

Ice Machine Service And Repair 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:

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	electrical shock, slips due to wet floor	3H	<ul style="list-style-type: none"> - Ensure work area is dry and clean to prevent slips - Use insulated tools and equipment - Verify power is disconnected before starting work - Deploy 'Wet Floor' signage in the area - Wear non-slip footwear - Conduct a pre-start safety briefing - Use rubber mats when working near water - Check for any visible liquid spills and clean immediately - Ensure all electrical equipment is tagged and tested - Review safety data sheets for cleaning chemicals 	2M
2. Isolate Power	electric shock, arc flash	4H	<ul style="list-style-type: none"> - Ensure power supply is clearly labelled - Switch off and remove mains plug, lock out tag out (LOTO) applied - Use insulated gloves when handling cables - Double-check power is off using a multimeter - Apply procedures compliant with AS/NZS 4836:2011 - Use insulated tools during isolation process - Ensure signage is adequate to prevent inadvertent actuation - Verify isolation with authorised personnel - Conduct a visual inspection of isolation points - Inform all relevant personnel of isolation actions 	2M
3. Remove Exterior Panels	manual handling injuries, cuts from sharp edges	3H	<ul style="list-style-type: none"> - Use appropriate PPE including gloves with cut protection - Seek assistance for heavy panels to prevent strain injuries - Employ correct manual handling techniques - Conduct a panel handling briefing - Ensure proper use of tools for removal - Maintain awareness of surrounding foot traffic - Clear area of all unnecessary obstructions - Use protective blankets over sharp edges 	2M

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			<ul style="list-style-type: none"> - Inspect panels for sharp protrusions before handling - Secure panels immediately after removal 	
4. Drain Remaining Water	slips on spilled water, contact with hot water	3H	<ul style="list-style-type: none"> - Place warning signs around work area - Wipe up spills immediately - Wear slip-resistant shoes - Use caution tape to mark wet areas - Avoid carrying heavy loads while working - Use proper lifting techniques - Keep walkways clear of tools and materials - Use handrails or ladders if needed - Take regular breaks to avoid fatigue - Communicate with team members about hazards - Stop work if you feel dizzy or disoriented - Have first aid kit available - Report incidents immediately 	1L
5. Inspect and Clean Evaporator	exposure to cleaning chemicals, strains from awkward postures	3H	<ul style="list-style-type: none"> - Ventilate the work area - Wear gloves and eye protection - Follow manufacturer's instructions for chemical use - Use proper body mechanics - Rotate tasks to avoid repetitive strain - Take frequent breaks - Use extension tools to reach high or low areas - Keep floor clean and dry - Store chemicals safely - Label all containers - Dispose of waste properly - Wash hands thoroughly after work - Stay hydrated - Get medical attention if symptoms persist 	2M
6. Check Refrigerant Levels	refrigerant exposure, frostbite	4A	<ul style="list-style-type: none"> - Wear full PPE (goggles, gloves, apron) - Work in a well-ventilated area - Use certified refrigerant recovery equipment - Follow EPA Section 608 rules - Monitor for leaks continuously - Keep fire extinguisher nearby - Avoid open flames - Use leak detectors - Shut off system before servicing - Recover refrigerant completely - Seal all connections properly - Charge slowly and monitor pressure - Document all service work - Recycle old refrigerant 	2M

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7. Inspect Electrical Connections	electric shock, burns from hot components	4A		2M
8. Lubricate Mechanical Parts	contact with rotating components, irritation from lubricant	3H		1L
9. Test Machine Operation	entanglement with moving parts, unexpected startup	4A		2M

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10. Clean Up	chemical exposure from cleaning agents, back strain from improper lifting	3H		1L
11. Post-Service Inspection	missed component faults, re-exposure to hazardous areas	3H		1L
12. Reconnect Power	electric shock, damage from power surge	4A		2M

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13. Update Records	data entry errors, information leaks	2M		1L
14. Final Inspection	oversights of hazards, false sense of security	3H		1L
15. Record Feedback	miscommunication of concerns, dismissal of worker input	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Close Task	incomplete documentation, unresolved safety measures	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Review and Analyse Incidents	inaccurate incident reports, repeat of past incidents	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. Evaluate Safety Performance	biased evaluations, incomplete performance data	2M	<div></div> <div></div> <div></div>	1L

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19. Continuous Improvement	stagnation of safety practices, resistance to change	3H		1L
20. Final Task Review	overlooked issues, complacency post-task	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.