

Greasing Sequences 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 surfaces, Unsecured tools	3H	<ul style="list-style-type: none"> - Ensure floor surfaces are dry and free from oil - Store tools securely when not in use - Mark any wet or slippery areas prominent - Use non-slip mats in work areas - Regularly inspect surfaces for oil build-up - Ensure proper footwear is worn - Train staff on handling and storage of tools - Conduct safety briefing before task - Organise and clean workspaces before and after - Check equipment for damage before use 	1L
2. Gathering Tools	Tool falls, Incorrect tool	3H	<ul style="list-style-type: none"> - Use tool belt or cadets - Inspect tools for wear and tear - Educate on proper tool selection for task - Ensure tools are handled correctly - Store tools at waist height or lower - Conduct regular tool maintenance - Secure loose components - Display tool safety charts in work areas - Test new tools before full use - Promote clear communication channels 	2M
3. Accessing Work Area	Obstructed pathways, Falls from ladders	3H	<ul style="list-style-type: none"> - Clear walkways of any clutter - Use only approved ladders for height work - Provide training on ladder safety - Maintain three points of contact on ladders - Distribute weight evenly when carrying items - Implement regular area inspections - Use signage to indicate work areas - Ensure adequate lighting in work zones 	1L

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			<ul style="list-style-type: none"> - Employ buddy system for ladder work - Install temporary barriers if needed 	
4. Reviewing Greasing Procedure	Misunderstanding of procedure, Inadequate lubrication	3H	<ul style="list-style-type: none"> - Review and update greasing procedure - Provide training on correct greasing technique - Use correct grease type and amount - Inspect equipment for proper lubrication - Use proper tools and equipment - Follow safety protocols - Communicate with team - Document findings - Report issues - Maintain equipment - Use proper storage - Clean up properly - Dispose of waste properly - Follow safety protocols - Communicate with team - Document findings - Report issues - Maintain equipment - Use proper storage - Clean up properly - Dispose of waste properly 	2M
5. Inspecting Equipment	Hidden defects, High-pressure leaks	3H	<ul style="list-style-type: none"> - Inspect equipment for hidden defects - Check for high-pressure leaks - Use proper inspection techniques - Follow safety protocols - Communicate with team - Document findings - Report issues - Maintain equipment - Use proper storage - Clean up properly - Dispose of waste properly - Follow safety protocols - Communicate with team - Document findings - Report issues - Maintain equipment - Use proper storage - Clean up properly - Dispose of waste properly 	1L
6. Applying Lubricant	Over-lubrication, Skin contact with chemicals	3H	<ul style="list-style-type: none"> - Apply lubricant correctly - Avoid skin contact with chemicals - Use proper application techniques - Follow safety protocols - Communicate with team - Document findings - Report issues - Maintain equipment - Use proper storage - Clean up properly - Dispose of waste properly - Follow safety protocols - Communicate with team - Document findings - Report issues - Maintain equipment - Use proper storage - Clean up properly - Dispose of waste properly 	2M

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7. Monitoring Equipment	Inability to detect issues, Equipment overheating	3H		2M
8. Cleaning Surplus Lubricant	Slippery surfaces from spill, Personal exposure during cleaning	4A		2M
9. Storing Tools and Lubricants	Inadequate storage space, Unlabelled containers	3H		1L

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10. Reviewing Task Completion	Missed procedures, Inaccurate record-keeping	3H		2M
11. Updating Safety Records	Human error in data entry, Delayed updates	3H		2M
12. Conducting a Debrief	Communication breakdowns, Missed learning opportunities	3H		2M

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13. Planning for Next Greasing	Task repetition errors, Equipment not ready for greasing	3H		2M
14. Training New Staff	Inadequate training depth, Missed critical safety steps	3H		1L
15. Maintenance of Safety Equipment	Equipment failure, Expired safety gear	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.