

Re-Fuelling 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			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	Spills, Fire	3H	<ul style="list-style-type: none"> - Ensure all safety equipment is in place and functional - Verify the correct fuel type is available - Check weather conditions for fire risk - Train personnel in spill response procedures - Have fire extinguishers accessible - Conduct a briefing with all personnel involved - Prepare spill containment kits - Inspect machinery for leaks - Ensure emergency contact numbers are displayed - Limit access to authorised personnel only 	2M
2. Turning off Equipment	Machinery not fully powered down, Residual fuel vapours	3H	<ul style="list-style-type: none"> - Verify machinery is completely powered off - Wait 5 minutes to allow vapours to dissipate - Lockout/tagout procedures must be followed - Use gas detectors to monitor vapour levels - Ensure training on procedures is up-to-date - Post 'Do Not Use' signs on equipment - Check machinery controls are in neutral - Disconnect machinery from power source - Follow manufacturer's shutdown instructions - Use PPE as necessary for handling vapours 	1L
3. Grounding Vehicle	Static electricity, Electrical faults	3H	<ul style="list-style-type: none"> - Attach a grounding cable to the vehicle - Inspect grounding cable for damage - Ensure grounding systems are tested regularly - Use non-sparking tools and equipment - Implement a static electricity monitoring device - Follow step-by-step grounding procedure - Train personnel in static electricity prevention - Dispose of any static generating materials 	1L

Hazard		Control
Oil spill, Fuel spills	3H	<ul style="list-style-type: none"> - Have an emergency electrical kit on standby - Have a spill kit on standby - Have a fire extinguisher on standby - Have a first aid kit on standby - Have a fire alarm on standby - Have a fire escape on standby - Have a fire exit on standby - Have a fire door on standby - Have a fire window on standby - Have a fire alarm on standby - Have a fire escape on standby - Have a fire exit on standby - Have a fire door on standby - Have a fire window on standby
Electrical isolation	3H	<ul style="list-style-type: none"> - Have an emergency electrical kit on standby - Have a spill kit on standby - Have a fire extinguisher on standby - Have a first aid kit on standby - Have a fire alarm on standby - Have a fire escape on standby - Have a fire exit on standby - Have a fire door on standby - Have a fire window on standby - Have a fire alarm on standby - Have a fire escape on standby - Have a fire exit on standby - Have a fire door on standby - Have a fire window on standby

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7. Closing Fuel Tank	Fuel vapours, Accidental spillage	3H		1L
8. Cleanup and Disposal	Chemical exposure, Improper disposal	3H		1L
9. Documentation	Incomplete record, Missed safety violations	2M		1L

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10. Reviewing Procedures	Outdated practices, Compliance failures	3H		1L
11. Maintenance Checks	Equipment malfunction, Degradation components	3H		2M
12. Access Control	Unauthorised entry, Theft	3H		1L

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13. Emergency Preparedness	Inadequate emergency response, Confusion during incidents	4A		2M
14. Personal Protective Equipment (PPE)	Inappropriate PPE use, PPE failure	2M		1L
15. Health Monitoring	Exposure to hazardous substances, Delayed health impact	3H		1L

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16. Communication	Miscommunication, Lack of information flow	3H		1L
17. Training and Competency	Inadequate skills, Outdated knowledge	3H		1L
18. Environmental Impact Assessment	Pollution, Non-compliance with environmental laws	4A		2M

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19. Continuous Improvement	Stagnation of safety practices, Resistance to change	2M		1L
20. Post-Refuelling Assessment	Overlooked hazards, Ineffective risk control	2M		1L

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.