

## Packing Up Equipment Post-Job 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	
								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:

- 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	Slips and trips from uneven surfaces, Ergonomic injuries from improper lifting	3H	<ul style="list-style-type: none"> <li>- Conduct a site walk-through to identify uneven surfaces.</li> <li>- Mark hazardous areas with warning signs.</li> <li>- Provide training on appropriate manual handling techniques.</li> <li>- Ensure team members wear non-slip footwear.</li> <li>- Use mechanical aids where possible.</li> <li>- Assign tasks considering individual physical capabilities.</li> <li>- Schedule regular breaks to avoid fatigue.</li> <li>- Deploy safety mats in high-risk areas.</li> <li>- Offer refresher training on hazard awareness.</li> <li>- Encourage workers to report new hazards immediately.</li> </ul>	2M
2. Equipment Shutdown	Electrical shock from unplugging equipment, Burns from hot components	3H	<ul style="list-style-type: none"> <li>- Always turn off the equipment before unplugging.</li> <li>- Wear insulated gloves when handling electrical plugs.</li> <li>- Use a sign to indicate 'Work in Progress'.</li> <li>- Provide training for proper shutdown procedures.</li> <li>- Allow equipment to cool down before handling.</li> <li>- Ensure clear communication among team members.</li> <li>- Maintain a safe distance during shutdown procedures.</li> <li>- Use voltage testers to confirm de-energisation.</li> <li>- Check for hot surfaces before touching.</li> <li>- Establish protocols for emergency shutdowns.</li> </ul>	1L
3. Tool Collection	Injuries from sharp tools, Trips from scattered tools	3H	<ul style="list-style-type: none"> <li>- Require the use of cut-resistant gloves while collecting tools.</li> <li>- Use toolboxes to organise and transport tools.</li> <li>- Conduct a tool inspection post-job for damage.</li> <li>- Introduce a systematic collection routine.</li> <li>- Ensure all workers are aware of designated collection areas.</li> <li>- Implement a buddy system for tool collection.</li> <li>- Provide training on safe handling of sharp tools.</li> <li>- Regularly inspect tool condition for safety.</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>- Make sure pathways are clear before tool collection.</li> <li>- Run periodic tool safety workshops.</li> </ul>	
4. Cable Management	Tripping over cables, Electrical hazards from damaged insulation	3H	<ul style="list-style-type: none"> <li>- Use designated pathways for cable runs.</li> <li>- Label all cables for identification.</li> <li>- Implement a cable management system (e.g., cable trays, conduits).</li> <li>- Regularly inspect cables for damage and wear.</li> <li>- Use appropriate PPE (e.g., insulated gloves, safety glasses) when working with electrical equipment.</li> <li>- Ensure all electrical work is performed by qualified personnel.</li> <li>- Lock out/tag out (LOTO) procedures for electrical equipment.</li> <li>- Provide training on safe work practices for cable management.</li> <li>- Establish a safe work area with clear signage.</li> <li>- Use non-slip footwear.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Implement a permit-to-work system for high-risk tasks.</li> <li>- Conduct regular safety audits.</li> <li>- Provide first aid kits and emergency procedures.</li> <li>- Establish a communication system (e.g., hand signals, radios) for coordination.</li> <li>- Use fall protection when working at heights.</li> <li>- Implement a hot work permit system for welding or cutting.</li> <li>- Use fire extinguishers and fire drills.</li> <li>- Establish a safe work area with clear signage.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Implement a permit-to-work system for high-risk tasks.</li> <li>- Conduct regular safety audits.</li> <li>- Provide first aid kits and emergency procedures.</li> <li>- Establish a communication system (e.g., hand signals, radios) for coordination.</li> <li>- Use fall protection when working at heights.</li> <li>- Implement a hot work permit system for welding or cutting.</li> <li>- Use fire extinguishers and fire drills.</li> </ul>	2M
5. Transporting Equipment	Back injuries from lifting heavy equipment, Equipment damage during transport	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques (e.g., lift with legs, not back).</li> <li>- Use mechanical aids (e.g., dollies, pallet jacks) to move equipment.</li> <li>- Secure equipment properly during transport to prevent shifting.</li> <li>- Use appropriate PPE (e.g., back braces, safety glasses).</li> <li>- Ensure equipment is loaded and unloaded safely.</li> <li>- Use designated pathways for equipment transport.</li> <li>- Implement a equipment handling procedure.</li> <li>- Provide training on safe work practices for equipment transport.</li> <li>- Establish a safe work area with clear signage.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Implement a permit-to-work system for high-risk tasks.</li> <li>- Conduct regular safety audits.</li> <li>- Provide first aid kits and emergency procedures.</li> <li>- Establish a communication system (e.g., hand signals, radios) for coordination.</li> <li>- Use fall protection when working at heights.</li> <li>- Implement a hot work permit system for welding or cutting.</li> <li>- Use fire extinguishers and fire drills.</li> </ul>	2M
6. Cleaning Equipment	Chemical exposure from cleaning agents, Slip hazards from wet surfaces	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (e.g., gloves, goggles, respirator) when using cleaning agents.</li> <li>- Follow manufacturer instructions for cleaning agents.</li> <li>- Use proper cleaning techniques to avoid splashing.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use non-slip footwear.</li> <li>- Implement a cleaning schedule.</li> <li>- Provide training on safe work practices for cleaning.</li> <li>- Establish a safe work area with clear signage.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Implement a permit-to-work system for high-risk tasks.</li> <li>- Conduct regular safety audits.</li> <li>- Provide first aid kits and emergency procedures.</li> <li>- Establish a communication system (e.g., hand signals, radios) for coordination.</li> <li>- Use fall protection when working at heights.</li> <li>- Implement a hot work permit system for welding or cutting.</li> <li>- Use fire extinguishers and fire drills.</li> </ul>	2M

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7. Inventory Check	Falls from reaching high shelves, Recording errors leading to shortages	2M		1L
8. Waste Disposal	Injury from sharp waste items, Chemical burns from waste chemicals	3H		1L
9. Final Inspection	Missed safety hazards leading to incidents, Errors in inspection logging	2M		1L

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10. De-briefing Session	Miscommunication leading to unresolved issues, Discomfort in reporting incidents	2M		1L
11. Secure Site	Unauthorised access leading to theft, vandalism, Accidental reactivation of equipment	4A		2M
12. Documentation	Loss of critical safety information, Data breaches from unsecured digital records	2M		1L

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13. Equipment Maintenance	Injury from faulty equipment, Delays in future use due to poor maintenance	3H		1L
14. Feedback Collection	Incomplete feedback due to lack of engagement, Negative feedback impacting team morale	2M		1L
15. Resource Management	Overuse of supplies leading to shortages, Managing costs associated with excess use	2M		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.