

Disconnecting And Reconnecting Industrial Batteries 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:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	electrical shock, slip hazards	3H	<ul style="list-style-type: none"> - Conduct a pre-operation safety meeting - Ensure work area is dry and free of slip hazards - Review electrical safety protocols - Verify battery disconnect tools are insulated - Ensure all workers are wearing PPE - Confirm emergency contact numbers are displayed - Ensure fire extinguishers are unblocked and accessible - Post hazard signs around the work area - Coordinate all team members on the task plan - Check first aid kit availability 	2M
2. Site Inspection	unforeseen site hazards, equipment damage	3H	<ul style="list-style-type: none"> - Conduct a thorough site walk-through - Document any site hazards or irregularities - Inspect battery disconnect tools for damage - Verify all safety signage is legible and in place - Ensure communication devices are functional - Coordinate findings with the site supervisor - Remove any obstacles from the work area - Maintain a clean and organized environment - Report any damages to equipment immediately - Agree on a communication plan for hazard updates 	2M
3. Securing the Area	unauthorised access, equipment falling	3H	<ul style="list-style-type: none"> - Set up barriers around the work area - Use high-visibility tapes to cordon off space - Place 'No Entry' signs on all possible access points - Brief all personnel on security protocol - Assign a safety officer to oversee access control - Ensure heavy equipment is stable and secure - Check the stability of ladders and platforms - Reinforce barriers to prevent accidental entry 	2M

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			<ul style="list-style-type: none"> - Verify that all safety signs are prominently displayed - Alert nearby workers of the ongoing procedures 	
4. Disconnecting Power	arc flash, electric shock	4A	<ul style="list-style-type: none"> - De-energize the system - Lockout the system - Tagout the system - Verify that the system is de-energized - Alert nearby workers of the ongoing procedures - Use appropriate PPE - Use insulated tools - Maintain safe distance - Use proper lifting techniques - Use proper body mechanics - Use proper posture - Use proper breathing techniques - Use proper eye protection - Use proper hearing protection - Use proper skin protection - Use proper footwear - Use proper hand protection - Use proper head protection - Use proper eye protection - Use proper hearing protection - Use proper skin protection - Use proper footwear - Use proper hand protection - Use proper head protection 	2M
5. Discharging Stored Energy	unexpected discharge, chemical exposure	4A	<ul style="list-style-type: none"> - De-energize the system - Lockout the system - Tagout the system - Verify that the system is de-energized - Alert nearby workers of the ongoing procedures - Use appropriate PPE - Use insulated tools - Maintain safe distance - Use proper lifting techniques - Use proper body mechanics - Use proper posture - Use proper breathing techniques - Use proper eye protection - Use proper hearing protection - Use proper skin protection - Use proper footwear - Use proper hand protection - Use proper head protection - Use proper eye protection - Use proper hearing protection - Use proper skin protection - Use proper footwear - Use proper hand protection - Use proper head protection 	2M
6. Battery Removal	muscular strain, crushing injuries	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Use proper body mechanics - Use proper posture - Use proper breathing techniques - Use proper eye protection - Use proper hearing protection - Use proper skin protection - Use proper footwear - Use proper hand protection - Use proper head protection - Use proper eye protection - Use proper hearing protection - Use proper skin protection - Use proper footwear - Use proper hand protection - Use proper head protection 	2M

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7. Inspection of Cables	electrical burns, cable entanglement	3H		2M
8. Cleaning Connectors	chemical exposure, skin irritation	3H		2M
9. Connector Replacement	tool slippage, incorrect installment	3H		2M

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10. Reconnecting Power	electric shock, arc flash	4A		2M
11. Functional Testing	equipment failure, short circuits	3H		2M
12. Post-operation Inspection	residual live voltage, mechanical issues	3H		2M

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13. Documentation and Reporting	incomplete records, miscommunication	2M		1L
14. Workforce De-briefing	information oversight, emergency readiness	2M		1L
15. Emergency Preparedness Check	procedure gaps, equipment failure	3H		1L

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SAMPLE

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.