

**Ensure Machinery Guards In Place 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: |                |

SAMPLE

| 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><br>Remove the hazard.    |  |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        | Isolation<br>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><br>Isolate the hazard    |  |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records.         | Administrative<br>Change                    |  |
|                |               |            |            |         |              |             |                                   | PPE   |  |

  

| Risk Rating & Required Action: |   |
|--------------------------------|---|
| <b>4A</b>                      | 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. |
| <b>3H</b>                      | Review and approve additional controls before task starts. Senior supervisor sign-off needed.   |
| <b>2M</b>                      | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |
| <b>1L</b>                      | Proceed, following standard operating procedures. Monitor and keep records.   |

  

| Consequence Scale:   |   |                    |  |
|----------------------|---|--------------------|--|
| Consequence          | People (injury/illness)                     | Project / Assets   | Compliance / Reputation                                  |
| <b>Catastrophic</b>  | Fatality or permanent total disability      | project shutdown   | Significant regulator intervention; criminal prosecution |
| <b>Major</b>         | Serious injury/illness (hospital > 5 days)  | critical delay     | Improvement notice; major media coverage                 |
| <b>Moderate</b>      | Medical-treatment injury; lost-time > 1 day | moderate delay     | Minor breach; adverse client comment                     |
| <b>Minor</b>         | First-aid only, no lost time                | negligible delay   | Isolated non-conformance                                 |
| <b>Insignificant</b> | 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. Preparation      | Untrained operators, Improper tools         | 3H           | <ul style="list-style-type: none"> <li>- Provide comprehensive training to all machinery operators</li> <li>- Ensure availability and use of proper tools for machinery maintenance</li> <li>- Develop a step-by-step checklist for preparation activities</li> <li>- Conduct a briefing session with all workers prior to tasks</li> <li>- Use qualified personnel for specific machinery tasks</li> <li>- Regularly update training materials and disseminate to staff</li> <li>- Coordinate with maintenance for pre-inspection routines</li> <li>- Monitor compliance with preparation protocols</li> <li>- Record all preparatory actions taken before machine use</li> <li>- Report any issues with preparation tools immediately</li> </ul> | 2M            |
| 2. Inspection       | Faulty machinery, Obstructed safety guards  | 3H           | <ul style="list-style-type: none"> <li>- Conduct routine inspections of machinery before use</li> <li>- Verify the integrity of safety guards and their placement</li> <li>- Use checklists to ensure consistent inspections</li> <li>- Train staff in identifying faults and safety issues</li> <li>- Schedule third-party audits periodically</li> <li>- Maintain an inspection log for traceability</li> <li>- Replace any faulty or worn parts promptly</li> <li>- Use lockout/tagout procedures during inspections</li> <li>- Validate inspection results with team leaders</li> <li>- Provide access to service manuals and inspection guides</li> </ul>   | 1L            |
| 3. Activation       | Unexpected start-up, Inadequate supervision | 3H           | <ul style="list-style-type: none"> <li>- Install emergency stop systems accessible to all</li> <li>- Ensure operators are fully present and attentive during start-up</li> <li>- Designate an experienced supervisor for oversight</li> <li>- Test start-up systems under controlled conditions</li> <li>- Use audible warnings to indicate machine activation</li> <li>- Implement a buddy system during initial activations</li> <li>- Provide clear communication using standard hand signals</li> <li>- Develop a protocol for correcting start-up irregularities</li> </ul>   | 2M            |

| 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 |
|                     |   |              | <ul style="list-style-type: none"> <li>- Conduct drills for start-up emergencies</li> <li>- Record any incidents that occur during activation</li> </ul>  |               |
| 4. Operation        | Operator distractions, Moving parts                         | 4A           | <p>[REDACTED]</p> | 2M            |
| 5. Maintenance      | Mechanical failure, Non-compliance to maintenance schedules | 3H           | <p>[REDACTED]</p>                   | 1L            |
| 6. Shutdown         | Residual energy, Improper sequencing                        | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 1L            |

SAMPLE

| 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 |
|                         |  |              | [REDACTED]   |               |
| 7. Emergency Procedures | Inadequate emergency response, Confusing escape routes | 4A           | [REDACTED]   | 2M            |
| 8. Safety Audits        | Unidentified hazards, Incomplete documentation         | 3H           | [REDACTED]   | 2M            |
| 9. Evaluation           | Inaccurate risk assessments, Data loss                 | 3H           | [REDACTED]   | 1L            |

SAMPLE

| 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 |
|                       |   |              | [REDACTED]   |               |
| 10. Review and Update | Outdated protocols, Non-compliance with updates | 3H           | [REDACTED]   | 1L            |
| 11. Training          | Miscommunication, Lack of training compliance   | 3H           | [REDACTED]   | 2M            |
| 12. Record-keeping    | Incomplete records, Data mismanagement          | 3H           | [REDACTED]   | 1L            |

SAMPLE

| 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 |
|                            |   |              | [REDACTED]   |               |
| 13. Incident Reporting     | Delayed reporting, Information omission | 3H           | [REDACTED]   | 2M            |
| 14. Continuous Improvement | Complacency, Lack of initiative         | 3H           | [REDACTED]   | 1L            |
| 15. Equipment Disposal     | Improper disposal, Environmental harm   | 3H           | [REDACTED]   | 2M            |

SAMPLE

| 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 |
|                     |                        |              | <div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 75%;"></div> <div style="background-color: black; height: 15px; width: 95%;"></div> |               |
|                     |                        |              |  |               |
|                     |                        |              |  |               |

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 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>

**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-of-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/workplaces-and-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>

**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>

**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

**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.

