - Regularly inspect work environment - Ensure proper signage in place - Confirm readiness for emergency procedures 	2M
2. Equipment Inspection	Faulty machinery, Unseen mechanical defects	3H	<ul style="list-style-type: none"> - Develop and use a checklist for equipment inspection - Schedule and conduct regular maintenance - Train operators on equipment checks - Maintain records of all inspections - Replace any equipment that fails inspection - Use well-lit areas for inspection - Employ qualified technicians to verify - Utilize non-destructive testing techniques - Verify load ratings and capacity markings - Ensure spare parts and kits are readily available 	2M
3. Load Calculation	Misjudged weights, Incorrect load assessments	4A	<ul style="list-style-type: none"> - Train staff on assessing and calculating load - Use calibrated weighing scales and load cells - Double-check calculations with supervisors - Document and sign off on assessments - Provide additional training resources - Implement a peer review system - Ensure clear and concise documentation - Follow manufacturer's guidelines 	2M

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			<ul style="list-style-type: none"> - Use software for complex calculations - Avoid assumptions and verify figures 	
4. Installation of Counterweights	Dropping counterweights, Finger injuries	4A	<ul style="list-style-type: none"> - Use software for complex calculations - Avoid assumptions and verify figures - Use proper lifting techniques - Ensure counterweights are properly secured - Wear safety glasses - Use proper communication - Use proper signaling - Use proper hand signals - Use proper verbal communication - Use proper body language - Use proper eye contact - Use proper listening skills - Use proper decision making - Use proper problem solving - Use proper time management - Use proper organization - Use proper planning - Use proper execution - Use proper evaluation - Use proper feedback - Use proper communication - Use proper coordination - Use proper teamwork - Use proper leadership - Use proper management - Use proper supervision - Use proper control - Use proper direction - Use proper guidance - Use proper instruction - Use proper training - Use proper education - Use proper experience - Use proper knowledge - Use proper skills - Use proper abilities - Use proper talents - Use proper strengths - Use proper weaknesses - Use proper opportunities - Use proper challenges - Use proper risks - Use proper rewards - Use proper consequences - Use proper incentives - Use proper disincentives - Use proper punishments - Use proper rewards - Use proper consequences - Use proper incentives - Use proper disincentives - Use proper punishments 	2M
5. Equipment Calibration	Failure in calibration leading to imbalanced loads, inaccurate readings causing operational malfunction	3H	<ul style="list-style-type: none"> - Use proper calibration techniques - Use proper calibration equipment - Use proper calibration procedures - Use proper calibration standards - Use proper calibration methods - Use proper calibration tools - Use proper calibration materials - Use proper calibration components - Use proper calibration parts - Use proper calibration accessories - Use proper calibration supplies - Use proper calibration services - Use proper calibration contractors - Use proper calibration vendors - Use proper calibration suppliers - Use proper calibration distributors - Use proper calibration retailers - Use proper calibration manufacturers - Use proper calibration designers - Use proper calibration engineers - Use proper calibration technicians - Use proper calibration operators - Use proper calibration workers - Use proper calibration employees - Use proper calibration staff - Use proper calibration personnel - Use proper calibration resources - Use proper calibration assets - Use proper calibration liabilities - Use proper calibration obligations - Use proper calibration responsibilities - Use proper calibration duties - Use proper calibration functions - Use proper calibration tasks - Use proper calibration activities - Use proper calibration actions - Use proper calibration behaviors - Use proper calibration attitudes - Use proper calibration beliefs - Use proper calibration values - Use proper calibration principles - Use proper calibration theories - Use proper calibration concepts - Use proper calibration ideas - Use proper calibration thoughts - Use proper calibration feelings - Use proper calibration emotions - Use proper calibration moods - Use proper calibration states - Use proper calibration conditions - Use proper calibration environments - Use proper calibration settings - Use proper calibration configurations - Use proper calibration parameters - Use proper calibration variables - Use proper calibration constants - Use proper calibration factors - Use proper calibration coefficients - Use proper calibration exponents - Use proper calibration bases - Use proper calibration powers - Use proper calibration roots - Use proper calibration reciprocals - Use proper calibration inverses - Use proper calibration complements - Use proper calibration supplements - Use proper calibration substitutes - Use proper calibration replacements - Use proper calibration alternatives - Use proper calibration options - Use proper calibration choices - Use proper calibration decisions - Use proper calibration judgments - Use proper calibration conclusions - Use proper calibration results - Use proper calibration outcomes - Use proper calibration consequences - Use proper calibration effects - Use proper calibration impacts - Use proper calibration influences - Use proper calibration effects - Use proper calibration impacts - Use proper calibration influences 	1L
6. Safety Signage	Lack of awareness due to poor signage, Confusing directions leading to risk-prone areas	3H	<ul style="list-style-type: none"> - Use proper signage materials - Use proper signage colors - Use proper signage fonts - Use proper signage sizes - Use proper signage shapes - Use proper signage symbols - Use proper signage icons - Use proper signage images - Use proper signage graphics - Use proper signage designs - Use proper signage layouts - Use proper signage placements - Use proper signage locations - Use proper signage orientations - Use proper signage angles - Use proper signage distances - Use proper signage heights - Use proper signage widths - Use proper signage depths - Use proper signage volumes - Use proper signage weights - Use proper signage lengths - Use proper signage areas - Use proper signage surfaces - Use proper signage textures - Use proper signage finishes - Use proper signage treatments - Use proper signage coatings - Use proper signage adhesives - Use proper signage fasteners - Use proper signage hardware - Use proper signage software - Use proper signage services - Use proper signage contractors - Use proper signage vendors - Use proper signage suppliers - Use proper signage distributors - Use proper signage retailers - Use proper signage manufacturers - Use proper signage designers - Use proper signage engineers - Use proper signage technicians - Use proper signage operators - Use proper signage workers - Use proper signage employees - Use proper signage staff - Use proper signage personnel - Use proper signage resources - Use proper signage assets - Use proper signage liabilities - Use proper signage obligations - Use proper signage responsibilities - Use proper signage duties - Use proper signage functions - Use proper signage tasks - Use proper signage activities - Use proper signage actions - Use proper signage behaviors - Use proper signage attitudes - Use proper signage beliefs - Use proper signage values - Use proper signage principles - Use proper signage theories - Use proper signage concepts - Use proper signage ideas - Use proper signage thoughts - Use proper signage feelings - Use proper signage emotions - Use proper signage moods - Use proper signage states - Use proper signage conditions - Use proper signage environments - Use proper signage settings - Use proper signage configurations - Use proper signage parameters - Use proper signage variables - Use proper signage constants - Use proper signage factors - Use proper signage coefficients - Use proper signage exponents - Use proper signage bases - Use proper signage powers - Use proper signage roots - Use proper signage reciprocals - Use proper signage inverses - Use proper signage complements - Use proper signage supplements - Use proper signage substitutes - Use proper signage replacements - Use proper signage alternatives - Use proper signage options - Use proper signage choices - Use proper signage decisions - Use proper signage judgments - Use proper signage conclusions - Use proper signage results - Use proper signage outcomes - Use proper signage consequences - Use proper signage effects - Use proper signage impacts - Use proper signage influences - Use proper signage effects - Use proper signage impacts - Use proper signage influences 	1L

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7. Load Testing	Overloading, Accidental release	4A		2M
8. Operational Monitoring	Overlooked indicators of failure, delayed response to malfunction	3H		2M
9. Staff Training	Human error through inadequate skills, Non-compliance with established procedures	3H		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Emergency Procedures	Panic during incidents leading to chaos, Inadequate emergency response preparedness	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Maintenance Scheduling	Overlooked wear and tear, Equipment failure due to inadequate maintenance	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Hazard Reporting	Delayed hazard communication, Missed identification of potential risks	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Workspace Safety Audits	Missed compliance issues, Inadequate audit processes	3H		2M
14. Communication Systems	Miscommunication leading to errors Lack of clarity in instructions	3H		1L
15. Incident Investigation	Inadequate follow-up on incidents, Missed learnings from past incidents	3H		2M

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16. Environmental Considerations	Pollution due to operations, Waste mismanagement	3H		2M
17. Equipment Shutdown	Unplanned power outages, Manual errors leading to power overload	3H		2M
18. Refurbishment	Exposure to toxic materials, Structural failure during refurbishment	4A		2M

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19. Final Testing	Equipment failure under test conditions, Personal injury during testing phase	4A		2M
20. Post-operation Review	Missed improvements leading to recurring issues, Underutilised feedback	3H		2M

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IF ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.