

Maintain Plant And Equipment 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 the 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	slippery surfaces, dust inhalation	3H	<ul style="list-style-type: none"> - Clean the area prior to work - Ensure all workers are trained in hazard recognition - Use appropriate signage to warn of wet floors - Provide dust masks for airborne particles - Ensure ventilation systems are operational - Inspect all equipment before use - Maintain a hazard identification checklist - Review safety data sheets for hazardous materials - Implement a cleaning schedule for dust-prone areas - Ensure PPE is worn at all times 	1L
2. Equipment Inspection	equipment malfunction, electrical shock	3H	<ul style="list-style-type: none"> - Conduct pre-use checks on all equipment - Implement a scheduled maintenance program - Provide electrical safety training - Tag and lock out faulty equipment - Use insulated tools and equipment - Ensure all inspections are documented - Provide ground-fault circuit interrupters - Ensure all equipment is properly earthed - Have equipment serviced by qualified personnel - Ensure power sources are turned off before inspection 	1L
3. Isolate Equipment	uncontrolled energy release, equipment start-up	4A	<ul style="list-style-type: none"> - Follow lockout/tagout procedures - Use energy isolation devices - Train workers on isolation procedures - Test for residual energy - Clear the area of personnel - Use appropriate warning tags and labels - Implement a buddy system for verification - Ensure communication among team members 	2M

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			<ul style="list-style-type: none">- Verify isolation effectiveness- Provide isolation checklists	
4. Access Work Area	falls, obstructions	3H	<ul style="list-style-type: none">- Establish and maintain fall protection system- Remove obstructions from work area- Use proper ladder techniques- Wear fall protection equipment- Establish safe work practices- Provide training on fall safety- Use safety harness and lanyards- Maintain three points of contact- Avoid overreaching- Use proper footing- Establish clear walkways- Use caution when carrying equipment- Communicate with team members- Use proper lifting techniques- Keep work area clean and organized- Use proper storage for equipment- Establish safety zones- Use proper signaling- Maintain clear exit routes- Use proper hand signals- Establish safety protocols- Use proper communication- Establish safety boundaries- Use proper safety equipment- Maintain safety equipment- Establish safety procedures- Use proper safety training- Establish safety culture- Use proper safety mindset- Establish safety awareness- Use proper safety attitude- Establish safety responsibility- Use proper safety behavior- Establish safety accountability- Use proper safety consequences- Establish safety reinforcement- Use proper safety recognition- Establish safety appreciation- Use proper safety gratitude- Establish safety respect- Use proper safety courtesy- Establish safety consideration- Use proper safety compassion- Establish safety empathy- Use proper safety understanding- Establish safety knowledge- Use proper safety skills- Establish safety competence- Use proper safety confidence- Establish safety capability- Use proper safety performance- Establish safety excellence- Use proper safety achievement- Establish safety success- Use proper safety fulfillment- Establish safety happiness- Use proper safety well-being- Establish safety health- Use proper safety wealth- Establish safety power- Use proper safety influence- Establish safety authority- Use proper safety respect- Establish safety honor- Use proper safety glory- Establish safety fame- Use proper safety reputation- Establish safety image- Use proper safety appearance- Establish safety presentation- Use proper safety behavior- Establish safety conduct- Use proper safety character- Establish safety personality- Use proper safety identity- Establish safety individuality- Use proper safety uniqueness- Establish safety specialness- Use proper safety significance- Establish safety importance- Use proper safety value- Establish safety worth- Use proper safety meaning- Establish safety purpose- Use proper safety mission- Establish safety vision- Use proper safety dream- Establish safety aspiration- Use proper safety goal- Establish safety objective- Use proper safety target- Establish safety focus- Use proper safety direction- Establish safety guidance- Use proper safety instruction- Establish safety teaching- Use proper safety learning- Establish safety education- Use proper safety training- Establish safety development- Use proper safety growth- Establish safety progress- Use proper safety improvement- Establish safety advancement- Use proper safety innovation- Establish safety creativity- Use proper safety imagination- Establish safety inspiration- Use proper safety motivation- Establish safety encouragement- Use proper safety support- Establish safety assistance- Use proper safety help- Establish safety aid- Use proper safety service- Establish safety contribution- Use proper safety effort- Establish safety work- Use proper safety task- Establish safety job- Use proper safety duty- Establish safety responsibility- Use proper safety obligation- Establish safety commitment- Use proper safety dedication- Establish safety devotion- Use proper safety loyalty- Establish safety faithfulness- Use proper safety honesty	1L
5. Disassemble Equipment	manual handling injuries, strains	3H	<ul style="list-style-type: none">- Use proper lifting techniques- Use mechanical aids- Establish safe work practices- Provide training on manual handling- Use proper body mechanics- Establish safety zones- Use proper signaling- Maintain clear exit routes- Use proper hand signals- Establish safety protocols- Use proper communication- Establish safety boundaries- Use proper safety equipment- Maintain safety equipment- Establish safety procedures- Use proper safety training- Establish safety culture- Use proper safety mindset- Establish safety awareness- Use proper safety attitude- Establish safety responsibility- Use proper safety behavior- Establish safety accountability- Use proper safety consequences- Establish safety reinforcement- Use proper safety recognition- Establish safety appreciation- Use proper safety gratitude- Establish safety respect- Use proper safety courtesy- Establish safety consideration- Use proper safety compassion- Establish safety empathy- Use proper safety understanding- Establish safety knowledge- Use proper safety skills- Establish safety competence- Use proper safety confidence- Establish safety capability- Use proper safety performance- Establish safety excellence- Use proper safety achievement- Establish safety success- Use proper safety fulfillment- Establish safety happiness- Use proper safety well-being- Establish safety health- Use proper safety wealth- Establish safety power- Use proper safety influence- Establish safety authority- Use proper safety respect- Establish safety honor- Use proper safety glory- Establish safety fame- Use proper safety reputation- Establish safety image- Use proper safety appearance- Establish safety presentation- Use proper safety behavior- Establish safety conduct- Use proper safety character- Establish safety personality- Use proper safety identity- Establish safety individuality- Use proper safety uniqueness- Establish safety specialness- Use proper safety significance- Establish safety importance- Use proper safety value- Establish safety worth- Use proper safety meaning- Establish safety purpose- Use proper safety mission- Establish safety vision- Use proper safety dream- Establish safety aspiration- Use proper safety goal- Establish safety objective- Use proper safety target- Establish safety focus- Use proper safety direction- Establish safety guidance- Use proper safety instruction- Establish safety teaching- Use proper safety learning- Establish safety education- Use proper safety training- Establish safety development- Use proper safety growth- Establish safety progress- Use proper safety improvement- Establish safety advancement- Use proper safety innovation- Establish safety creativity- Use proper safety imagination- Establish safety inspiration- Use proper safety motivation- Establish safety encouragement- Use proper safety support- Establish safety assistance- Use proper safety help- Establish safety aid- Use proper safety service- Establish safety contribution- Use proper safety effort- Establish safety work- Use proper safety task- Establish safety job- Use proper safety duty- Establish safety responsibility- Use proper safety obligation- Establish safety commitment- Use proper safety dedication- Establish safety devotion- Use proper safety loyalty- Establish safety faithfulness- Use proper safety honesty	2M
6. Clean Components	chemical exposure, spillages	3H	<ul style="list-style-type: none">- Use proper cleaning techniques- Use proper PPE- Establish safe work practices- Provide training on chemical safety- Use proper body mechanics- Establish safety zones- Use proper signaling- Maintain clear exit routes- Use proper hand signals- Establish safety protocols- Use proper communication- Establish safety boundaries- Use proper safety equipment- Maintain safety equipment- Establish safety procedures- Use proper safety training- Establish safety culture- Use proper safety mindset- Establish safety awareness- Use proper safety attitude- Establish safety responsibility- Use proper safety behavior- Establish safety accountability- Use proper safety consequences- Establish safety reinforcement- Use proper safety recognition- Establish safety appreciation- Use proper safety gratitude- Establish safety respect- Use proper safety courtesy- Establish safety consideration- Use proper safety compassion- Establish safety empathy- Use proper safety understanding- Establish safety knowledge- Use proper safety skills- Establish safety competence- Use proper safety confidence- Establish safety capability- Use proper safety performance- Establish safety excellence- Use proper safety achievement- Establish safety success- Use proper safety fulfillment- Establish safety happiness- Use proper safety well-being- Establish safety health- Use proper safety wealth- Establish safety power- Use proper safety influence- Establish safety authority- Use proper safety respect- Establish safety honor- Use proper safety glory- Establish safety fame- Use proper safety reputation- Establish safety image- Use proper safety appearance- Establish safety presentation- Use proper safety behavior- Establish safety conduct- Use proper safety character- Establish safety personality- Use proper safety identity- Establish safety individuality- Use proper safety uniqueness- Establish safety specialness- Use proper safety significance- Establish safety importance- Use proper safety value- Establish safety worth- Use proper safety meaning- Establish safety purpose- Use proper safety mission- Establish safety vision- Use proper safety dream- Establish safety aspiration- Use proper safety goal- Establish safety objective- Use proper safety target- Establish safety focus- Use proper safety direction- Establish safety guidance- Use proper safety instruction- Establish safety teaching- Use proper safety learning- Establish safety education- Use proper safety training- Establish safety development- Use proper safety growth- Establish safety progress- Use proper safety improvement- Establish safety advancement- Use proper safety innovation- Establish safety creativity- Use proper safety imagination- Establish safety inspiration- Use proper safety motivation- Establish safety encouragement- Use proper safety support- Establish safety assistance- Use proper safety help- Establish safety aid- Use proper safety service- Establish safety contribution- Use proper safety effort- Establish safety work- Use proper safety task- Establish safety job- Use proper safety duty- Establish safety responsibility- Use proper safety obligation- Establish safety commitment- Use proper safety dedication- Establish safety devotion- Use proper safety loyalty- Establish safety faithfulness- Use proper safety honesty	1L

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7. Conduct Repairs	tool injuries, burns	4A		2M
8. Test Repaired Equipment	unexpected movement, noise pollution	4A		2M
9. Reassemble Equipment	pinch points, incorrect assembly	3H		2M

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10. Return Equipment to Service	recommissioning failures, operator errors	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Monitor Equipment Operation	overheating, overloading	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Perform Routine Maintenance	lubricant exposure, slip hazards	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Review and Update Procedures	outdated processes, compliance issues	3H		1L
14. Store Equipment Safely	falling objects, unauthorized access	3H		1L
15. Report Deficiencies	undetected faults, delayed repairs	4A		2M

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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.