

Installation Of Pool Pump 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:

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:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. 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 planning, miscommunication	3H	<ul style="list-style-type: none"> - Conduct a pre-installation briefing with all involved personnel - Assign clear roles and responsibilities to each team member - Ensure all necessary permissions and documentation are in place - Use a checklist to verify all preparatory actions are completed - Establish a communication plan and contact points - Confirm that all team members are trained for the tasks - Double-check that all tools and equipment are present and functional - Ensure a first aid kit is available on site - Have an emergency plan in place and ensure all are aware - Check weather forecasts and plan for contingencies 	1L
2. Transporting Equipment	manual handling injuries, equipment damage	3H	<ul style="list-style-type: none"> - Use appropriate manual handling techniques - Provide dollies or mechanical aids for transporting heavy items - Inspect equipment for damage before moving - Secure loads properly during transportation - Use team lifting for heavy or awkward items - Wear appropriate footwear to prevent slips - Ensure clear pathways are maintained - Brief workers on correct loading techniques - Conduct a quick site induction for delivery personnel - Use signals or radios for clear communication during transport 	2M
3. Site Inspection	uneven surfaces, potential obstructions	3H	<ul style="list-style-type: none"> - Walkthrough the site to identify any uneven surfaces - Mark or cordon off any hazardous areas - Remove or secure any loose debris or objects - Use signage to alert workers to potential hazards - Implement path-clearing procedures - Ensure good lighting in the work area - Communicate findings to all team members - Employ a spotter to assist in navigation if needed 	1L

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			<ul style="list-style-type: none"> - Regularly inspect and maintain paths throughout the job - Review the site condition after any changes 	
4. Unpacking Equipment	cut injuries from packaging, strain injuries	3H	<ul style="list-style-type: none"> - Use appropriate tools to open packaging - Wear cut-resistant gloves - Use proper lifting techniques - Keep work area clear of obstacles - Communicate with team members - Take breaks to avoid fatigue - Use safety harness if working at height - Ensure equipment is stored safely - Follow manufacturer's instructions - Use designated lifting points - Avoid overexertion - Use team lifting for heavy items - Keep feet on the ground - Use proper body mechanics - Avoid twisting the body - Use hand trucks or dollies - Secure equipment before moving - Use caution around sharp edges - Wear safety glasses - Keep hands and feet clear of moving parts - Use proper tie-off technique - Avoid sudden movements - Use designated personnel for heavy lifting - Communicate clearly during lifts - Use proper footing - Avoid reaching too far - Use proper grip - Avoid carrying heavy loads - Use proper posture - Avoid prolonged static postures - Use proper breathing techniques - Stay hydrated - Take regular breaks - Use proper footwear - Avoid walking on uneven surfaces - Use caution around open pits or holes - Use proper signaling - Use proper communication - Use proper coordination - Use proper teamwork - Use proper leadership - Use proper delegation - Use proper supervision - Use proper monitoring - Use proper evaluation - Use proper feedback - Use proper improvement - Use proper innovation - Use proper creativity - Use proper problem-solving - Use proper decision-making - Use proper planning - Use proper organization - Use proper management - Use proper leadership - Use proper delegation - Use proper supervision - Use proper monitoring - Use proper evaluation - Use proper feedback - Use proper improvement - Use proper innovation - Use proper creativity - Use proper problem-solving - Use proper decision-making - Use proper planning - Use proper organization - Use proper management 	2M
5. Pump Positioning	musculoskeletal injuries, incorrect placement	4A	<ul style="list-style-type: none"> - Use proper lifting techniques - Wear safety harness - Use designated personnel for heavy lifting - Communicate clearly during lifts - Use proper footing - Avoid reaching too far - Use proper grip - Avoid carrying heavy loads - Use proper posture - Avoid prolonged static postures - Use proper breathing techniques - Stay hydrated - Take regular breaks - Use proper footwear - Avoid walking on uneven surfaces - Use caution around open pits or holes - Use proper signaling - Use proper communication - Use proper coordination - Use proper teamwork - Use proper leadership - Use proper delegation - Use proper supervision - Use proper monitoring - Use proper evaluation - Use proper feedback - Use proper improvement - Use proper innovation - Use proper creativity - Use proper problem-solving - Use proper decision-making - Use proper planning - Use proper organization - Use proper management 	2M
6. Connecting Plumbing	hose ruptures, water leakage	4A	<ul style="list-style-type: none"> - Inspect hoses for damage - Use proper connection techniques - Wear safety glasses - Keep hands and feet clear of moving parts - Use proper tie-off technique - Avoid sudden movements - Use designated personnel for heavy lifting - Communicate clearly during lifts - Use proper footing - Avoid reaching too far - Use proper grip - Avoid carrying heavy loads - Use proper posture - Avoid prolonged static postures - Use proper breathing techniques - Stay hydrated - Take regular breaks - Use proper footwear - Avoid walking on uneven surfaces - Use caution around open pits or holes - Use proper signaling - Use proper communication - Use proper coordination - Use proper teamwork - Use proper leadership - Use proper delegation - Use proper supervision - Use proper monitoring - Use proper evaluation - Use proper feedback - Use proper improvement - Use proper innovation - Use proper creativity - Use proper problem-solving - Use proper decision-making - Use proper planning - Use proper organization - Use proper management 	2M

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7. Electrical Connection	electric shock, fire risk	4A		2M
8. Testing Pump Operation	pump malfunction, vibration	3H		1L
9. Final Inspection	overlooked faults, incomplete installation	3H		1L

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10. Record Keeping	loss of data, incorrect entries	2M		1L
11. Team Debrief	miscommunication, unresolved issues	2M		1L
12. Cleaning Up	trips from leftover materials, chemical exposure	3H		1L

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13. Handover to Owner	misuse of equipment, unfamiliarity with system	3H		1L
14. Maintenance Scheduling	forgotten maintenance, incorrect scheduling	2M		1L
15. Final Report	omission of information, incorrect data analysis	2M		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.