

Inserting Drain Plugs 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	Slips and trips, Incorrect equipment use	3H	<ul style="list-style-type: none"> - Conduct a pre-task briefing with all team members - Ensure the work area is clean and free from obstructions - Verify that all team members are wearing appropriate PPE - Confirm all tools and equipment are in good working condition - Assign roles and responsibilities clearly to all workers - Check for any potential obstacles or hazards in the vicinity - Ensure proper lifting is available at the work site - Review the SWMS to ensure compliance with safety procedures - Conduct a toolbox talk focusing on task-specific safety - Ensure all workers have adequate training for task 	2M
2. Selecting Tools	Using incorrect tools, Ergonomic strain	3M	<ul style="list-style-type: none"> - Use a checklist to confirm the correct tools are selected - Provide training on tool selection and usage - Perform visual inspection of tools for defects - Ensure tools are well-maintained and suitable for task - Use tool shadow boards for easy selection - Employ ergonomically designed tools to reduce strain - Provide adjustable workstations to suit worker height - Encourage regular breaks to minimise fatigue - Offer training on ergonomic postures - Use mechanical aids where applicable 	2M
3. Verification of Drain Plugs	Leaking drain plugs, Incorrect fitting	3H	<ul style="list-style-type: none"> - Inspect drain plugs for damage or wear before use - Use a calibrated torque wrench for proper fitting - Verify size compatibility of plugs with machinery - Follow manufacturer guidelines for installation - Conduct leak tests prior to finalising installation - Use gasket seals to prevent leakage - Engage a qualified technician for installations - Implement a tagging system for inspected plugs 	1L

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			- Provide training on correct fitting techniques - Document inspection and fitting process	
4. Installation Area Safety	Restricted access, Falling objects	3H	<ul style="list-style-type: none"> Establish and enforce safety zones around work areas. Use barriers or caution tape to restrict access. Ensure all tools and materials are stored securely. Implement a permit-to-work system for high-risk tasks. Conduct regular safety briefings for all personnel. Use fall protection equipment where necessary. Designate a safety officer to monitor compliance. Post warning signs at all entry points. Limit the number of personnel in the area. Use ladders safely and follow manufacturer instructions. Secure loose cables and hoses to prevent tripping. 	2M
5. Draining Fluids	Chemical exposure, Spillage	4A	<ul style="list-style-type: none"> Wear appropriate PPE (gloves, goggles, apron). Use spill containment kits immediately. Label all containers clearly. Dispose of fluids according to local regulations. Work in well-ventilated areas. Have emergency eyewash and shower stations available. Train personnel on handling procedures. Use secondary containment for large volumes. Keep fire extinguishers nearby. Document disposal methods. Perform leak checks before starting. 	2M
6. Plug Fitting	Cross threading, Hand injuries	3H	<ul style="list-style-type: none"> Use torque wrenches correctly. Inspect threads for damage before assembly. Apply lubrication as specified. Use proper hand techniques to avoid pinching. Stop work if cross-threading is detected. Use thread sealant if required. Wear gloves to protect hands. Double-check alignment before tightening. Follow manufacturer's torque specifications. Mark components after final assembly. 	1L

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7. Plug Verification	Leakage, Improper sealing	3H		1L
8. Cleaning Work Area	Slip on wet surface, Inhalation of cleaning agents	3H		1L
9. Final Inspection	Missed defects, Inadequate documentation	3H		1L

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10. Equipment Storage	Equipment damage, Improper storage	2M		1L
11. Task Completion Reporting	Inaccurate reports, Missed communication	2M		1L
12. Waste Disposal	Environmental harm, Unauthorized disposal	3H		1L

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13. Feedback Collection	Ignored feedback, Incomplete data	2M		1L
14. Continuous Improvement	Stagnation, Resistance to change	3H		1L
15. Decommissioning Tools	Unused tool hazards, Unsecured storage	3H		1L

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16. Emergency Preparedness	Inadequate response, Panic	4A		2M
17. Follow-Up Inspections	Overlooked issues, Delayed findings	3H		1L
18. Training and Competency	Inadequate training, Skills degradation	3H		1L

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19. Communication and Reporting	Miscommunication, Data loss	2M		1L
20. Monitoring and Review	Inconsistent monitoring, Outdated procedures	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.