

Machinery Lubrication Tasks 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:	

SAMPLE

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	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	<p>[REDACTED]</p>	1L
5. Selection of Lubricants	Incorrect lubricant selection, Spillage	3H	<p>[REDACTED]</p>	2M
6. Transporting Lubricants	Leakages, Trips and falls	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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

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

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 Signage and Labelling	Unrecognisable labels, Outdated signage	3H	[REDACTED]	1L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

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

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			[REDACTED]	
19. Regular Safety Audits	Non-compliance, Undetected risks	4A	[REDACTED]	1L
20. Feedback and Improvement	Stagnant processes, Uncaptured improvement opportunities	3H	[REDACTED]	1L

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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 FOR 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/lis-res-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/work-places-and-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>

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/work-places/codes-of-practice#COPs>

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

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.

