

Installation Of Ceiling Fans Or Light Fixtures 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	Slip and trip hazard due to tools and materials, Eye strain from poor lighting	3H	<ul style="list-style-type: none"> - Ensure the work area is clean and free of clutter - Use portable lighting to illuminate the workspace clearly - Wear safety boots to prevent slips - Conduct a toolbox talk to discuss hazards - Keep tools organised in a designated area - Implement a site-specific safety plan - Ensure appropriate signage is in place - Limit access to the work area to authorised personnel - Perform a pre-work inspection of the site - Ensure adequate ventilation 	2M
2. Acquiring Permits and Licences	Failure to obtain necessary permits, Non-compliance with electrical standards	3H	<ul style="list-style-type: none"> - Verify local council requirements for permits - Ensure all workers have relevant licences - Consult with electrical safety authority - Keep up-to-date with electrical codes - Maintain copies of all permits on site - Regularly review compliance documents - Provide training on legal requirements - Assign responsibility for permit acquisition - Maintain regular liaison with regulators - Conduct audits to ensure compliance 	1L
3. Selecting Equipment	Faulty equipment leading to electrical injuries, Inappropriate tool selection	4A	<ul style="list-style-type: none"> - Conduct routine checks on equipment - Use only equipment tested and tagged - Ensure tools are stored safely - Check equipment for service dates - Conduct training on tool usage - Have a register of all equipment - Verify tools are suitable for task - Ensure backup tools are available 	2M

Cause	Hazard	Control
Incorrect ladder use, Incorrect ladder	3H	- Conduct pre-use inspections - Use ladders correctly - Ensure ladders are in good condition - Provide training on ladder use - Use proper ladder techniques - Avoid overreaching - Maintain three points of contact - Do not carry loads while on ladders - Inspect ladders for damage before use - Use ladders on level surfaces - Do not use damaged ladders - Follow manufacturer's instructions - Use ladders for their intended purpose - Keep ladders clean and free of debris - Store ladders properly when not in use - Report damaged ladders immediately - Use fall protection when working from heights - Avoid working in adverse weather conditions - Use proper footing and body positioning - Do not drink alcohol or use drugs before working - Get adequate rest before working - Stay hydrated - Take regular breaks - Use proper lifting techniques - Avoid rushing - Stay focused on the task - Communicate with team members - Use safety equipment properly - Follow all safety protocols - Stay alert and aware of surroundings - Do not take shortcuts - Prioritize safety over speed - Stay calm in emergency situations - Know emergency procedures - Have a first aid kit available - Report incidents and near misses - Participate in safety training - Stay up to date on safety regulations - Encourage a safety culture - Lead by example - Promote safety as a core value - Recognize and reward safe behavior - Conduct regular safety meetings - Perform safety audits - Review safety incidents and near misses - Continuously improve safety practices - Stay informed about new safety technologies - Encourage workers to speak up about safety concerns - Foster a supportive environment - Promote teamwork and communication - Encourage workers to look out for each other - Stay motivated and committed to safety - Stay positive and optimistic - Celebrate safety successes - Stay engaged and involved - Stay organized - Stay on top of tasks - Stay flexible and adaptable - Stay open to feedback - Stay curious and learn from mistakes - Stay resilient and bounce back from setbacks - Stay confident and believe in your abilities - Stay humble and acknowledge your limitations - Stay grateful and appreciate the opportunity to work - Stay healthy and take care of yourself - Stay balanced and avoid burnout - Stay happy and enjoy your work - Stay motivated and inspired - Stay passionate and committed to your work - Stay dedicated and give your best effort - Stay accountable and take responsibility for your actions - Stay honest and transparent - Stay ethical and do the right thing - Stay respectful and treat others with dignity - Stay courteous and be polite - Stay professional and conduct yourself with integrity - Stay organized and manage your time effectively - Stay focused and avoid distractions - Stay productive and get things done - Stay efficient and work smart - Stay innovative and think outside the box - Stay creative and come up with new ideas - Stay collaborative and work well with others - Stay team player and support your colleagues - Stay positive and spread positivity - Stay grateful and be thankful - Stay happy and smile - Stay healthy and eat well - Stay active and exercise regularly - Stay hydrated and drink water - Stay rested and get enough sleep - Stay stress-free and manage stress effectively - Stay calm and composed - Stay patient and wait your turn - Stay flexible and go with the flow - Stay open-minded and listen to others - Stay respectful and value diversity - Stay inclusive and create a welcoming environment - Stay fair and equitable - Stay honest and be truthful - Stay transparent and communicate openly - Stay accountable and own your mistakes - Stay responsible and take care of your duties - Stay committed and stay the course - Stay dedicated and give your all - Stay passionate and love your work - Stay motivated and stay inspired - Stay positive and stay optimistic - Stay grateful and stay thankful - Stay happy and stay smiling - Stay healthy and stay strong - Stay active and stay fit - Stay hydrated and stay refreshed - Stay rested and stay energized - Stay stress-free and stay relaxed - Stay calm and stay collected - Stay patient and stay composed - Stay flexible and stay adaptable - Stay open-minded and stay receptive - Stay respectful and stay courteous - Stay inclusive and stay welcoming - Stay fair and stay just - Stay honest and stay truthful - Stay transparent and stay open - Stay accountable and stay responsible - Stay committed and stay dedicated - Stay passionate and stay motivated - Stay positive and stay happy - Stay grateful and stay thankful - Stay healthy and stay strong - Stay active and stay fit - Stay hydrated and stay refreshed - Stay rested and stay energized - Stay stress-free and stay relaxed - Stay calm and stay collected - Stay patient and stay composed - Stay flexible and stay adaptable - Stay open-minded and stay receptive - Stay respectful and stay courteous - Stay inclusive and stay welcoming - Stay fair and stay just - Stay honest and stay truthful - Stay transparent and stay open - 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7. Installing Mounting Brackets	Falling from height, Hand injuries from tools	3H		2M
8. Attaching New Fixtures	Electrical shocks, Injury from falling fixtures	4A		2M
9. Wiring Connections	Incorrect wiring leading to fire, Electrocutation hazard	4A		1L

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10. Testing Installed Fixtures	Equipment malfunction, Unexpected electrical issues	3H		1L
11. Re-Energising Power Supply	Power surge causing burns, Malfunctioning safety devices	4A		2M
12. Securing Work Area	Trip hazards from leftover materials, Limited access for emergency personnel	3H		1L

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13. Conducting Final Inspection	Missed safety checks, Overlooked installation faults	3H		1L
14. Documentation and Handover	Inadequate record keeping, Miscommunication with client	3H		1L
15. Post-Work Review	Failure to learn from incidents, Poor feedback integration	3H		1L

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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 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.