Maintenance Tasks On Machinery That Are Not Isolated Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF 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:

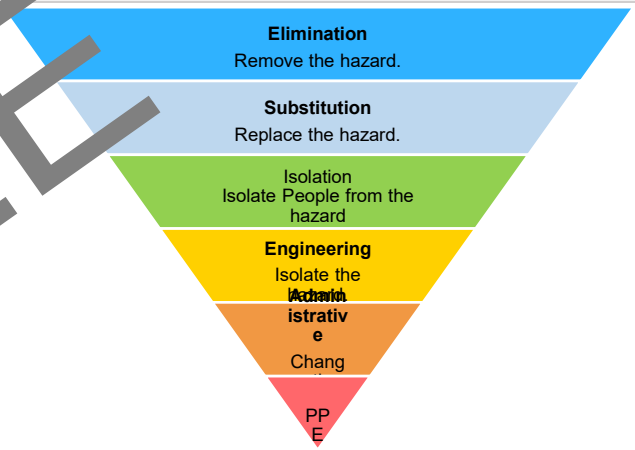
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effe ive. 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	Lack of awareness, Incorrect equipment usage	3H	- Conduct a pre-task briefing to ensure everyone understands the procedure - Verify all team members have suitable PPE (Personal Protective Equipment) - Confirm everyone involved has received task-specific training - Double-check that equipment is suitable for the task intended - Make sure communication devices are functional and within range - Identify escape routes and muster points in case of emergency - Ensure adequate lighting is available - Clearly label and mark working and restricted areas - Establish a sign-in/sign-out procedure for all personnel - Ensure the first aid kit is on-site and accessible	2M
2. Shutdown Equipment	Unexpected machinery startup, Residual energy present	4A	- Follow the lockout/tagout (LOTO) procedures meticulously - Use lockout devices to prevent accidental startup - Verify that switches and isolators are in the off position - Clear area of unnecessary personnel before proceeding - Use energy isolating devices to completely de-energise equipment - Confirm de-energisation with appropriate testing equipment - Discuss LOTO procedure with all involved staff - Train workers in discharge of residual energy safely - Use warning signs to indicate out-of-service machinery - Limit access to personnel who are not trained for the task	2M
3. Removal of Guards	Contact with moving parts, Falling objects	3H	- Secure all moving parts before guard removal - Use tools appropriate for the task and follow SOPs - Ensure appropriate lifting techniques and equipment are used - Mark the area to warn others of potential hazards - Limit access to the work area to authorized personnel only - Confirm that guards are secured and will not fall unexpectedly - Check no persons are working beneath raised parts - Provide raised work platforms if necessary	1L

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			- Wear PPE including hard hats - Inspect all tools and equipment before use for damage	
4. Cleaning of Components	Exposure to harmful substances, Slips and falls	3H	[redacted]	2M
5. Inspection of Parts	Contact with sharp [illegible]ges, Inadequate lighting	2M	[redacted]	1L
6. Replacement of Parts	Incorrect installation, Falling parts	3H	[redacted]	2M

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			[redacted]	
7. Testing after Maintenance	Unexpected startup, Incorrect operation	4A	[redacted]	2M
8. Reporting and Documentation	Data inaccuracies, [redacted]	2M	[redacted]	1L
9. Recommissioning Equipment	Equipment malfunction, Residual system faults	4A	[redacted]	2M

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10. Final Safety Check	Overlooked hazards, Unresolved maintenance issues	3H		1L
11. Tool Collection	Lost tools, Trip hazards	2M		1L
12. Site Clean-up	Environmental contamination, Improper waste disposal	3H		1L

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[redacted]	
13. Team Debrief	Miscommunication, Information gaps	2M	[redacted]	1L
14. Process Review	Process inefficiency, Unidentified hazards	2M	[redacted]	1L
15. Planning Next Steps	Resource allocation errors, Inconsistent procedures	2M	[redacted]	1L

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			[redacted]	
16. Training and Development	Skill shortages, Lack of compliance	3H	[redacted]	1L
17. Preparing Detailing Documentation	Misplaced records, Data breach	2M	[redacted]	1L
18. Post-Task Equipment Check	Undetected wear, Calibration errors	3H	[redacted]	1L

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			[redacted]	
19. Monitor Workplace Conditions	Environmental hazards, Ergonomic issues	3H	[redacted]	2M
20. Workplace Safety Audits	Compliance failures, Unchecked hazards	4A	[redacted]	2M

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

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-of-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/forms-and-resources/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