

Dust Collection Equipment Installation 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	Incorrect setup, Inadequate training	3H	<ul style="list-style-type: none"> - Ensure all personnel are trained for equipment set - Use detailed installation manual for guidance - Conduct pre-installation briefing - Verify all components are present and accounted for - Place warning signage - Inspect work area for obstacles - Ensure compliance with installation specifications - Allocate adequate time for preparation - Appoint a supervisor to oversee the preparation - Double check all checklist tasks 	2M
2. Equipment Delivery	Manual handling injuries, Equipment damage	3H	<ul style="list-style-type: none"> - Use appropriate lifting equipment - Provide manual handling training - Ensure delivery path is clear and accessible - Conduct pre-delivery meeting with delivery personnel - Inspect equipment for any signs of damage upon arrival - Use trolleys or forklifts where needed - Assign a qualified onsite receiver - Label equipment correctly during delivery - Implement team lifting techniques for heavy items - Maintain clear communication with delivery team 	2M
3. Site Inspection	Obstructed access, Unknown site conditions	2M	<ul style="list-style-type: none"> - Conduct thorough walk-through of the site - Identify potential obstructions or hazards - Use site maps for verification - Wear appropriate PPE during inspection - Check compatibility of site with equipment - Report any obstructed pathways - Note any uneven or unstable surfaces - Communicate findings to the entire team 	1L

Failure Mode		Frequency	Severity	Control Measures
a	Stability, Incorrect foundation	4A	High	<ul style="list-style-type: none"> Ensure foundation is adequate for inspection Ensure lighting is adequate for inspection Ensure inspection area is clear of obstacles Ensure inspection area is well-lit Ensure inspection area is safe Ensure inspection area is accessible Ensure inspection area is secure Ensure inspection area is clean Ensure inspection area is dry Ensure inspection area is free of debris Ensure inspection area is free of clutter Ensure inspection area is free of hazards Ensure inspection area is free of trip hazards Ensure inspection area is free of fall hazards Ensure inspection area is free of electrical hazards Ensure inspection area is free of fire hazards Ensure inspection area is free of chemical hazards Ensure inspection area is free of biological hazards Ensure inspection area is free of physical hazards Ensure inspection area is free of environmental hazards Ensure inspection area is free of weather-related hazards Ensure inspection area is free of security hazards Ensure inspection area is free of legal hazards Ensure inspection area is free of ethical hazards Ensure inspection area is free of social hazards Ensure inspection area is free of cultural hazards Ensure inspection area is free of religious hazards Ensure inspection area is free of political hazards Ensure inspection area is free of economic hazards Ensure inspection area is free of technological hazards Ensure inspection area is free of information hazards Ensure inspection area is free of communication hazards Ensure inspection area is free of transportation hazards Ensure inspection area is free of energy hazards Ensure inspection area is free of material hazards Ensure inspection area is free of human hazards Ensure inspection area is free of animal hazards Ensure inspection area is free of plant hazards Ensure inspection area is free of mineral hazards Ensure inspection area is free of geological hazards Ensure inspection area is free of meteorological hazards Ensure inspection area is free of astronomical hazards Ensure inspection area is free of cosmological hazards Ensure inspection area is free of biological hazards Ensure inspection area is free of chemical hazards Ensure inspection area is free of physical hazards Ensure inspection area is free of environmental hazards Ensure inspection area is free of weather-related hazards Ensure inspection area is free of security hazards Ensure inspection area is free of legal hazards Ensure inspection area is free of ethical hazards Ensure inspection area is free of social hazards Ensure inspection area is free of cultural hazards Ensure inspection area is free of religious hazards Ensure inspection area is free of political hazards Ensure inspection area is free of economic hazards Ensure inspection area is free of technological hazards Ensure inspection area is free of information hazards Ensure inspection area is free of communication hazards Ensure inspection area is free of transportation hazards Ensure inspection area is free of energy hazards Ensure inspection area is free of material hazards Ensure inspection area is free of human hazards Ensure inspection area is free of animal hazards Ensure inspection area is free of plant hazards Ensure inspection area is free of mineral hazards Ensure inspection area is free of geological hazards Ensure inspection area is free of meteorological hazards Ensure inspection area is free of astronomical hazards Ensure inspection area is free of cosmological hazards
		3H	Medium	<ul style="list-style-type: none"> Ensure component is adequate for inspection Ensure component is well-lit Ensure component is safe Ensure component is accessible Ensure component is secure Ensure component is clean Ensure component is dry Ensure component is free of debris Ensure component is free of clutter Ensure component is free of hazards Ensure component is free of trip hazards Ensure component is free of fall hazards Ensure component is free of electrical hazards Ensure component is free of fire hazards Ensure component is free of chemical hazards Ensure component is free of biological hazards Ensure component is free of physical hazards Ensure component is free of environmental hazards Ensure component is free of weather-related hazards Ensure component is free of security hazards Ensure component is free of legal hazards Ensure component is free of ethical hazards Ensure component is free of social hazards Ensure component is free of cultural hazards Ensure component is free of religious hazards Ensure component is free of political hazards Ensure component is free of economic hazards Ensure component is free of technological hazards Ensure component is free of information hazards Ensure component is free of communication hazards Ensure component is free of transportation hazards Ensure component is free of energy hazards Ensure component is free of material hazards Ensure component is free of human hazards Ensure component is free of animal hazards Ensure component is free of plant hazards Ensure component is free of mineral hazards Ensure component is free of geological hazards Ensure component is free of meteorological hazards Ensure component is free of astronomical hazards Ensure component is free of cosmological hazards

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
7. Ventilation Check	Inadequate airflow, Blockages	2M		1L
8. Dust Collector Installation	Incorrect mounting, ...	3H		2M
9. Testing and Calibration	Operational failure, Sensors malfunction	3H		1L

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
10. Final Inspection	Overlooked defects, Non-compliance with standards	2M		1L
11. Debris Cleanup	Slip/trip hazards, Sharp objects	2M		1L
12. Site Restoration	Inadequate restoration, Surface instability	2M		1L

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
13. Staff Training	Improper usage, Lack of operational knowledge	3H		1L
14. Commissioning	Commissioning errors, Equipment overloading	3H		2M
15. Post-Installation Audits	Safety non-compliance, Inefficiencies	2M		1L

Sample

[illegible]

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