

Non-Destructive Testing Of Lifts 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			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 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	Incorrect documentation, Lack of equipment	3H	<ul style="list-style-type: none"> - Verify all documentation is up-to-date and accurate - Ensure all required equipment is available and functional - Conduct a briefing session with the testing team - Check weather conditions if testing outdoors - Confirm all personnel are trained and qualified - Implement a communication plan among team members - Review emergency procedures - Check site access and permissions - Establish a clear chain of command - Assign roles and responsibilities 	2M
2. Site Access	Slips, trips, and falls, Unauthorized access	3M	<ul style="list-style-type: none"> - Ensure clear and safe pathways to the site - Use appropriate signage to indicate restricted areas - Provide non-slip footwear to all personnel - Maintain clean and tidy workspaces - Use barriers to prevent unauthorised entry - Conduct a site induction for all workers - Install security systems where possible - Ensure adequate lighting for all access areas - Supervise all access points - Implement a visitor log 	2M
3. Equipment Setup	Equipment malfunction, Electrical hazards	4A	<ul style="list-style-type: none"> - Conduct pre-use inspection of all equipment - Ensure all electrical equipment is tested and tagged - Provide PPE including rubber-soled shoes - Establish an equipment fault reporting system - Use equipment only within recommended parameters - Implement lockout/tagout procedures for electrical equipment - Maintain regular equipment maintenance schedule - Provide adequate training for equipment setup 	2M

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			<ul style="list-style-type: none"> - Keep a fire extinguisher nearby - Use surge protectors where necessary 	
4. Safety Briefing	Communication breakdown, Misunderstanding of procedures	3H	<ul style="list-style-type: none"> - Conduct a thorough safety briefing with all personnel involved - Ensure all personnel understand their roles and responsibilities - Use clear and concise communication - Repeat instructions as necessary - Confirm understanding from all personnel - Establish a common language and terminology - Use visual aids if available - Document the briefing process - Assign a dedicated safety officer - Conduct a pre-work check - Establish a clear line of communication - Use hand signals if necessary - Ensure all personnel are sober and fit for duty - Establish a safe work area - Use proper lifting techniques - Avoid distractions - Take regular breaks - Stay hydrated - Wear appropriate PPE - Follow all safety protocols - Report any concerns immediately - Conduct a post-work debrief - Review the process for improvement 	1L
5. Inspection of Lift	Mechanical failure, exposure to moving parts	4A	<ul style="list-style-type: none"> - Ensure the lift is properly inspected and maintained - Use a qualified technician for inspection - Follow the manufacturer's instructions - Use proper safety procedures - Establish a clear line of communication - Use hand signals if necessary - Ensure all personnel are sober and fit for duty - Establish a safe work area - Use proper lifting techniques - Avoid distractions - Take regular breaks - Stay hydrated - Wear appropriate PPE - Follow all safety protocols - Report any concerns immediately - Conduct a post-work debrief - Review the process for improvement 	3H
6. Testing Mechanical Components	Failure of testing equipment, Unexpected movement	3H	<ul style="list-style-type: none"> - Ensure the testing equipment is properly calibrated and maintained - Use a qualified technician for testing - Follow the manufacturer's instructions - Use proper safety procedures - Establish a clear line of communication - Use hand signals if necessary - Ensure all personnel are sober and fit for duty - Establish a safe work area - Use proper lifting techniques - Avoid distractions - Take regular breaks - Stay hydrated - Wear appropriate PPE - Follow all safety protocols - Report any concerns immediately - Conduct a post-work debrief - Review the process for improvement 	2M

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7. Testing Electrical Systems	Electric shock, Short-circuiting	4A		2M
8. Data Analysis	Data inaccuracy, Incomplete results	2M		1L
9. Reporting	Incomplete reports, Breach of confidentiality	3H		2M

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10. Decommissioning Equipment	Equipment damage, Hazardous waste exposure	3H		1L
11. Clean-Up	Slips from spills, Accidental contact with hazardous materials	3H		1L
12. Final Inspection	Overlooking defects, Incorrect documentation	2M		1L

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13. Client Handover	Miscommunication, Incomplete information transfer	3H		2M
14. Documentation and Records	Loss of critical data, Inaccurate record keeping	3H		1L
15. Review and Improvement	Failure to identify improvements, Stagnant procedures	2M		1L

hazards, Poor site

3H

SAMPLE

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19. Staff Debrief	Lack of feedback, Low staff morale	2M		1L
20. Project Closure	Incomplete closure, Missed administrative tasks	2M		1L

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.