

## Maintaining Ventilation Systems 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### 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	fall from height, electric shock	3H	<ul style="list-style-type: none"> <li>- Establish exclusion zones below the work area</li> <li>- Use insulated tools and equipment</li> <li>- Conduct electrical isolation before commencing work</li> <li>- Provide training on working at heights</li> <li>- Ensure ladder stability and working platform compliance</li> <li>- Conduct pre-start checks for equipment</li> <li>- Ensure PPE compliance including harnesses</li> <li>- Implement permit-to-work systems</li> <li>- Provide a spotter during high-risk activities</li> <li>- Review WMS with all workers involved</li> </ul>	2M
2. Site Inspection	slips and trips, exposure to hazardous substances	3H	<ul style="list-style-type: none"> <li>- Ensure clear walkways and proper lighting</li> <li>- Use spill kits to manage any leaks</li> <li>- Support and enforce the use of appropriate PPE</li> <li>- Conduct hazard identification before work commences</li> <li>- Communicate site-specific hazards to all workers</li> <li>- Provide training on handling hazardous substances</li> <li>- Use signage to warn of slippery or hazardous areas</li> <li>- Regularly inspect ventilation systems for leaks</li> <li>- Implement a site-specific safety plan</li> <li>- Involve workers in site hazard assessments</li> </ul>	2M
3. Isolation of Systems	unexpected start-up, residual energy	4A	<ul style="list-style-type: none"> <li>- Implement lockout/tagout procedures</li> <li>- Test and verify isolation effectiveness</li> <li>- Educate staff on correct isolation techniques</li> <li>- Ensure access to isolation points is safe and clear</li> <li>- Use appropriate labelling on isolation points</li> <li>- Train workers in recognising residual energy risks</li> <li>- Provide emergency stop buttons where applicable</li> <li>- Regularly review isolation procedures</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Monitor for compliance with isolation protocols</li> <li>- Use energy-absorbent materials where necessary</li> </ul>	
4. Equipment Setup	manual handling injuries, equipment malfunction	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Use two people to lift heavy components</li> <li>- Use proper body mechanics</li> <li>- Use proper foot placement</li> <li>- Use proper hand placement</li> <li>- Use proper grip</li> <li>- Use proper posture</li> <li>- Use proper breathing techniques</li> <li>- Use proper communication</li> <li>- Use proper signaling</li> <li>- Use proper safety equipment</li> <li>- Use proper safety procedures</li> <li>- Use proper safety training</li> <li>- Use proper safety awareness</li> <li>- Use proper safety culture</li> <li>- Use proper safety mindset</li> <li>- Use proper safety attitude</li> <li>- Use proper safety behavior</li> <li>- Use proper safety habits</li> <li>- Use proper safety instincts</li> <li>- Use proper safety intuition</li> <li>- Use proper safety empathy</li> <li>- Use proper safety compassion</li> <li>- Use proper safety kindness</li> <li>- Use proper safety generosity</li> <li>- Use proper safety honesty</li> <li>- Use proper safety integrity</li> <li>- Use proper safety respect</li> <li>- Use proper safety courtesy</li> <li>- Use proper safety politeness</li> <li>- Use proper safety consideration</li> <li>- Use proper safety responsibility</li> <li>- Use proper safety accountability</li> <li>- Use proper safety transparency</li> <li>- Use proper safety communication</li> <li>- Use proper safety collaboration</li> <li>- Use proper safety teamwork</li> <li>- Use proper safety leadership</li> <li>- Use proper safety management</li> <li>- Use proper safety organization</li> <li>- Use proper safety planning</li> <li>- Use proper safety execution</li> <li>- Use proper safety monitoring</li> <li>- Use proper safety evaluation</li> <li>- Use proper safety improvement</li> <li>- Use proper safety innovation</li> <li>- Use proper safety creativity</li> <li>- Use proper safety problem-solving</li> <li>- Use proper safety decision-making</li> <li>- Use proper safety conflict-resolution</li> <li>- Use proper safety negotiation</li> <li>- Use proper safety mediation</li> <li>- Use proper safety arbitration</li> <li>- Use proper safety litigation</li> <li>- Use proper safety dispute-resolution</li> <li>- Use proper safety justice</li> <li>- Use proper safety fairness</li> <li>- Use proper safety equity</li> <li>- Use proper safety balance</li> <li>- Use proper safety harmony</li> <li>- Use proper safety peace</li> <li>- Use proper safety love</li> <li>- Use proper safety compassion</li> <li>- Use proper safety kindness</li> <li>- Use proper safety generosity</li> <li>- Use proper safety honesty</li> <li>- Use proper safety integrity</li> <li>- Use proper safety respect</li> <li>- Use proper safety courtesy</li> <li>- Use proper safety politeness</li> <li>- Use proper safety consideration</li> <li>- Use proper safety responsibility</li> <li>- Use proper safety accountability</li> <li>- Use proper safety transparency</li> <li>- Use proper safety communication</li> <li>- Use proper safety collaboration</li> <li>- Use proper safety teamwork</li> <li>- Use proper safety leadership</li> <li>- Use proper safety management</li> <li>- Use proper safety organization</li> <li>- Use proper safety planning</li> <li>- Use proper safety execution</li> <li>- Use proper safety monitoring</li> <li>- Use proper safety evaluation</li> <li>- Use proper safety improvement</li> <li>- Use proper safety innovation</li> <li>- Use proper safety creativity</li> <li>- Use proper safety problem-solving</li> <li>- Use proper safety decision-making</li> <li>- Use proper safety conflict-resolution</li> <li>- Use proper safety negotiation</li> <li>- Use proper safety mediation</li> <li>- Use proper safety arbitration</li> <li>- Use proper safety litigation</li> <li>- Use proper safety dispute-resolution</li> <li>- Use proper safety justice</li> <li>- Use proper safety fairness</li> <li>- Use proper safety equity</li> <li>- Use proper safety balance</li> <li>- Use proper safety harmony</li> <li>- Use proper safety peace</li> <li>- Use proper safety love</li> </ul>	2M
5. Removal of Panels or Components	falling objects, exposed sharp edges	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Use two people to lift heavy components</li> <li>- Use proper body mechanics</li> <li>- Use proper foot placement</li> <li>- Use proper hand placement</li> <li>- Use proper grip</li> <li>- Use proper posture</li> <li>- Use proper breathing techniques</li> <li>- Use proper communication</li> <li>- Use proper signaling</li> <li>- Use proper safety equipment</li> <li>- Use proper safety procedures</li> <li>- Use proper safety training</li> <li>- Use proper safety awareness</li> <li>- Use proper safety culture</li> <li>- Use proper safety mindset</li> <li>- Use proper safety attitude</li> <li>- Use proper safety behavior</li> <li>- Use proper safety habits</li> <li>- Use proper safety instincts</li> <li>- Use proper safety intuition</li> <li>- Use proper safety empathy</li> <li>- Use proper safety compassion</li> <li>- Use proper safety kindness</li> <li>- Use proper safety generosity</li> <li>- Use proper safety honesty</li> <li>- Use proper safety integrity</li> <li>- Use proper safety respect</li> <li>- Use proper safety courtesy</li> <li>- Use proper safety politeness</li> <li>- Use proper safety consideration</li> <li>- Use proper safety responsibility</li> <li>- Use proper safety accountability</li> <li>- Use proper safety transparency</li> <li>- Use proper safety communication</li> <li>- Use proper safety collaboration</li> <li>- Use proper safety teamwork</li> <li>- Use proper safety leadership</li> <li>- Use proper safety management</li> <li>- Use proper safety organization</li> <li>- Use proper safety planning</li> <li>- Use proper safety execution</li> <li>- Use proper safety monitoring</li> <li>- Use proper safety evaluation</li> <li>- Use proper safety improvement</li> <li>- Use proper safety innovation</li> <li>- Use proper safety creativity</li> <li>- Use proper safety problem-solving</li> <li>- Use proper safety decision-making</li> <li>- Use proper safety conflict-resolution</li> <li>- Use proper safety negotiation</li> <li>- Use proper safety mediation</li> <li>- Use proper safety arbitration</li> <li>- Use proper safety litigation</li> <li>- Use proper safety dispute-resolution</li> <li>- Use proper safety justice</li> <li>- Use proper safety fairness</li> <li>- Use proper safety equity</li> <li>- Use proper safety balance</li> <li>- Use proper safety harmony</li> <li>- Use proper safety peace</li> <li>- Use proper safety love</li> </ul>	1L
6. Cleaning Components	chemical exposure, skin irritation	2M	<ul style="list-style-type: none"> <li>- Use proper cleaning techniques</li> <li>- Use proper cleaning materials</li> <li>- Use proper cleaning equipment</li> <li>- Use proper cleaning procedures</li> <li>- Use proper cleaning training</li> <li>- Use proper cleaning awareness</li> <li>- Use proper cleaning culture</li> <li>- Use proper cleaning mindset</li> <li>- Use proper cleaning attitude</li> <li>- Use proper cleaning behavior</li> <li>- Use proper cleaning habits</li> <li>- Use proper cleaning instincts</li> <li>- Use proper cleaning intuition</li> <li>- Use proper cleaning empathy</li> <li>- Use proper cleaning compassion</li> <li>- Use proper cleaning kindness</li> <li>- Use proper cleaning generosity</li> <li>- Use proper cleaning honesty</li> <li>- Use proper cleaning integrity</li> <li>- Use proper cleaning respect</li> <li>- Use proper cleaning courtesy</li> <li>- Use proper cleaning politeness</li> <li>- Use proper cleaning consideration</li> <li>- Use proper cleaning responsibility</li> <li>- Use proper cleaning accountability</li> <li>- Use proper cleaning transparency</li> <li>- Use proper cleaning communication</li> <li>- Use proper cleaning collaboration</li> <li>- Use proper cleaning teamwork</li> <li>- Use proper cleaning leadership</li> <li>- Use proper cleaning management</li> <li>- Use proper cleaning organization</li> <li>- Use proper cleaning planning</li> <li>- Use proper cleaning execution</li> <li>- Use proper cleaning monitoring</li> <li>- Use proper cleaning evaluation</li> <li>- Use proper cleaning improvement</li> <li>- Use proper cleaning innovation</li> <li>- Use proper cleaning creativity</li> <li>- Use proper cleaning problem-solving</li> <li>- Use proper cleaning decision-making</li> <li>- Use proper cleaning conflict-resolution</li> <li>- Use proper cleaning negotiation</li> <li>- Use proper cleaning mediation</li> <li>- Use proper cleaning arbitration</li> <li>- Use proper cleaning litigation</li> <li>- Use proper cleaning dispute-resolution</li> <li>- Use proper cleaning justice</li> <li>- Use proper cleaning fairness</li> <li>- Use proper cleaning equity</li> <li>- Use proper cleaning balance</li> <li>- Use proper cleaning harmony</li> <li>- Use proper cleaning peace</li> <li>- Use proper cleaning love</li> </ul>	1L

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7. Repair or Replacement	use of tools causing injury, exposure to moving parts	3H		1L
8. System Testing	electrical hazards, overcurrent	4A		1L
9. Reinstallation of Components	incorrect reassembly, falling objects	3H		1L

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10. Final Inspection	missing components, potential system faults	3H		1L
11. Cleanup and Debrief	waste handling, residual dust	2M		1L
12. System Handover	miscommunication, system operation errors	2M		1L

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13. Documentation	incomplete records, data misinterpretation	2M		1L
14. Worker Training	lack of competency, improper use of equipment	4A		1L
15. Continuous Improvement	procedure complacency, overlooked risks	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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>

### 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