Counterweight Management Risk Assessment

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE 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:

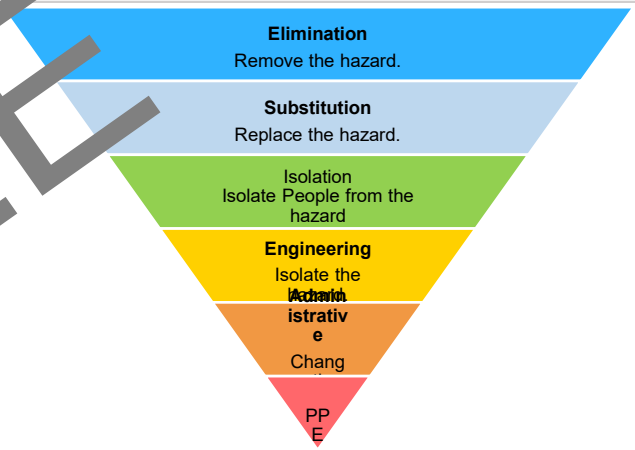
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work *(2023) and ISO 45001:2018 clauses 6–8.*

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	- 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 where possible - Regularly inspect work environment - Ensure proper signage is in place - Conduct headline emergency procedures	2M
2. Equipment Inspection	Faulty machinery, Unseen mechanical defects	3H	- 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	- 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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			- Use software for complex calculations - Avoid assumptions and verify figures	
4. Installation of Counterweights	Dropping counterweights, Finger injuries	4A	[redacted]	2M
5. Equipment Calibration	Failure in calibration leading to imbalanced loads, inaccurate readings causing operation malfunction	3H	[redacted]	1L
6. Safety Signage	Lack of awareness due to poor signage, Confusing directions leading to risk-prone areas	3H	[redacted]	1L

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			[redacted]	
7. Load Testing	Overloading, Accidental release	4A	[redacted]	2M
8. Operational Monitoring	Overlooked indica[redacted]s of fail[redacted]ved response to malfunc[redacted]	3H	[redacted]	2M
9. Staff Training	Human error through inadequate skills, Non-compliance with established procedures	3H	[redacted]	1L

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

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

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

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

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-of-codes-of-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/forms-and-resources/codes-of-practice

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.

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

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

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