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Enlarge Elevator Openings 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:	

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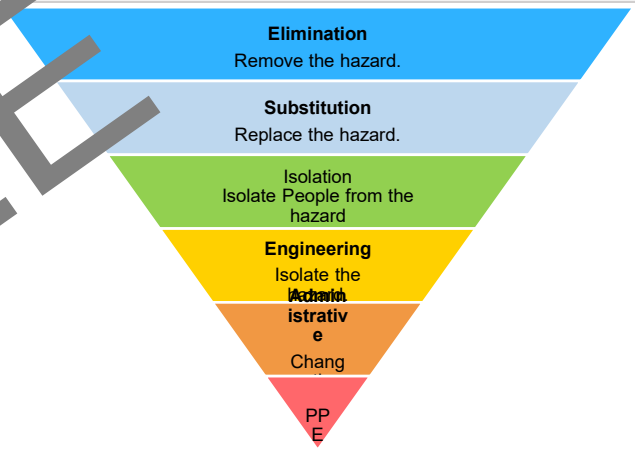
RISK MATRIX

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



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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. Site Inspection	Trip hazards, Structural integrity issues, Falling objects, Electrical hazards, Confined spaces, Asbestos presence, Unsafe access points, Overhead services, Slippery surfaces, Weather conditions, Poor visibility conditions, Noise pollution, Heavy lifting requirements, Presence of hazardous materials, Unauthorised personnel access, Uneven surfaces, Obstructed pathways, Nearby vehicular traffic, Inadequate lighting, Dust accumulation, Biohazards, Pest infestations, Vandalism risks, Security breaches, Flammable materials, Chemical spills, Explosion risks, Radiation exposure, Inadequate signage, Improper waste disposal, Fatigue, Stress	3H	- Conduct a detailed site inspection before commencing work - Ensure all team members are aware of the specific site hazards - Develop a comprehensive site-specific risk assessment - Secure and mark all potential trip hazards clearly - Verify structural stability and ensure clear access to work areas - Lockout/tagout procedures for electrical hazards - Restricted entry to confined spaces - Secure overhead objects - Establish weather monitoring procedures - Provide PPE for dust and noise exposure - Ensure proper waste management for asbestos and chemicals - Demarcate exclusion zones around heavy machinery - Implement environmental control measures for dust and noise - Enhance lighting setup for better visibility	2M
2. Obtain Permits	Administrative delays, Legal non-compliance, Lack of communication, Incomplete documentation, Misunderstanding of regulations, Incorrect permit identification, Unauthorised permit access, Permit misplacement, Inefficient processing, Licence validation issues, Changes in regulatory requirements, Non-clear permit conditions, Improper record-keeping, Unapproved alterations, Unauthorised work commencement, Discrepancy in permit details, Expired permits, Inadequate oversight	2M	- Ensure only trained personnel handle permit applications - Maintain a centralised database for all permits - Regularly review and update procedures against current regulations - Conduct training sessions on compliance requirements - Established weekly meetings for project team updates - Designate a permit officer for communication with authorities - Implement electronic document tracking systems - Verify accuracy and completeness of applications - Establish routine checks for permit validity - Allocate additional resources to peak application periods	1L
3. Design Planning	Design errors, Inadequate specifications, Incompatibility with existing structures, Insufficient load capacity, Incomplete analysis, Environmental factors, Material selection errors, Unanticipated operational impacts, Costs overruns, Schedule delays, Misalignment with site	4A	- Involve multidisciplinary teams during planning stages - Conduct peer reviews for design plans - Use computer-aided design software for accuracy - Regular consultations with structural engineers	2M

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	conditions, Fire safety design gaps, Incorrect measurements, Stakeholder disagreements, Supply chain issues, Poor project scope definition, Design duplication errors, Communication breakdowns in design teams, Lack of redundancy, Technological obsolescence, Regulatory non-conformance, Accessibility shortfalls, Unclear design intentions, Inadequate fire safety lanes, Ineffective energy management, Overloading structural limits, Incorrect dimensioning, System integration failures, Variations in architectural aesthetics, Interference with other services, Omitted compliance reviews, Hazardous site drainage, Interface issues		- Comprehensive environmental impact assessment - Weekly design workshops for stakeholder engagement - Strict adherence to scheduling restraints for pro sive reviews - Subcontract to specialists where necessar - Ensure materials comply with Australian sta ards - Integrate risk management into the design pro s	
4. Removal of Debris	Fall risks from height during debris clearance, Noise exposure, Dust inhalation, Manual handling injuries, Cuts from sharp objects, Equipment collisions, Confined space hazards, Protective gear inadequacy, Pest disturbances, Hidden voids, Falling objects, Poorly manage disposal, Improper d is segregation, Dust pollution, Bio zard exposure, Hazardous materi contamin Equipment failure, i communication among workers, Interference with ongoing operatio Inadequate equipment cl Overloading of disposal sites, Environmental non-compliance, Wear and tear injuries, Fire hazards from flammable materials, Poor housekeeping	3H	[redacted]	2M
5. Reinforce Existing Structures	Load-bearing failures, Equipment strike, Uneven support surfaces, Fall from height, Structural destabilization, Wrong material selection, Weld failure, Inadequate anchoring, Connection failures, Heavy lifting hazards, Crushing injuries, Unintended structure collapse, Limited access to structural points, Malfunction of alignment systems, Working in confined spaces, Unsecure	4A	[redacted]	2M

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	scaffolding, Lifting gear malfunction, Structural vibration, Load misdirection, Material fatigue		[redacted]	
6. Measure and Mark Openings	Measurement inaccuracies, Fall risks, Tool handling injuries, Occupational noise exposure, Restricted access, Illumination issues, Unintended disruptions to site operations, Generation of dust, Site obstructions, Sharp instrument accidents, Ladder instability, Unclear measurement criteria	3H	[redacted]	1L
7. Cutting Openings	Asbestos exposur[redacted]Tool malf[redacted]s, Electrical shock ris[redacted]Fl[redacted]ebris, Material contamination, Sharp edge hazards, Inadequate fall arrest syst[redacted]s, Workers in adjacent area[redacted]Inco[redacted]stent equipment operation, Noise exposure, Respiratory issues from dust, Tool misuse, Overloading power supply, Hot work hazard risks, Ineffective ventilation	3H	[redacted]	2M
8. Smooth Edges and Surfaces	Dermal exposure to hazardous chemicals, Sharp edge risks, Equipment malfunction, Vibration injury, Hearing loss, Dust inhalation, Unintended scrapping of finished surfaces, Insufficient containment of offcuts, Pinch	3H	[redacted]	1L

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	point hazards, Allergic reactions from materials, Inconsistent texture results		[redacted]	
9. Adjust Elevator Mechanisms	Mechanical injury, Electrical hazards, Component failure, Overhead lifting injuries, Misalignment during installation, High-pressure lines, Unshielded moving parts, Improper component handling, Coordination issues with operators, Malfunction leading to entrapment, Faulty electricity supply, Unplanned activations, Insufficient error testing, Configuration discrepancies	4A	[redacted]	2M
10. Test Functionality	Equipment failure, [illegible] Signal misinterpretation, Unclear tes protocols, Broken communication to among team, Incorrect feedback implementation, Personn misplacement, Auditory distractions, Timing errors, Visual obstructions, Control system anomalies, Lack of emergency response readiness, Poor adjustment to load variables, Coordination discrepancies	3H	[redacted]	1L
11. Refit Safety Systems	Potential collision of replacement parts, Misapplication of system controls, Component incompatibilities, Safety mechanism failures, Unintended activation, Data interface problems, Signal interruptions, Unmanaged	4A	[redacted]	2M

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	residual energy, Testing oversights, Misuse of PPE, Noise interference, Improper equipment calibration, Redundant circuit impacts		[redacted]	
12. Modify Electrical Systems	Electrocution, Circuit overload, Incorrect cabling, Grounding failure, Temperature increases, Current leakage, Arc flashes, Poor conduit connections, Circuit isolation issues, Mismatched fittings, Short-circuit risks, Inadequate testing procedures, Electromagnetic interference	4A	[redacted]	1L
13. Conduct Systems Inspection	Uncorrected system failures, Limited scope in inspections, Worker fatigu Incomplete data capture, Manu process inconsistencies, Incorrect condition recording, Oversight in compliance with safety benchmarks, Fallback measures underperformance, Underestimated risk factors, Omission of critical safety checks, Cross-functional team misalignment, Inspection tool limitations	3H	[redacted]	2M
14. Clean Work Areas	Chemical exposures, Manual handling strains, Slipping on wet floors, Trip hazards from scattered tools, Dust	2M	[redacted]	1L

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	inhalation, Hazardous substance reactions, Inadequate waste disposal		[redacted]	
15. Elevate Team Debrief	Inefficient communication, Unresolved tensions, Partial documentation of insights, Unplanned errors in further iterations, Lack of contribution clarity, Overlooking feedback, Incomplete briefing, Consensus-driven decision-making failures, Fatigue, Noise interference, Time resource constraints	2M	[redacted]	1L

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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

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