

Load Test Of Elevator 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:

- 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	Inadequate planning, Incorrect equipment	3H	<ul style="list-style-type: none"> - Develop a comprehensive load test plan - Ensure all equipment is certified for intended use - Communicate test plan with all stakeholders - Verify all personnel are trained and competent - Schedule test during low building occupancy - Confirm load test complies with Australian standards - Secure necessary permits and approvals - Review recent maintenance records of elevator - Prepare emergency response plan - Conduct site inspection in advance 	2M
2. Setting up equipment	Slips, trips, and falls, Equipment failure	3H	<ul style="list-style-type: none"> - Use non-slip mats in the work area - Conduct pre-use inspection of all equipment - Ensure all tools and equipment are clean and free of oil - Implement housekeeping protocols to keep area tidy - Monitor weather conditions if external access is required - Ensure all electrical equipment is tested and tagged - Provide adequate lighting in the work area - Use barricades to control access to worksite - Appoint a spotter for assisting with equipment placement - Use proper lifting techniques when manual handling 	2M
3. Load calculation and distribution	Incorrect load distribution, Overloading	3H	<ul style="list-style-type: none"> - Calculate load capacity according to the manufacturer specifications - Use calibrated scales and measuring devices - Ensure load is symmetrically distributed within elevator - Employ secondary verification by a qualified engineer - Do not exceed 80% of rated load capacity - Use load spreader bars if necessary - Communicate load limits to all team members - Verify load with calibrated instruments 	1L

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			<ul style="list-style-type: none"> - Double-check calculations and load plans - Produce load charts for worksite reference 	
4. Safety briefing	Lack of communication, Unaware personnel	2M	<ul style="list-style-type: none"> - Conduct safety briefing with all personnel - Ensure all personnel understand their roles and responsibilities - Verify that all personnel are aware of the hazards and control measures - Establish clear communication protocols - Assign a dedicated safety officer - Conduct a pre-work safety check - Ensure all personnel are wearing appropriate PPE - Verify that all personnel are trained and competent - Establish a clear line of communication - Conduct a final safety check before work begins 	1L
5. Test execution	Equipment malfunction, Unexpected elevator behaviour	4A	<ul style="list-style-type: none"> - Conduct a pre-test inspection of the equipment - Verify that all safety features are functioning correctly - Establish a clear communication protocol between the test operator and the safety officer - Conduct a test run at a low speed to verify the equipment's behaviour - Monitor the equipment's performance closely during the test - Establish a clear emergency stop procedure - Ensure that all personnel are aware of the test procedure and the location of the emergency stop button - Conduct a post-test inspection of the equipment - Verify that all safety features are still functioning correctly - Document the test results and any issues identified 	2M
6. Monitoring and reporting	Inaccurate data recording, Failure to identify issues	3H	<ul style="list-style-type: none"> - Establish a clear data recording protocol - Assign a dedicated person to record the data - Verify that the data recording equipment is functioning correctly - Monitor the data recording process closely - Establish a clear reporting protocol for any issues identified - Assign a dedicated person to report any issues - Verify that the reporting process is functioning correctly - Document any issues identified and the actions taken to resolve them 	1L

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7. Post-test equipment inspection	Delayed identification of damage, Inadequate inspection	3H		2M
8. Site clean-up	Waste accumulation, Environmental hazards	2M		1L
9. Review and learnings	Overlooking potential improvements, Data inaccuracy	2M		1L

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10. Documentation and records	Incomplete records, Unauthorized access	2M		1L
11. Return to Service	Premature commissioning, Inadequate testing	3H		1L
12. Compliance check	Non-conformance with regulations, Lack of oversight	3H		2M

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13. Personnel Debrief	Unclear communication, Misunderstanding outcomes	2M		1L
14. Review of Control Measures	Ineffective controls, Overlooked hazards	3H		1L
15. Public and Stakeholder Communication	Negative publicity, Miscommunication	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Final Performance Review	Inconsistent performance assessment, Unresolved issues	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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>

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>

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>

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.

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>

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>

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