

## Operating Unattended Machinery 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	Improper equipment setup, Lack of experience	3H	<ul style="list-style-type: none"> <li>- Ensure thorough equipment inspection before starting</li> <li>- Provide training and supervision for inexperienced operators</li> <li>- Follow the manufacturer's setup instructions</li> <li>- Verify all safety guards are in place and secured</li> <li>- Implement a buddy system for cross-checking setup</li> <li>- Use checklists to ensure all setup procedures are completed</li> <li>- Designate authorized personnel for equipment setup</li> <li>- Maintain records of setup inspections and corrections</li> <li>- Use proper tools and equipment for setup</li> <li>- Encourage reporting of any setup anomalies</li> </ul>	2M
2. Powering On	Electrical faults, Unexpected equipment start	4H	<ul style="list-style-type: none"> <li>- Use equipment with built-in safety features</li> <li>- Conduct routine electrical checks by qualified electricians</li> <li>- Display clear and visible signage for emergency shutdowns</li> <li>- Ensure all personnel are trained on emergency procedures</li> <li>- Implement lockout/tagout procedures for maintenance</li> <li>- Regularly test and maintain emergency stop mechanisms</li> <li>- Have a certified electrician approve equipment before use</li> <li>- Use surge protectors and circuit breakers</li> <li>- Monitor power supplies for faults or irregularities</li> <li>- Provide personal protective equipment for electrical testing</li> </ul>	2M
3. Loading Materials	Overloading, Material spillage	3H	<ul style="list-style-type: none"> <li>- Follow manufacturer's recommendations for load limits</li> <li>- Use proper lifting techniques and equipment</li> <li>- Label material with loading capacity</li> <li>- Implement spill-proof systems</li> <li>- Conduct routine training sessions on safe loading</li> <li>- Install clear demarcations for safe load zones</li> <li>- Use automated systems for material handling</li> <li>- Conduct regular inspections of loading equipment</li> </ul>	1L

Category	Sub-category	Frequency	Severity	Control Measures
Human Factors	Operator error, Human error	3H	High	<ul style="list-style-type: none"> <li>Provide adequate lighting to monitor loading processes</li> <li>Implement strict safety protocols and training</li> <li>Use redundant safety systems</li> <li>Conduct regular safety audits</li> </ul>
	Operator distraction	3H	High	<ul style="list-style-type: none"> <li>Minimize distractions in the control room</li> <li>Implement strict rules on mobile phone use</li> <li>Use clear and concise communication protocols</li> <li>Provide regular training on distraction awareness</li> </ul>

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7. Maintenance	Slips and falls, Inadequate tool maintenance	3H		1L
8. Emergency Protocols	Inadequate emergency response, Panic	4A		2M
9. Cleaning and Housekeeping	Chemical exposure, Trip hazards	3H		1L

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10. Reporting and Documentation	Inadequate record-keeping, Information loss	2M		1L
11. Equipment Inspection	Worn components, Hidden defects	3H		2M
12. Operator Training	Inadequate skill level, Information overload	3H		1L

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13. Workflow Coordination	Miscommunication, Manual handling errors	3H		2M
14. Access Control	Unauthorised entry, Variations	4A		1L
15. Waste Management	Contamination, Improper disposal	3H		1L

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16. Emergency Power Supply	Power surge, Outdated equipment	3H		1L
17. Calibration	Faulty calibration, Calibration drift	3H		2M
18. System Updates	Software bugs, Compatibility issues	3H		1L



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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.