

Machinery Lubrication Tasks 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	Slips, trips and falls, Unsecured tools	3H	<ul style="list-style-type: none"> - Ensure work area is clean and free of obstructions - Secure tools in designated areas - Wear appropriate non-slip footwear - Conduct a pre-task briefing to highlight risks and controls - Check all PPE is worn correctly - Ensure visibility and adequate lighting in the work area - Implement a buddy system for high-risk tasks - Verify all machinery is de-energised before beginning work - Ensure all personnel are trained in emergency procedures - Assign trained personnel for the task 	2M
2. Gathering Tools	Manual handling injuries, Dropped objects	3H	<ul style="list-style-type: none"> - Use mechanical aids or team lifting for heavy tools - Store tools securely on trolleys with breaks engaged - Conduct tool checklists to ensure all tools are in good condition - Use tool lanyards where feasible to prevent drops - Use correct lifting techniques - Position body to avoid awkward postures when lifting - Label storage areas to avoid confusion - Train all staff on proper manual handling techniques - Limit lifting to under safe working limits - Conduct regular safety audits for tool storage areas 	1L
3. Inspecting Machinery	Contact with moving parts, Electrical shock	4A	<ul style="list-style-type: none"> - Ensure machinery is in a state of zero energy - Post signage indicating inspection in progress - Use appropriate PPE, including gloves and eye protection - Follow lockout/tagout procedures - Conduct visual inspection from a safe distance - Verify all personnel are qualified for inspection tasks - Implement isolation procedures for electrical systems - Document all inspection activities 	2M

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			<ul style="list-style-type: none"> - Prohibit unauthorised personnel from entering area - Ensure proper use of inspection tools and equipment 	
4. Reading Lubricant Instructions	Chemical exposure, Eye strain	2M	<ul style="list-style-type: none"> - Read and understand all instructions and warnings on the lubricant container - Wear appropriate PPE (goggles, gloves) - Avoid direct contact with eyes and skin - Work in a well-ventilated area - Use proper handling techniques - Keep the container closed when not in use - Store lubricants properly - Clean up any spills immediately - Dispose of waste properly - Seek medical attention if exposed 	1L
5. Selection of Lubricants	Incorrect lubricant selection, Spillage	3H	<ul style="list-style-type: none"> - Consult the equipment manufacturer's manual for recommended lubricants - Verify the lubricant grade and type - Check the lubricant's compatibility with the equipment - Use proper storage and handling procedures - Avoid mixing different lubricants - Label all containers clearly - Keep containers sealed until use - Clean up any spills immediately - Dispose of waste properly - Seek medical attention if exposed 	2M
6. Transporting Lubricants	Leakages, Trips and falls	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Wear appropriate PPE (gloves, safety shoes) - Secure the lubricant containers properly - Avoid carrying heavy loads - Use proper storage and handling procedures - Avoid mixing different lubricants - Label all containers clearly - Keep containers sealed until use - Clean up any spills immediately - Dispose of waste properly - Seek medical attention if exposed 	1L

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7. Applying Lubricants	Skin contact, Fire hazards	4A		2M
8. Monitoring Lubricant Levels	Overfilling, Contact with surfaces	2M		1L
9. Cleaning Up Spills	Slip hazards, Chemical burns	4A		2M

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10. Reviewing Work and Reporting	Ignored faulty equipment, Incomplete documentation	3H		1L
11. Training and Compliance	Inadequate knowledge, Non-compliance	4A		2M
12. Communications	Miscommunication, Information overload	3H		1L

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13. Evaluating PPE Use	Inappropriate PPE, PPE failure	4A		2M
14. Signage and Labelling	Unrecognisable labels, Outdated signage	3H		1L
15. Maintenance Scheduling	Missed maintenance, Incorrect scheduling	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Emergency Response Preparedness	Panic behaviours, Lack of immediate resources	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Post-Task Review	Oversight in review, Incomplete feedback	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Storage of Lubricants	Improper storage, Access by unauthorised personnel	4A	<div></div> <div></div>	2M

[illegible]

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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.