

Draining Old Engine Oil 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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why 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	slippery surface, inadequate lighting	3H	<ul style="list-style-type: none"> - Ensure area is well-lit before starting work - Use anti-slip mats and ensure good housekeeping to maintain dry surfaces - Conduct a toolbox talk highlighting potential hazards - All relevant PPE is to be checked for availability and functionality - Designate a specific area for draining to avoid spills - Inform team members of the work schedule and tasks - Check for emergency equipment like eye wash stations - Train workers on manual handling techniques - Ensure correct tools and equipment are available and in good condition - Confirm communication methods in case of emergency 	2M
2. Assembling Tools	incorrect tool usage, tool dysfunction	3H	<ul style="list-style-type: none"> - Use tools only as per manufacturer's instructions - Regularly inspect tools for signs of damage or wear - Conduct pre-use tool check - Ensure all workers are competent in tool use - Keep tools organised on a tool cart to prevent clutter - Use tools with ergonomic handles to reduce strain - Replace or repair any faulty tools immediately - Clearly label tools for specific tasks - Ensure appropriate personal protective equipment (PPE) such as gloves is available - Provide training for identifying faulty tools 	1L
3. Draining Setup	incorrect lift, spillage	3H	<ul style="list-style-type: none"> - Use mechanical aids for lifting heavy equipment - Train workers in correct manual handling techniques - Place suitable drain pans directly under the engine - Ensure drain pans are large enough to prevent overflow - Use drip trays to catch any spillage - Position equipment on a stable surface - Block off work area to prevent unauthorised access - Ensure all containers are properly labelled 	2M

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			<ul style="list-style-type: none"> - Maintain a clear path for quick access to storage and disposal - Conduct visual checks of all equipment before use 	
4. Loosening Drain Plug	oil splash, hand injury	2M	<ul style="list-style-type: none"> - Wear eye protection - Use correct tools and techniques - Ensure work area is clean and free of obstacles - Use proper body positioning - Avoid sudden movements - Keep hands and feet clear of the drain plug - Use a cloth to wipe the plug before removal - Dispose of oil properly - Clean the work area - Report any spills or leaks immediately - Use appropriate PPE - Follow safe work practices - Keep a clear path to disposal - Conduct visual checks of equipment 	1L
5. Removing Old Oil	environmental contamination, contact with skin	4A	<ul style="list-style-type: none"> - Wear appropriate PPE - Use proper disposal methods - Avoid contact with skin - Use correct tools and techniques - Ensure work area is clean and free of obstacles - Use proper body positioning - Avoid sudden movements - Keep hands and feet clear of the oil - Use a cloth to wipe the plug before removal - Dispose of oil properly - Clean the work area - Report any spills or leaks immediately - Use appropriate PPE - Follow safe work practices - Keep a clear path to disposal - Conduct visual checks of equipment 	2M
6. Replacing Drain Plug	inadequate sealing, oil leakage	2M	<ul style="list-style-type: none"> - Use correct tools and techniques - Ensure work area is clean and free of obstacles - Use proper body positioning - Avoid sudden movements - Keep hands and feet clear of the drain plug - Use a cloth to wipe the plug before removal - Dispose of oil properly - Clean the work area - Report any spills or leaks immediately - Use appropriate PPE - Follow safe work practices - Keep a clear path to disposal - Conduct visual checks of equipment 	1L

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7. Clean-up and Disposal	chemical exposure, trip hazards	3H		1L
8. Documentation	incorrect records, equipment failure	2M		1L
9. Final Inspection	missed defects, overlooked spills	3H		2M

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10. Team Debrief	poor communication, unaddressed issues	2M		1L
11. Storage of Equipment	damage to tools, incorrect storage	2M		1L
12. Task Evaluation	unidentified issues, process inefficiencies	3H		2M

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13. Reporting	incomplete reporting, data error	2M		1L
14. Communication Review	miscommunication, information gap	3H		1L
15. Continuous Improvement	stagnant processes, complacency	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.