

## Preventive Maintenance On Automatic Doors 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			<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	time pressure, lack of tools	3H	<ul style="list-style-type: none"> <li>- Schedule maintenance during low traffic periods</li> <li>- Ensure all necessary tools are available before starting</li> <li>- Allocate enough time for thorough completion of tasks</li> <li>- Provide training for proper tool usage</li> <li>- Limit number of tasks assigned per worker per session</li> <li>- Review work plan before beginning</li> <li>- Confirm availability of replacement parts</li> <li>- Set up a clear communication plan in emergency situations</li> <li>- Assign tasks based on worker competencies</li> <li>- Verify that all pre-service checks are carried out</li> </ul>	2M
2. Lockout/Tagout	electrical shock, unexpected door activation	4H	<ul style="list-style-type: none"> <li>- Isolate power supply to the door mechanism</li> <li>- Use Lockout/Tagout (LOTO) devices</li> <li>- Conduct training on LOTO procedures</li> <li>- Ensure all personnel are aware of the lockout status</li> <li>- Test the lockout to confirm de-activation</li> <li>- Display warning signs at lockout points</li> <li>- Double-check lockout tag relevance and validity</li> <li>- Authorised personnel to supervise LOTO process</li> <li>- Communicate lockout completion with team</li> <li>- Keep lockout log for auditing</li> </ul>	1L
3. Inspection of Door Mechanism	falling objects, entrapment	3H	<ul style="list-style-type: none"> <li>- Use proper PPE including gloves and helmets</li> <li>- Clear area of debris before beginning</li> <li>- Secure tools and parts to prevent falling</li> <li>- Use buddy system while inspecting overhead parts</li> <li>- Warn staff about ongoing work and potential hazards</li> <li>- Use appropriate ladders or scaffolding</li> <li>- Keep hands away from pinch points</li> <li>- Ensure work area is adequately lit</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Have first aid kit accessible at site</li> <li>- Conduct safety briefing at start of inspection</li> </ul>	
4. Lubrication	chemical exposure, slip hazards	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (gloves, eye protection, etc.)</li> <li>- Read and understand the SDS for the lubricant</li> <li>- Clean up any spills immediately</li> <li>- Use proper lifting techniques</li> <li>- Avoid contact with skin and eyes</li> <li>- Use designated spill containment</li> <li>- Store lubricant properly</li> <li>- Clean up any spills immediately</li> <li>- Use proper lifting techniques</li> <li>- Avoid contact with skin and eyes</li> <li>- Use designated spill containment</li> <li>- Store lubricant properly</li> </ul>	2M
5. Inspection of Sensors	sensor malfunction electrocution	3H	<ul style="list-style-type: none"> <li>- Verify sensor functionality before use</li> <li>- Inspect sensor wiring for damage</li> <li>- Ensure proper grounding</li> <li>- Use insulated tools</li> <li>- Avoid contact with live components</li> <li>- Lock out/tag out before inspection</li> <li>- Verify lock out/tag out</li> <li>- Inspect sensor wiring for damage</li> <li>- Ensure proper grounding</li> <li>- Use insulated tools</li> <li>- Avoid contact with live components</li> <li>- Lock out/tag out before inspection</li> <li>- Verify lock out/tag out</li> </ul>	1L
6. Testing of Safety Mechanisms	unexpected operation, false test results	3H	<ul style="list-style-type: none"> <li>- Read and understand the test procedure</li> <li>- Verify test equipment is calibrated</li> <li>- Inspect test equipment for damage</li> <li>- Use proper test techniques</li> <li>- Avoid contact with live components</li> <li>- Lock out/tag out before testing</li> <li>- Verify lock out/tag out</li> <li>- Inspect test equipment for damage</li> <li>- Use proper test techniques</li> <li>- Avoid contact with live components</li> <li>- Lock out/tag out before testing</li> <li>- Verify lock out/tag out</li> </ul>	2M

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7. Calibration of Opening and Closing Speeds	trapping risk, motor wear	3H		2M
8. Cleaning and Maintenance of Control Panels	electrocution, dust	3H		1L
9. Checking Door Alignment	mechanical failure, excessive wear	3H		2M

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10. Functionality Testing	improper results, inadequate testing criteria	3H		2M
11. Replacement of Worn Parts	injury from sharp parts, incorrect fitting	3H		1L
12. Final Inspection and Confirmation	oversights, incomplete checklists	3H		2M

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13. Documentation and Reporting	data inaccuracies, loss of records	3H		2M
14. Re-energising and Reconnecting	risk of energising wrong system, power surge	4A		2M
15. De-brief and Review	miscommunication, lack of follow-up	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.