

Fixture Replacement Risk Assessment

| | | |
|-------------------|--------|--------|
| Business Name: | ABN: | |
| Business Address: | | |
| Contact Person: | Phone: | Email: |

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON 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: | |

| 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 | Lifting injuries, Falling equipment | 3H | <ul style="list-style-type: none"> - Conduct pre-task briefing and review of SWMS. - Ensure all workers are familiar with task steps. - Inspect PPE for adequacy and compliance. - Assign a spotter to assist with load management. - Use mechanical aids for lifting where possible. - Ensure adequate lighting in work area. - Mark out exclusion zones. - Have emergency procedures in place and briefed. - Ensure all tools and equipment are checked for safety. - Brief workers on manual handling techniques. | 2M |
| 2. Disconnect Power | Electric shock, Arc flash | 4H | <ul style="list-style-type: none"> - Verify electrical isolation is complete. - Follow lock out-tag out procedures. - Wear appropriate insulated gloves. - Assign a qualified electrician for disconnection. - Confirm absence of voltage with testing device. - Ensure non-conductive footwear is worn. - Clearly signposted work area as 'Electrically Isolated'. - Use rubber mats to insulate against ground shocks. - Maintain a dry environment to avoid moisture contact. - Confirm isolation with multimeter before proceeding. | 2M |
| 3. Remove Old Fixture | Falling debris, Injury from improper tools | 3H | <ul style="list-style-type: none"> - Use appropriate tools for removal. - Wear hard hats and safety goggles. - Employ safe ladder usage techniques. - Maintain three points of contact on ladders. - Keep workspace tidy, removing debris immediately. - Use barrier protection to catch falling items. - Do not exceed safe working load of lifting equipment. - Conduct toolbox talk on proper tool usage. | 1L |

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| | | | <ul style="list-style-type: none"> - Ensure constant communication among team members. - Clearly identify any overhead hazards. | |
| 4. Inspect Wiring | Electrical hazards, Sharp metal edges | 3H | <ul style="list-style-type: none"> - De-energize the system before working on it. - Verify that the system is de-energized using a voltage tester. - Use insulated tools and equipment. - Wear appropriate PPE, including gloves and safety glasses. - Establish a safe work area and restrict access to the work area. - Follow the manufacturer's instructions for the equipment. - Use proper lifting techniques to avoid injury. - Keep the work area clean and free of clutter. - Communicate with team members throughout the process. - Stop work immediately if you encounter any unexpected hazards. | 1L |
| 5. Install New Fixture | Injury from power tools, Falling items | 3H | <ul style="list-style-type: none"> - De-energize the system before working on it. - Verify that the system is de-energized using a voltage tester. - Use insulated tools and equipment. - Wear appropriate PPE, including gloves and safety glasses. - Establish a safe work area and restrict access to the work area. - Follow the manufacturer's instructions for the equipment. - Use proper lifting techniques to avoid injury. - Keep the work area clean and free of clutter. - Communicate with team members throughout the process. - Stop work immediately if you encounter any unexpected hazards. | 2M |
| 6. Connect Power | Electric shock, Short circuits | 4A | <ul style="list-style-type: none"> - De-energize the system before working on it. - Verify that the system is de-energized using a voltage tester. - Use insulated tools and equipment. - Wear appropriate PPE, including gloves and safety glasses. - Establish a safe work area and restrict access to the work area. - Follow the manufacturer's instructions for the equipment. - Use proper lifting techniques to avoid injury. - Keep the work area clean and free of clutter. - Communicate with team members throughout the process. - Stop work immediately if you encounter any unexpected hazards. | 2M |

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| | | | | |
| 7. Test Fixture | Electric shock, Short circuit | 3H | | 1L |
| 8. Clean Up | Trip hazards, Exposure to hot materials | 2M | | 1L |
| 9. Conduct Job Review | Incomplete documentation, Unreported hazards | 2M | | 1L |

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| | | | | |
| 10. Handover | Misinformation, Inadequate communication | 2M | | 1L |
| 11. Final Checks | Missed checklist items, Unidentified defects | 2M | | 1L |
| 12. Sign Off | Incomplete documentation, Oversights leading to future issues | 2M | | 1L |

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| | | | | |
| 13. Demobilisation | Transport accidents, Injury during equipment handling | 2M | | 1L |
| 14. Environmental Considerations | Pollution from waste disposal, Disturbance to local wildlife | 3H | | 1L |
| 15. Compliance Review | Non-compliance with regulations, Inadequate record keeping | 2M | | 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.