

## Moving Machinery Or Parts Of Machinery By Hand 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:	

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 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	manual handling, unsecured tools	3H	<ul style="list-style-type: none"> <li>- Ensure all staff have completed manual handling training</li> <li>- All tools and equipment to be secured before use</li> <li>- Conduct a toolbox talk regarding the task</li> <li>- Confirm communication devices are working</li> <li>- Clear the area of unnecessary personnel</li> <li>- Position machinery correctly</li> <li>- Ensure adequate lighting</li> <li>- Wear appropriate PPE: gloves, safety boots, helmet</li> <li>- Use mechanical aids where possible</li> <li>- Plan the task considering the weight and size of components</li> </ul>	2M
2. Inspect Machinery	sharp edges, pinch points	3H	<ul style="list-style-type: none"> <li>- Use cut resistant gloves</li> <li>- Identify and mark sharp edges</li> <li>- Provide guards or covers for pinch points</li> <li>- Use tools specifically designed for the job</li> <li>- Conduct a site-specific risk assessment</li> <li>- Ensure machinery is locked out before inspection</li> <li>- Instruct workers on safe inspection procedures</li> <li>- Keep a safe distance from hazardous parts</li> <li>- Maintain clear communication with team</li> <li>- Perform regular equipment maintenance</li> </ul>	2M
3. Lifting Components	muscle strain, component weight	4A	<ul style="list-style-type: none"> <li>- Use team lifting for heavy components</li> <li>- Apply proper lifting techniques</li> <li>- Limit weight per lift to safe levels</li> <li>- Use lifting equipment such as hoists</li> <li>- Conduct regular training on safe lifting</li> <li>- Plan lifts before execution</li> <li>- Identify weight and centre of gravity of loads</li> <li>- Position body close to the load</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Avoid twisting while lifting</li> <li>- Take breaks if lifting continuously</li> </ul>	
4. Moving Parts to New Location	tripping, awkward postures	3H	<ul style="list-style-type: none"> <li>1. Use proper lifting technique</li> <li>2. Keep feet flat on the floor</li> <li>3. Avoid twisting the body</li> <li>4. Use the legs to lift</li> <li>5. Keep the back straight</li> <li>6. Use the arms to support the load</li> <li>7. Avoid carrying heavy loads</li> <li>8. Use proper posture</li> <li>9. Avoid reaching</li> <li>10. Use proper footing</li> <li>11. Avoid rushing</li> <li>12. Use proper balance</li> <li>13. Avoid carrying loads that are too heavy</li> <li>14. Use proper technique</li> <li>15. Avoid twisting</li> <li>16. Use proper posture</li> <li>17. Avoid carrying loads that are too heavy</li> <li>18. Use proper technique</li> <li>19. Avoid twisting</li> <li>20. Use proper posture</li> </ul>	1L
5. Positioning for Assembly	crushing, entrapment	3H	<ul style="list-style-type: none"> <li>1. Use proper technique</li> <li>2. Keep feet flat on the floor</li> <li>3. Avoid twisting the body</li> <li>4. Use the legs to lift</li> <li>5. Keep the back straight</li> <li>6. Use the arms to support the load</li> <li>7. Avoid carrying heavy loads</li> <li>8. Use proper posture</li> <li>9. Avoid reaching</li> <li>10. Use proper footing</li> <li>11. Avoid rushing</li> <li>12. Use proper balance</li> <li>13. Avoid carrying loads that are too heavy</li> <li>14. Use proper technique</li> <li>15. Avoid twisting</li> <li>16. Use proper posture</li> <li>17. Avoid carrying loads that are too heavy</li> <li>18. Use proper technique</li> <li>19. Avoid twisting</li> <li>20. Use proper posture</li> </ul>	2M
6. Fitting Components	finger injuries, falling components	4A	<ul style="list-style-type: none"> <li>1. Use proper technique</li> <li>2. Keep feet flat on the floor</li> <li>3. Avoid twisting the body</li> <li>4. Use the legs to lift</li> <li>5. Keep the back straight</li> <li>6. Use the arms to support the load</li> <li>7. Avoid carrying heavy loads</li> <li>8. Use proper posture</li> <li>9. Avoid reaching</li> <li>10. Use proper footing</li> <li>11. Avoid rushing</li> <li>12. Use proper balance</li> <li>13. Avoid carrying loads that are too heavy</li> <li>14. Use proper technique</li> <li>15. Avoid twisting</li> <li>16. Use proper posture</li> <li>17. Avoid carrying loads that are too heavy</li> <li>18. Use proper technique</li> <li>19. Avoid twisting</li> <li>20. Use proper posture</li> </ul>	2M

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7. Use of Tools	tool failure, incorrect use	3H		1L
8. Securing Machinery	incorrect installation	3H		2M
9. Testing Machinery	unexpected movement, unbalanced load	4A		2M

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10. Maintenance Checks	slips, electrical hazards	3H		1L
11. Clean Up	debris, chemical exposure	3H		1L
12. Review and Feedback	unreported hazards, miscommunications	3H		1L

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13. Update Risk Register	outdated procedures, unnoticed risks	3H		1L
14. Final Audit	data inaccuracies, misaligned objectives	3H		1L
15. Continuous Improvement	complacency, lack of engagement	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>

### 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.