

**Inspecting Machines Before Use 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:	

SAMPLE

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																									
<b>Risk Rating &amp; Required Action:</b> <table border="1"> <tr> <td><b>4A</b></td> <td>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.</td> </tr> <tr> <td><b>3H</b></td> <td>Review and approve additional controls before the task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td><b>2M</b></td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td><b>1L</b></td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>										<b>4A</b>	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.	<b>3H</b>	Review and approve additional controls before the task starts. Senior supervisor sign-off needed.	<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.	<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.																
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<b>Notes on Hierarchy of Controls:</b> Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> <li>1. <b>Eliminate</b></li> <li>2. <b>Substitute</b></li> <li>3. <b>Isolate</b></li> <li>4. <b>Engineering</b></li> <li>5. <b>Administrative</b></li> <li>6. <b>PPE</b></li> </ol> <p>Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.</p> <p><i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i></p>																																	
<b>Consequence Scale:</b> <table border="1"> <thead> <tr> <th>Consequence</th> <th>People (injury/illness)</th> <th>Project / Assets</th> <th>Compliance / Reputation</th> </tr> </thead> <tbody> <tr> <td><b>Catastrophic</b></td> <td>Fatality or permanent total disability</td> <td>project shutdown</td> <td>Significant regulator intervention; criminal prosecution</td> </tr> <tr> <td><b>Major</b></td> <td>Serious injury/illness (hospital &gt; 5 days)</td> <td>critical delay</td> <td>Improvement notice; major media coverage</td> </tr> <tr> <td><b>Moderate</b></td> <td>Medical-treatment injury; lost-time &gt; 1 day</td> <td>moderate delay</td> <td>Minor breach; adverse client comment</td> </tr> <tr> <td><b>Minor</b></td> <td>First-aid only, no lost time</td> <td>negligible delay</td> <td>Isolated non-conformance</td> </tr> <tr> <td><b>Insignificant</b></td> <td>No injury</td> <td>no schedule impact</td> <td>Deviation caught and corrected on site</td> </tr> </tbody> </table>										Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation	<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution	<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage	<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment	<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance	<b>Insignificant</b>	No injury	no schedule impact	Deviation caught and corrected on site
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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, Lack of proper tools	3H	<ul style="list-style-type: none"> <li>Ensure all workers have completed relevant training programs</li> <li>Provide clear operational manuals</li> <li>Verify presence of necessary tools before starting</li> <li>Conduct a briefing session prior to inspection</li> <li>Equip workers with personal protective equipment (PPE)</li> <li>Designate a team leader to oversee the process</li> <li>Ensure workers understand emergency procedures</li> <li>Use a checklist to ensure all tools and equipment are ready</li> <li>Assign roles and responsibilities clearly</li> <li>Schedule sufficient time for preparation</li> </ul>	2M
2. Identifying Equipment	Misidentification of machinery, Incorrect labelling	3L	<ul style="list-style-type: none"> <li>Label all machines clearly with unique identifiers</li> <li>Use signage that complies with WHS regulations</li> <li>Conduct visual inspection to verify labels</li> <li>Ensure a logbook is used for tracking equipment</li> <li>Have a second person verify equipment identification</li> <li>Create a diagram of machine locations and identifiers</li> <li>Regularly update labels and signs as needed</li> <li>Use digital records for tracking</li> <li>Incorporate barcoding for ease of access</li> <li>Provide training on equipment identification</li> </ul>	1L
3. Visual Inspection	Hidden defects, Inadequate lighting	4A	<ul style="list-style-type: none"> <li>Use portable lighting in dimly lit areas</li> <li>Conduct inspection during daylight when possible</li> <li>Instruct workers to report any uncertain observations</li> <li>Perform inspections alongside an experienced worker</li> <li>Utilise magnifying tools for small components</li> <li>Follow a structured checklist during inspection</li> <li>Provide workers with fault identification training</li> <li>Ensure no machine is operational during inspection</li> </ul>	2M

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			Use high-visibility marks for defects Schedule regular inspections at planned intervals	
4. Checking Operational Function	Incorrect startup, Unexpected machine activation	4A	[REDACTED]	2M
5. Testing Safety Features	Bypassed safety features, Faulty safety systems	3H	[REDACTED]	1L
6. Reviewing Maintenance Records	Outdated information, Inaccurate maintenance logs	2M	[REDACTED]	1L

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			[REDACTED]	
7. Ensuring Compliance with Regulations	Non-compliance with WHS standards, Changes in regulatory requirements	4A	[REDACTED]	2M
8. Reporting and Documentation	Inadequate reporting, Loss of documents	2M	[REDACTED]	1L
9. Determining Inspection Frequency	Infrequent inspections, Overlapping schedules	3H	[REDACTED]	2M

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			[REDACTED]	
10. Communication of Findings	Miscommunication of risks, Delayed information dissemination	3H	[REDACTED]	2M
11. Clean-up and Housekeeping	Accidental spills, Improper disposal of materials	2M	[REDACTED]	1L
12. Lockout/Tagout Procedures	Failure to de-energise machines, Unauthorized re-energisation	4A	[REDACTED]	2M

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			[REDACTED]	
13. Emergency Readiness	Unavailability of emergency exits, Inadequate emergency equipment	4A	[REDACTED]	1L
14. Review and Feedback	Unaddressed concerns, Insufficient feedback mechanisms	3H	[REDACTED]	1L
15. Continuous Improvement	Resistance to change, Complacency over time	3H	[REDACTED]	2M

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			<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 75%;"></div>	

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 FOR 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/lis-res-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/work-places-and-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>

**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/work-places/codes-of-practice#COPs>

**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

**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.

