

## Replacing Cabin Filters 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<br>HIGH                                   | 3<br>HIGH   | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY                                    | 2<br>MODERATE                               | 3<br>HIGH   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.   |  |
| POSSIBLE                                  | 1<br>LOW                                    | 2<br>MODERATE   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY                                  | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE                                      | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change  |  |
|   |   |   |                    |            |  |                |                                   | <b>PPE</b>   |  |
| <b>Risk Rating &amp; Required Action:</b> |   |   |                    |            |  |                |                                   | <b>Notes on Hierarchy of Controls:</b>   |  |
| 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. <b>Eliminate</b>  |  |
| 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   |  |
| <b>Consequence Scale:</b>                 |   |   |                    |            |  |                |                                   | Always document <b>why</b> 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                   |                |                                   |  |  |
|   |   |   |                    |            |  |                |                                   | 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        | Manual handling, Slippery surface                | 3H           | <ul style="list-style-type: none"> <li>- Conduct manual handling training.</li> <li>- Ensure area is clean and dry before starting.</li> <li>- Use proper lifting techniques.</li> <li>- Wear non-slip footwear.</li> <li>- Ensure adequate lighting.</li> <li>- Remove unnecessary obstacles from the work area.</li> <li>- Use mechanical aids for lifting where possible.</li> <li>- Ensure adequate rest breaks to avoid fatigue.</li> <li>- Conduct a toolbox talk on manual handling.</li> <li>- Ensure availability of first aid kit.</li> </ul>     | 2M            |
| 2. Securing Work Area | Unguarded tools, Tripping hazards                | 2H           | <ul style="list-style-type: none"> <li>- Use barricades to cordon off work area.</li> <li>- Provide clear signage for restricted areas.</li> <li>- Ensure tools are in good condition and guards are in place.</li> <li>- Keep work area tidy.</li> <li>- Inform personnel of work activities.</li> <li>- Place tools on stable surfaces.</li> <li>- Conduct a pre-task briefing.</li> <li>- Remove clutter from work area.</li> <li>- Ensure extension cords do not cross walkways.</li> <li>- Check that all equipment is properly maintained.</li> </ul> | 1L            |
| 3. Accessing Vehicle  | Vehicle movement, Falling while entering/exiting | 3H           | <ul style="list-style-type: none"> <li>- Apply vehicle parking brake.</li> <li>- Place wheel chocks under vehicle.</li> <li>- Ensure communication with vehicle operator.</li> <li>- Use handrails when climbing.</li> <li>- Wear high-visibility clothing.</li> <li>- Check surroundings for any obstructions.</li> <li>- Use three points of contact when entering/exiting.</li> <li>- Ensure stable footing on entry and exit.</li> </ul>  | 2M            |

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|                                |   |              | <ul style="list-style-type: none"> <li>- Conduct visual checks before approaching the vehicle.</li> <li>- Discuss safety protocols with vehicle operators.</li> </ul>                                 |               |
| 4. Locating Cabin Filter       | Exposure to pollutants, Incorrect tools use | 2M           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L            |
| 5. Removing Cabin Filter Cover | Dust inhalation, Push points                | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>                   | 2M            |
| 6. Extracting Cabin Filter     | Falling debris, Injury from damaged filters | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 2M            |

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|                                |  |              |  |               |
| 7. Inspecting Filter Housing   | Chemical exposure, Cuts from sharp edges       | 2M           |  | 1L            |
| 8. Cleaning Filter Housing     | Inhalation of dust, Burns                      | 3H           |  | 2M            |
| 9. Installing New Cabin Filter | Handling contamination, Incorrect installation | 3H           |  | 1L            |

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|---------------------------|--|--------------|--|---------------|
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|                           |  |              |  |               |
| 10. Securing Filter Cover | Tool-related injuries, Improper cover attachment | 2M           |  | 1L            |
| 11. Testing Air Flow      | Dust egress, Equipment malfunction               | 2M           |  | 1L            |
| 12. Cleaning Work Area    | Exposure to cleaning chemicals, Slip hazards     | 3H           |  | 2M            |

| JOB STEP                        | POTENTIAL HAZARDS                           | IR           | CONTROL MEASURES   | RR            |
|---------------------------------|---|--------------|--|---------------|
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|                                 |   |              |  |               |
| 13. Conducting Final Inspection | Missed defects, Overlooking critical steps  | 2M           |  | 1L            |
| 14. Reporting and Documentation | Data mismatch, Incomplete records           | 2M           |  | 1L            |
| 15. Toolbox Review              | Knowledge gaps, Non-compliance to protocols | 3H           |  | 2M            |

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|                     |                        |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> |               |
|                     |                        |              |   |               |

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) Regulation 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.