

Operating Emergency Stop Buttons 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			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	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:								Notes on Hierarchy of Controls:	
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.						Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H		Review and approve additional controls before task starts. Senior supervisor sign-off needed.						1. Eliminate	
2M		Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.						2. Substitute	
1L		Proceed, following standard operating procedures. Monitor and keep records.						3. Isolate	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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	Inadequate training, Poor communication	3H	<ul style="list-style-type: none"> - Ensure all operators are trained and competent - Use visual aids like posters to highlight emergency stop button locations - Conduct briefings at the start of each shift - Implement a buddy system for new employees - Provide translated materials for non-English speakers - Regularly update training sessions - Install clear signage around equipment - Schedule regular safety meetings - Include emergency stop procedures in induction - Use technology like apps for quick information access 	2M
2. Inspecting Equipment	Equipment damage, Malfunctioning buttons	4H	<ul style="list-style-type: none"> - Conduct daily checks on all equipment - Implement a tag-out system for damaged equipment - Provide operators with checklists for inspections - Schedule regular maintenance by qualified technicians - Record all inspections and maintenance in logs - Use only certified parts for replacements - Keep spare parts readily available - Ensure emergency stop buttons are clearly visible - Include equipment checks in routine audits - Use cameras to monitor equipment condition 	2M
3. Testing Emergency Stop Functions	Faulty emergency stop, Delay in stopping equipment	3H	<ul style="list-style-type: none"> - Perform regular testing of emergency stop buttons - Develop a systematic testing schedule - Train staff on testing procedures - Record all test outcomes and actions taken - Use automated systems to monitor button functionality - Implement alarms for non-functioning buttons - Perform tests under controlled conditions - Include tests as part of maintenance routines 	1L

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			<ul style="list-style-type: none"> - Keep records of any issues and resolutions - Have a response team ready for faults 	
4. Operating Equipment	Unfamiliarity with stop functions, Panic in emergency	4A	<ul style="list-style-type: none"> - Provide training on stop functions - Establish clear communication protocols - Conduct regular drills - Ensure emergency stop buttons are easily accessible - Implement a panic response protocol - Assign a dedicated emergency response team - Regularly inspect and maintain emergency stop systems - Provide clear instructions and signage - Conduct a thorough risk assessment - Implement a safety culture - Regularly review and update procedures - Ensure all staff are aware of emergency procedures - Conduct a post-emergency review - Implement improvements based on review findings - Regularly test emergency stop systems - Provide clear instructions and signage - Conduct a thorough risk assessment - Implement a safety culture - Regularly review and update procedures - Ensure all staff are aware of emergency procedures - Conduct a post-emergency review - Implement improvements based on review findings 	2M
5. Post-Emergency Review	Incomplete documentation, Failure to implement improvements	3H	<ul style="list-style-type: none"> - Complete documentation of the incident - Identify root causes - Implement improvements - Review the effectiveness of improvements - Update documentation - Communicate findings to all staff - Conduct a post-emergency review - Implement improvements based on review findings - Regularly test emergency stop systems - Provide clear instructions and signage - Conduct a thorough risk assessment - Implement a safety culture - Regularly review and update procedures - Ensure all staff are aware of emergency procedures - Conduct a post-emergency review - Implement improvements based on review findings 	2M
6. Regular Training Updates	Outdated information, Staff disengagement	2M	<ul style="list-style-type: none"> - Update training materials - Engage staff in training - Conduct regular training sessions - Monitor staff engagement - Update training materials - Engage staff in training - Conduct regular training sessions - Monitor staff engagement 	1L

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7. Emergency Drills	Poor coordination, Slow response times	3H		2M
8. Equipment Labelling	Confusing instructions, Misleading labels	3H		1L
9. Incident Reporting	Underreporting incidents, Delayed reporting	4A		2M

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10. Safety Audits	Overlooked non-compliances, Biased audit reports	3H		2M
11. Maintenance Scheduling	Overdue maintenance, Substandard repairs	4A		2M
12. Communication Protocols	Miscommunication, Delayed information transfer	3H		2M

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13. Equipment Layout	Blocked stop buttons, Obstructed views	3H		1L
14. Performance Monitoring	Lack of accountability, Unnoticed performance issues	2M		1L
15. Emergency Procedures Update	Outdated procedures, Incomplete procedures	3H		2M

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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>

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.