

## Disassemble Plant And Machinery 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	Slip and trip, Manual handling	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start meeting to discuss tasks and hazards</li> <li>- Clear work area of debris and unnecessary clutter</li> <li>- Use appropriate signage to warn of floor hazards</li> <li>- Ensure adequate lighting throughout the work area</li> <li>- Use proper lifting techniques and mechanical aids</li> <li>- Establish clear communication signals among team members</li> <li>- Remind workers to wear non-slip footwear</li> <li>- Ensure all workers have proper PPE</li> <li>- Brief workers on emergency procedures</li> <li>- Confirm first aid availability on site</li> </ul>	2M
2. Isolation of Energy Sources	Unexpected start-up, Electric shock	4H	<ul style="list-style-type: none"> <li>- Lock out and tag out energy sources</li> <li>- Verify isolation by testing the system</li> <li>- Ensure workers are trained in lockout/tagout procedures</li> <li>- Double-check that all moving parts are stopped</li> <li>- Use voltage testers to confirm electrical power is off</li> <li>- Display proper signage indicating ongoing maintenance</li> <li>- Ensure control panel is tagged and locked</li> <li>- Assign a safety officer to supervise the isolation process</li> <li>- Maintain a key register for locks used</li> <li>- Communicate isolation status to all work personnel</li> </ul>	2M
3. Disconnect Power Supply	Electric shock, Fire	3H	<ul style="list-style-type: none"> <li>- Ensure power is isolated before disconnection</li> <li>- Use insulated tools to disconnect wiring</li> <li>- Verify that circuits are de-energised using testing devices</li> <li>- Inspect cables for wear and damage</li> <li>- Avoid working on live circuits</li> <li>- Ensure nearby fire extinguishers are accessible</li> <li>- Provide emergency shutdown procedures to the team</li> <li>- Conduct a visual check for potential ignition sources</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Keep flammable materials away from work area</li> <li>- Ensure cable tags are correctly marked</li> </ul>	
4. Disassemble External Panels	Falling objects, Cut injuries	3H	<ul style="list-style-type: none"> <li>- Wear safety glasses</li> <li>- Use proper lifting techniques</li> <li>- Ensure work area is clear of obstacles</li> <li>- Use appropriate tools for disassembly</li> <li>- Secure components before removal</li> <li>- Wear gloves to protect hands</li> <li>- Communicate with team members</li> <li>- Follow manufacturer's instructions</li> <li>- Use fall protection if working at height</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use caution when handling sharp edges</li> </ul>	2M
5. Remove Internal Components	Strain injuries, Crushing	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Wear safety glasses</li> <li>- Ensure work area is clear of obstacles</li> <li>- Use appropriate tools for removal</li> <li>- Secure components before removal</li> <li>- Wear gloves to protect hands</li> <li>- Communicate with team members</li> <li>- Follow manufacturer's instructions</li> <li>- Use fall protection if working at height</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use caution when handling sharp edges</li> </ul>	2M
6. Clean Interiors	Exposure to dust, Chemical exposure	3H	<ul style="list-style-type: none"> <li>- Wear safety glasses</li> <li>- Use proper cleaning techniques</li> <li>- Ensure work area is clear of obstacles</li> <li>- Use appropriate cleaning agents</li> <li>- Secure components before cleaning</li> <li>- Wear gloves to protect hands</li> <li>- Communicate with team members</li> <li>- Follow manufacturer's instructions</li> <li>- Use fall protection if working at height</li> <li>- Keep hands and feet clear of moving parts</li> <li>- Use caution when handling sharp edges</li> </ul>	2M

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7. Inspect Components	Contact with sharp edges, Eye strain	2M		1L
8. Repair or Replace Components	Tool misuse, Inadequate repairs	3H		2M
9. Reassemble Components	Incorrect assembly, Pinch injuries	3H		2M

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10. Reconnect Power Supply	Electrical faults, Arc flash	4A		2M
11. Test Reassembled Plant	Mechanical failure, Noise exposure	3H		2M
12. Document Process	Data inaccuracy, Information overload	2M		1L

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13. Conduct Final Inspection	Missed defects, Inadequate clearance	3H		2M
14. Clean Work Area	Slip hazard, Residual debris	2M		1L
15. Debrief Team	Miscommunication, Lack of feedback	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Update Risk Assessment	Outdated information, Assumption of risk absence	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L



## 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>

### 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>

### 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>

### 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