

## High-Voltage Switch Yard Entry 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> 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	inadequate training, poor communication	3H	<ul style="list-style-type: none"> <li>- Ensure all personnel have completed high-voltage training.</li> <li>- Conduct pre-entry safety briefing.</li> <li>- Distribute communications radios to all team members.</li> <li>- Prepare and verify safety documentation.</li> <li>- Establish clear communication protocols.</li> <li>- Confirm understanding of emergency procedures.</li> <li>- Ensure all team members have appropriate PPE.</li> <li>- Verify competency of all involved personnel.</li> <li>- Conduct a competency check for specialised tasks.</li> <li>- Ensure availability of first aid trained personnel.</li> </ul>	2M
2. Site Access	unauthorised entry, trip hazards	3H	<ul style="list-style-type: none"> <li>- Restrict access to authorised personnel only.</li> <li>- Clearly display entry permits and authorisations.</li> <li>- Use safety signage for hazard awareness.</li> <li>- Remove or clearly mark trip hazards near entry points.</li> <li>- Ensure use of proper footwear with ankle protection.</li> <li>- Confirm identity of each person entering site.</li> <li>- Install barriers around hazardous areas.</li> <li>- Deploy on-site personnel to monitor access.</li> <li>- Bookmark emergency access points.</li> <li>- Conduct regular walk-throughs to identify hazards.</li> </ul>	1L
3. Equipment Check	defective equipment, improper use	4A	<ul style="list-style-type: none"> <li>- Perform pre-operational checks on all equipment.</li> <li>- Maintain equipment service logs up-to-date.</li> <li>- Train personnel on proper equipment use.</li> <li>- Use equipment according to manufacturer guidelines.</li> <li>- Immediately report any defective equipment.</li> <li>- Have a fault reporting and rectification system in place.</li> <li>- Make sure all tools are electrically insulated.</li> <li>- Test functionality of safety cut-off switches.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Ensure calibration of testing devices.</li> <li>- Conduct visual inspections pre-use by qualified personnel.</li> </ul>	
4. Planning Work	lack of procedure compliance, miscommunication	3H	<ul style="list-style-type: none"> <li>- Develop and review work plan with all personnel involved.</li> <li>- Assign specific tasks and responsibilities to qualified personnel.</li> <li>- Ensure all personnel are aware of the work plan and any changes.</li> <li>- Conduct a pre-work meeting to discuss the plan and any potential hazards.</li> <li>- Ensure all personnel are trained and qualified for the tasks.</li> <li>- Establish clear communication channels and protocols.</li> <li>- Review the work plan and any changes before starting work.</li> <li>- Ensure all personnel are aware of the work plan and any changes.</li> <li>- Conduct a pre-work meeting to discuss the plan and any potential hazards.</li> <li>- Ensure all personnel are trained and qualified for the tasks.</li> </ul>	2M
5. PPE Usage	insufficient protection, incorrect PPE usage	3H	<ul style="list-style-type: none"> <li>- Identify the required PPE for each task.</li> <li>- Ensure all personnel are trained and qualified to use the PPE.</li> <li>- Conduct a pre-work inspection of the PPE to ensure it is in good condition.</li> <li>- Ensure all personnel are wearing the required PPE at all times.</li> <li>- Establish clear communication channels and protocols.</li> <li>- Review the work plan and any changes before starting work.</li> <li>- Ensure all personnel are aware of the work plan and any changes.</li> <li>- Conduct a pre-work meeting to discuss the plan and any potential hazards.</li> <li>- Ensure all personnel are trained and qualified for the tasks.</li> </ul>	1L
6. Lockout/Tagout Procedures	improper de-energising, failure to tag equipment	4A	<ul style="list-style-type: none"> <li>- Develop and review the LOTO procedure with all personnel involved.</li> <li>- Assign specific tasks and responsibilities to qualified personnel.</li> <li>- Ensure all personnel are aware of the LOTO procedure and any changes.</li> <li>- Conduct a pre-work meeting to discuss the plan and any potential hazards.</li> <li>- Ensure all personnel are trained and qualified for the tasks.</li> <li>- Establish clear communication channels and protocols.</li> <li>- Review the work plan and any changes before starting work.</li> <li>- Ensure all personnel are aware of the work plan and any changes.</li> <li>- Conduct a pre-work meeting to discuss the plan and any potential hazards.</li> <li>- Ensure all personnel are trained and qualified for the tasks.</li> </ul>	2M

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7. Grounding	faulty earthing connections, electric shock	4A		2M
8. Weather Considerations	lightning, slippery surfaces	4A		2M
9. Communication Protocols	communication failure, misinterpretation	3H		1L

**SAMPLE**

Category	Sub-category	Value
Primary, insufficient resources	4A	[Redacted]
	4B	[Redacted]
Secondary, inadequate	4A	[Redacted]
	4B	[Redacted]

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13. High-Voltage Testing	arc flash, equipment malfunction	4A		2M
14. Task Supervision	inadequate oversight, delays in hazard reporting	3H		1L
15. Final Inspection	overlooked hazards, failure to recognise corrections needed	3H		2M

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16. Document Review and Archival	incomplete records, non-compliance with documentation standards	2M		1L
17. Debrief and Feedback	lack of feedback, inaccurate reporting	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>

### 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>

### 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>

### 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