

Low Voltage Rescue Operations 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:	

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	Inadequate training, Improper equipment	3H	<ul style="list-style-type: none"> - Conduct training sessions on rescue procedures and equipment usage - Ensure all personnel have up-to-date certification for low voltage rescue - Inspect all equipment for damage before use - Implement regular safety drills - Maintain an updated equipment checklist - Brief team on specific job-related hazards - Confirm availability of communication devices - Review emergency protocols - Establish a command structure for the operation - Allocate roles and responsibilities clearly 	2M
2. Site Assessment	Undetected hazards, Environmental obstacles	3H	<ul style="list-style-type: none"> - Conduct a thorough site walk-through - Use a hazard identification form - Document all environmental obstacles - Place signage around identified hazards - Establish clear access and egress routes - Utilise site maps for navigation - Have a designated area for emergency assembly - Assign team role for ongoing hazard monitoring - Communicate findings with team through a briefing - Ensure that changes in site conditions are reported 	2M
3. Equipment Check	Faulty equipment, Incorrect setup	3H	<ul style="list-style-type: none"> - Inspect all tools and equipment for faults - Verify electrical testing tools are calibrated - Ensure appropriate personal protective equipment (PPE) is available for all - Check that insulation materials are intact - Confirm each team member knows how to use each piece of equipment - Conduct checklist verification for equipment setup - Train personnel on identifying faulty equipment signs - Have spare parts readily available 	2M

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			<ul style="list-style-type: none"> - Label and remove defective equipment immediately - Implement a tag-out system for equipment under maintenance 	
4. Isolation Procedures	Failure to isolate electricity, Incorrect tagging	4A	<ul style="list-style-type: none"> - Ensure all equipment is properly locked out and tagged out (LOTO) before any work is performed. - Verify that all energy sources are isolated and locked out. - Use proper tagging procedures and ensure tags are clearly visible and legible. - Communicate with all personnel involved in the work to ensure everyone is aware of the isolation status. - Perform a final check of all isolation points before beginning work. - Maintain a log of all isolation activities. - Ensure that all personnel are trained in LOTO procedures. - Use appropriate PPE when working near energized equipment. - Establish a safe work area and restrict access to authorized personnel only. - Have a rescue plan in place in case of an emergency. - Regularly inspect and maintain all isolation equipment. - Document all isolation activities and any incidents or near misses. 	2M
5. Emergency Preparedness	Inadequate response, Panic during rescue	3H	<ul style="list-style-type: none"> - Develop and implement an emergency response plan. - Conduct regular emergency drills and training for all personnel. - Establish clear communication protocols for emergencies. - Assign specific roles and responsibilities to personnel during an emergency. - Ensure that all personnel are familiar with the location of emergency exits and assembly points. - Have first aid kits and fire extinguishers readily available. - Establish a system for reporting and documenting emergencies. - Review and update the emergency response plan regularly. - Ensure that all personnel are aware of the consequences of an emergency. - Establish a system for providing feedback and lessons learned from emergencies. - Have a designated emergency contact person. - Ensure that all personnel are trained in basic first aid and CPR. - Have a system in place for providing medical assistance and transportation to a hospital. - Establish a system for providing psychological support to personnel affected by an emergency. - Review and update the emergency response plan after each emergency. 	2M
6. Initial Response	Delayed action, Improper assessment	4A	<ul style="list-style-type: none"> - Establish a clear protocol for initial response to emergencies. - Assign specific roles and responsibilities to personnel during an initial response. - Ensure that all personnel are familiar with the location of emergency exits and assembly points. - Have first aid kits and fire extinguishers readily available. - Establish a system for reporting and documenting emergencies. - Review and update the initial response protocol regularly. - Ensure that all personnel are aware of the consequences of an emergency. - Establish a system for providing feedback and lessons learned from emergencies. - Have a designated emergency contact person. - Ensure that all personnel are trained in basic first aid and CPR. - Have a system in place for providing medical assistance and transportation to a hospital. - Establish a system for providing psychological support to personnel affected by an emergency. - Review and update the initial response protocol after each emergency. 	2M

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7. Rescue Operations	Injury to rescuer, Inadequate rescue equipment	4A		2M
8. De-energisation Confirmed	Re-energisation without warning, Inadequate confirmation procedures	3H		1L
9. Post-Operation Analysis	Missed learning opportunities, Incomplete documentation	2M		1L

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10. Equipment Decontamination	Contamination spreading, Incomplete decontamination	3H		1L
11. Replenishment of Resources	Insufficient resources, Outdated supplies	2M		1L
12. Psychological Support	Stress-related issues, Inadequate support measures	3H		2M

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13. Documentation and Reporting	Incorrect data recording, Incomplete reports	2M		1L
14. Review and Revision of Procedures	Obsolete procedures, Non-conformance to standards	2M		1L
15. Training and Education	Lack of ongoing training, Inaccurate information delivery	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Follow-up and Continuous Improvement	Complacency, Stagnation in processes	2M	<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>

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.