

Greens Maintenance Equipment 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:								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, Tripping hazards	3H	<ul style="list-style-type: none"> - Ensure work area is clear of debris - Wear appropriate footwear with slip-resistant soles - Display warning signs if surfaces are wet or slippery - Conduct a pre-start inspection of the area - Provide training on hazard identification - Ensure adequate lighting is available - Use caution when navigating uneven areas - Establish designated walkways - Utilize non-slip mats where necessary - Regularly monitor conditions for changes 	2M
2. Inspection of Equipment	Equipment malfunction, Damaged edges	3H	<ul style="list-style-type: none"> - Perform pre-use checks for all equipment - Inspect for any visible damage or defects - Ensure blades and edges are sharp and well-maintained - Tag and report faulty equipment immediately - Maintain regular servicing schedules - Use cut-resistant gloves as needed - Follow manufacturer's safety instructions - Train workers on equipment inspection protocols - Record and monitor inspection results - Ensure availability of first aid equipment 	1L
3. Refueling Machinery	Fuel spillage, Explosion risk	3H	<ul style="list-style-type: none"> - Use approved fuel containers - Ensure refueling is done outdoors or in well-ventilated areas - Avoid smoking and open flames near refueling area - Wear appropriate PPE such as gloves and goggles - Train staff on safe handling of fuels - Keep fire extinguisher nearby - Clean any spills immediately using proper spill control kits - Follow correct procedure for refueling 	1L

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			<ul style="list-style-type: none"> - Store fuel in accordance with regulations - Conduct regular safety drills on emergency response 	
4. Operating Mowers	Mechanical injury, Noise exposure	4A	<ul style="list-style-type: none"> - Use safety features on mowers - Wear seatbelts - Avoid distractions - Maintain safe distances from others - Use proper mowing techniques - Wear hearing protection - Take breaks to avoid fatigue - Inspect mowers before use - Avoid mowing in adverse weather conditions - Use proper fuel handling procedures 	2M
5. Using Edgers and Trimmers	Flying debris, Repetitive strain injuries	3H	<ul style="list-style-type: none"> - Use safety glasses - Wear gloves - Use proper cutting techniques - Avoid overexertion - Take breaks to avoid fatigue - Inspect tools before use - Avoid using tools in adverse weather conditions - Use proper fuel handling procedures - Maintain safe distances from others 	2M
6. Collection of Clippings	Manual handling injuries, Contact with irritants	2M	<ul style="list-style-type: none"> - Use proper lifting techniques - Wear gloves - Avoid contact with irritants - Take breaks to avoid fatigue - Inspect equipment before use - Avoid using equipment in adverse weather conditions - Use proper fuel handling procedures - Maintain safe distances from others 	1L

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7. Cleaning Equipment Post-Use	Contact with cleaning chemicals, Slip hazards from wet surfaces	3H		1L
8. Maintaining Pathways	Uneven surfaces, Obstructions	3H		1L
9. Handling Green Waste	Biohazard exposure, Sharp objects	3H		1L

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10. Storing Equipment	Falls from height, Fire risk	3H		2M
11. Pest Control	Chemical exposure, Allergic reaction	4A		2M
12. Repairs and Maintenance	Tool-related injuries, Electric shock	3H		1L

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13. Inclement Weather Preparedness	Wet conditions, Lightning	4A		2M
14. Loading and Unloading Equipment	Crushing injuries, Vehicle movement	3H		1L
15. Emergency Response	Delayed response, Inadequate first aid	4A		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Managing Sun Exposure	Sunburn, Heat exhaustion	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Monitoring Noise Levels	Hearing damage, Communication barriers	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Use of Chemicals	Toxic exposure, Spill hazards	4A	<div></div> <div></div> <div></div>	2M

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19. Training and Induction	Lack of knowledge, Misuse of equipment	3H		1L
20. Communication Systems	Equipment failure, Miscommunication	3H		1L

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.