

Periodic Electrical Inspection 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:								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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	electric shock, equipment malfunction	3H	<ul style="list-style-type: none"> - Conduct a pre-inspection meeting to discuss safety protocols - Verify the competence and certifications of inspection team members - Ensure inspection tools are in proper working condition and calibrated - Use appropriate PPE such as gloves and safety glasses - Review the site-specific safety plan - Communicate emergency procedures to all team members - Develop a plan for equipment shutdown if necessary - Secure necessary permits and approvals - Confirm the availability of first aid facilities - Identify and mark emergency exits 	2M
2. Site Inspection of Electrical Panels	access to high voltage, arc flash	4H	<ul style="list-style-type: none"> - De-energise equipment before inspection - Use voltage detectors to ensure equipment is de-energised - Barricade the inspection area to prevent unauthorised access - Follow lockout/tagout procedures - Inspect wearing PPE including arc-rated clothing - Install appropriate signage for high voltage areas - Use insulated tools and equipment - Conduct a pre-inspection check of PPE - Establish a safe distance from exposed conductors - Keep a charged fire extinguisher nearby during the inspection 	2M
3. Testing of Circuit Breakers	circuit overloading, faulty equipment	3H	<ul style="list-style-type: none"> - Ensure circuit breakers are rated for the specific load - Test with appropriate testing equipment and follow manufacturer's guidelines - Monitor load levels to prevent overloading - Conduct visual inspection for signs of wear and tear - Keep testing area clear of non-essential personnel - Use accurate measuring devices to ensure correct readings - Wear appropriate PPE to protect against potential electric arcs - Follow proper procedures for isolating circuits during testing 	2M

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4. Inspect Wiring Conditions	exposed wiring, tripping hazard	3H	<ul style="list-style-type: none"> - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections 	1L
5. Reporting	data entry errors, miscommunication	2M	<ul style="list-style-type: none"> - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections 	1L
6. Verification of Safety Protocols	non-compliance, outdated procedures	3H	<ul style="list-style-type: none"> - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections - Ensure a test plan is in place to capture all necessary data accurately - Inspect earth bonding and connections 	1L

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7. Clean-Up and Debrief	slip and fall, improper disposal of materials	2M		1L
8. Maintenance Scheduling	inadequate maintenance planning, failure to address identified risks	3H		2M
9. Emergency Protocol Review	unpreparedness, panic during an emergency	4A		2M

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10. Post-Inspection Review	overlooked issues, data discrepancy	2M		1L
11. Equipment Lockout	accidental energisation, incomplete deactivation procedures	4A		2M
12. Public Safety Assurance	unauthorised access, interference with equipment	3H		1L

SAMPLE

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13. Final Safety Audit	uncorrected hazards, audit fatigue	3H		1L
14. Electrical Maintenance Worker Training	knowledge gaps, failure to adhere safety standards	4A		2M
15. Communication of Inspection Results	misinterpretation of data, delayed reporting	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>

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>

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>

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.

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>

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>

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