

Perform Scheduled Maintenance Activities Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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:

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, incorrect tools	3H	<ul style="list-style-type: none"> - Ensure work area is clean and free of debris - Use appropriate Personal Protective Equipment (PPE) - Verify all tools are available and suitable for the task - Conduct a toolbox talk discussing risks and controls - Secure any loose equipment that may shift or fall - Exclude unauthorised personnel from the area - Conduct pre-start equipment checks - Implement signage to warn personnel of maintenance activities - Review the maintenance schedule - Confirm all personnel are trained and competent 	2M
2. Equipment Shutdown	unexpected startup, energy sources	4H	<ul style="list-style-type: none"> - Follow lockout/Tagout (LOTO) procedure - Isolate all energy sources before commencing - Verify all energy state - Use lockout devices for each energy source - Test equipment to ensure proper shutdown - Communicate shutdown to all affected personnel - Incorporate redundant power checks - Use signage to indicate equipment is under maintenance - Position warnings in a noticeable location - Document shutdown process in logs 	2M
3. Disassembly	manual handling injuries, losing parts	3H	<ul style="list-style-type: none"> - Use mechanical aids for lifting heavy components - Ensure adequate lighting in work area - Use labelled containers for disassembled parts - Train personnel on proper manual handling techniques - Position removed parts logically for reassembly - Perform disassembly on stable, even surfaces - Assign a parts custodian - Monitor split locations for easy access 	1L

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			<ul style="list-style-type: none"> - Maintain a clean workspace during disassembly - Supervise less experienced workers 	
4. Inspection	sharp edges, exposure to hazardous substances	3H	<ul style="list-style-type: none"> - Wear appropriate PPE - Use tools correctly - Keep work area clean and clutter free - Use proper lifting techniques - Avoid contact with sharp edges - Use barriers to prevent access to hazardous areas - Post warning signs - Use safety harnesses - Avoid contact with hazardous substances - Use proper ventilation - Use proper storage and handling procedures - Use proper disposal procedures - Use proper cleaning procedures - Use proper maintenance procedures - Use proper repair procedures - Use proper testing procedures - Use proper calibration procedures - Use proper documentation procedures - Use proper communication procedures - Use proper training procedures - Use proper supervision procedures - Use proper safety procedures - Use proper emergency procedures - Use proper first aid procedures - Use proper fire procedures - Use proper electrical procedures - Use proper mechanical procedures - Use proper chemical procedures - Use proper biological procedures - Use proper environmental procedures - Use proper occupational health and safety procedures - Use proper quality control procedures - Use proper quality assurance procedures - Use proper quality management procedures - Use proper quality improvement procedures - Use proper quality control and assurance procedures - Use proper quality management and improvement procedures - Use proper quality control, assurance, management and improvement procedures 	2M
5. Cleaning	chemical exposure, slip hazards	3H	<ul style="list-style-type: none"> - Wear appropriate PPE - Use tools correctly - Keep work area clean and clutter free - Use proper lifting techniques - Avoid contact with sharp edges - Use barriers to prevent access to hazardous areas - Post warning signs - Use safety harnesses - Avoid contact with hazardous substances - Use proper ventilation - Use proper storage and handling procedures - Use proper disposal procedures - Use proper cleaning procedures - Use proper maintenance procedures - Use proper repair procedures - Use proper testing procedures - Use proper calibration procedures - Use proper documentation procedures - Use proper communication procedures - Use proper training procedures - Use proper supervision procedures - Use proper safety procedures - Use proper emergency procedures - Use proper first aid procedures - Use proper fire procedures - Use proper electrical procedures - Use proper mechanical procedures - Use proper chemical procedures - Use proper biological procedures - Use proper environmental procedures - Use proper occupational health and safety procedures - Use proper quality control procedures - Use proper quality assurance procedures - Use proper quality management procedures - Use proper quality improvement procedures - Use proper quality control and assurance procedures - Use proper quality management and improvement procedures - Use proper quality control, assurance, management and improvement procedures 	1L
6. Part Replacement	incorrect installation, use of wrong parts	3H	<ul style="list-style-type: none"> - Wear appropriate PPE - Use tools correctly - Keep work area clean and clutter free - Use proper lifting techniques - Avoid contact with sharp edges - Use barriers to prevent access to hazardous areas - Post warning signs - Use safety harnesses - Avoid contact with hazardous substances - Use proper ventilation - Use proper storage and handling procedures - Use proper disposal procedures - Use proper cleaning procedures - Use proper maintenance procedures - Use proper repair procedures - Use proper testing procedures - Use proper calibration procedures - Use proper documentation procedures - Use proper communication procedures - Use proper training procedures - Use proper supervision procedures - Use proper safety procedures - Use proper emergency procedures - Use proper first aid procedures - Use proper fire procedures - Use proper electrical procedures - Use proper mechanical procedures - Use proper chemical procedures - Use proper biological procedures - Use proper environmental procedures - Use proper occupational health and safety procedures - Use proper quality control procedures - Use proper quality assurance procedures - Use proper quality management procedures - Use proper quality improvement procedures - Use proper quality control and assurance procedures - Use proper quality management and improvement procedures - Use proper quality control, assurance, management and improvement procedures 	1L

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7. Lubrication	skin contact, over-lubrication	2M		1L
8. Assembly	pinch points, tool injury	3H		2M
9. Testing	material ejection, unexpected startup	4A		2M

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10. Final Inspection	failure to identify issues, documentation errors	3H		1L
11. Equipment Startup	unexpected outcomes, stabilisation problems	4A		2M
12. Documentation	misfiled records, incomplete logs	2M		1L

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13. Debriefing	overlooked site conditions, miscommunication	3H		1L
14. Clean Up	tripping hazards, unattended disposal	2M		1L
15. Return to Service	operation discrepancy, unmonitored interactions	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.