

## Moving Sprinkler Systems 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:

- 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, incorrect equipment set-up	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-task walk-through to identify slip hazards.</li> <li>- Ensure the area is well-lit and workers are wearing slip-resistant footwear.</li> <li>- Verify equipment calibration and suitability for the task.</li> <li>- Confirm all team members are trained in equipment use.</li> <li>- Implement a checklist for equipment inspection before use.</li> <li>- Provide hazard awareness training specific to wet environments.</li> <li>- Establish clear communication channels for reporting hazards.</li> <li>- Ensure first aid kits are easily accessible.</li> <li>- Confirm all safety signage is in place.</li> <li>- Maintain clear workspace to prevent trips.</li> </ul>	2M
2. Equipment Inspection	equipment malfunction, damaged tools	3H	<ul style="list-style-type: none"> <li>- Conduct routine maintenance checks on all equipment.</li> <li>- Ensure only tools that have passed inspection are used.</li> <li>- Train workers in identifying signs of wear and tear.</li> <li>- Log all equipment inspections and maintenance activities.</li> <li>- Have spare parts readily available to replace faulty components.</li> <li>- Clean all tools before and after use to prevent build-up that can cause malfunction.</li> <li>- Ensure all inspection personnel are certified.</li> <li>- Implement a tagging system for faulty equipment.</li> <li>- Isolation procedures for malfunctioning equipment.</li> <li>- Report any irregularities immediately to supervisors.</li> </ul>	2M
3. Securing Site	unauthorised access, trip hazards	3H	<ul style="list-style-type: none"> <li>- Erect barriers and signage to mark restricted areas.</li> <li>- Conduct a site walk-through to identify and remove obstacles.</li> <li>- Implement an access control system for authorised personnel only.</li> <li>- Train staff on emergency evacuation routes.</li> <li>- Regularly inspect and maintain barricades and signs.</li> <li>- Install adequate lighting in the work area.</li> <li>- Keep all pathways clear of debris.</li> <li>- Use bright, reflective tape to mark potential hazards.</li> </ul>	2M

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
			<ul style="list-style-type: none"> <li>- Designate specific entry and exit points for crew and machinery.</li> <li>- Employ security personnel to monitor site entry.</li> </ul>	
4. Manual Handling	muscle strain, incorrect lifting techniques	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques (bend knees, lift with legs).</li> <li>- Use mechanical aids (pallet jacks, forklifts) to move heavy loads.</li> <li>- Rotate tasks to avoid repetitive strain.</li> <li>- Take regular breaks to rest muscles.</li> <li>- Ensure clear and unobstructed paths for movement.</li> <li>- Use appropriate footwear (steel-toe boots).</li> <li>- Communicate with team members when lifting or moving loads.</li> <li>- Avoid overexertion and lifting beyond capacity.</li> <li>- Use team lifting techniques for heavy items.</li> <li>- Keep work area clean and free of tripping hazards.</li> <li>- Use proper posture and body mechanics.</li> <li>- Seek medical attention if pain or injury occurs.</li> </ul>	2M
5. Sprinkler System Deactivation	water damage, electrocution	4A	<ul style="list-style-type: none"> <li>- Obtain proper permits and authorization before deactivating the system.</li> <li>- Notify all relevant personnel and stakeholders about the deactivation.</li> <li>- Isolate the system from the main power supply.</li> <li>- Use lockout/tagout (LOTO) procedures to ensure safety.</li> <li>- Verify that the system is fully deactivated and safe to work on.</li> <li>- Use appropriate personal protective equipment (PPE) like insulated tools and gloves.</li> <li>- Avoid contact with live electrical components.</li> <li>- Keep work area dry to prevent slips and falls.</li> <li>- Use proper wiring techniques and avoid overloading circuits.</li> <li>- Document the deactivation process and any findings.</li> <li>- Re-test the system after completion to ensure proper functionality.</li> <li>- Restore the system to normal operation once work is finished.</li> </ul>	2M
6. Transportation of Equipment	vehicle accidents, equipment damage	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-trip inspection of the vehicle and equipment.</li> <li>- Securely load and tie down equipment to prevent shifting.</li> <li>- Use proper driving techniques and maintain safe distances.</li> <li>- Avoid distractions while driving (e.g., mobile phone use).</li> <li>- Follow traffic rules and regulations.</li> <li>- Communicate with other drivers or pedestrians if necessary.</li> <li>- Use proper signaling (hazard lights) when stopped or maneuvering.</li> <li>- Avoid driving in adverse weather conditions if possible.</li> <li>- Plan the route and destination in advance.</li> <li>- Ensure all personnel are seated and buckled up.</li> <li>- Stop at designated areas for rest and refueling.</li> <li>- Report any accidents or incidents immediately.</li> </ul>	2M

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7. Positioning Sprinkler Units	incorrect placement, equipment instability	3H		2M
8. System Activation	pressurised leaks, fire alarm	4A		2M
9. Routine Maintenance	tools slipping, unsecured panels	3H		1L

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10. Troubleshooting	incorrect diagnosis, inadequate isolation of system	3H		2M
11. System Testing	unexpected discharge, overpressure scenarios	4A		2M
12. Documentation Review	incomplete records, outdated information	2M		1L

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13. Hazardous Material Handling	chemical exposure, spillages	4A		2M
14. System Shutdown	system failure, pressure falls unexpectedly	3H		2M
15. Post-Activity Review	miscommunication of findings, failure to address issues	2M		1L

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16. Clean-Up and Waste Management	slip hazards from waste, incorrect disposal	3H		1L
17. Communication Procedures	miscommunication, delayed responses	3H		1L
18. Emergency Preparedness	unpreparedness for emergencies, inadequate resources	4A		2M



Starting, inadequate  
protocols

3H

**SAMPLE**

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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>

### 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