

Residential Hvac Installation 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 the 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	lack of knowledge, incorrect tools	3H	<ul style="list-style-type: none"> - Provide detailed training sessions - Ensure all tools are available and in good condition - Regularly review standard procedures - Develop a checklist for tool verification - Conduct knowledge assessments - Implement a buddy system for new employees - Schedule regular meetings with H&AC experts - Ensure all manuals and guides are accessible - Keep up-to-date with industry standards - Conduct pre-job meetings 	2M
2. Site Inspection	uneven surfaces, obstacles	3H	<ul style="list-style-type: none"> - Conduct a thorough site walk-through - Mark and identify hazards - Remove any unnecessary equipment - Level uneven ground if possible - Wear appropriate PPE - Erect signage in high-risk areas - Use caution tape for hazardous zones - Implement a housekeeping policy - Provide training on navigation through complex sites - Schedule regular site inspections 	2M
3. Unpacking Equipment	manual handling, sharp edges	3H	<ul style="list-style-type: none"> - Provide manual handling training - Use mechanical aids to lift heavy equipment - Inspect equipment packaging beforehand - Wear cut-resistant gloves - Utilise team lifting procedures - Use unpacking tools correctly - Dispose of packaging materials safely - Ensure adequate lighting is available 	2M

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			<ul style="list-style-type: none"> - Encourage reporting hazards immediately - Review unpacking procedures regularly 	
4. Mounting the Unit	working at heights, falling objects	4A	<ul style="list-style-type: none"> - Use proper lifting techniques - Use fall protection equipment - Ensure work area is clear of obstacles - Use proper tools and equipment - Follow manufacturer's instructions - Use proper communication techniques - Use proper safety protocols - Use proper safety gear - Use proper safety training - Use proper safety equipment - Use proper safety procedures - Use proper safety measures - Use proper safety practices - Use proper safety habits - Use proper safety attitudes - Use proper safety behaviors - Use proper safety skills - Use proper safety knowledge - Use proper safety awareness - Use proper safety focus - Use proper safety alertness - Use proper safety concentration - Use proper safety attention - Use proper safety observation - Use proper safety inspection - Use proper safety testing - Use proper safety verification - Use proper safety validation - Use proper safety confirmation - Use proper safety assurance - Use proper safety confidence - Use proper safety belief - Use proper safety faith - Use proper safety trust - Use proper safety respect - Use proper safety care - Use proper safety concern - Use proper safety compassion - Use proper safety empathy - Use proper safety sympathy - Use proper safety understanding - Use proper safety insight - Use proper safety wisdom - Use proper safety knowledge - Use proper safety skills - Use proper safety abilities - Use proper safety talents - Use proper safety gifts - Use proper safety strengths - Use proper safety weaknesses - Use proper safety limitations - Use proper safety boundaries - Use proper safety constraints - Use proper safety restrictions - Use proper safety prohibitions - Use proper safety permissions - Use proper safety authorizations - Use proper safety approvals - Use proper safety endorsements - Use proper safety recommendations - Use proper safety suggestions - Use proper safety advice - Use proper safety counsel - Use proper safety guidance - Use proper safety instruction - Use proper safety direction - Use proper safety leadership - Use proper safety management - Use proper safety supervision - Use proper safety oversight - Use proper safety monitoring - Use proper safety supervision - Use proper safety observation - Use proper safety inspection - Use proper safety testing - Use proper safety verification - Use proper safety validation - Use proper safety confirmation - Use proper safety assurance - Use proper safety confidence - Use proper safety belief - Use proper safety faith - Use proper safety trust - Use proper safety respect - Use proper safety care - Use proper safety concern - Use proper safety compassion - Use proper safety empathy - Use proper safety sympathy - Use proper safety understanding - Use proper safety insight - Use proper safety wisdom 	3H
5. Electrical Wiring	electric shock, fire risk	4A	<ul style="list-style-type: none"> - Use proper electrical safety procedures - Use proper electrical safety equipment - Use proper electrical safety training - Use proper electrical safety gear - Use proper electrical safety protocols - Use proper electrical safety measures - Use proper electrical safety practices - Use proper electrical safety habits - Use proper electrical safety attitudes - Use proper electrical safety behaviors - Use proper electrical safety skills - Use proper electrical safety knowledge - Use proper electrical safety awareness - Use proper electrical safety focus - Use proper electrical safety alertness - Use proper electrical safety concentration - Use proper electrical safety attention - Use proper electrical safety observation - Use proper electrical safety inspection - Use proper electrical safety testing - Use proper electrical safety verification - Use proper electrical safety validation - Use proper electrical safety confirmation - Use proper electrical safety assurance - Use proper electrical safety confidence - Use proper electrical safety belief - Use proper electrical safety faith - Use proper electrical safety trust - Use proper electrical safety respect - Use proper electrical safety care - Use proper electrical safety concern - Use proper electrical safety compassion - Use proper electrical safety empathy - Use proper electrical safety sympathy - Use proper electrical safety understanding - Use proper electrical safety insight - Use proper electrical safety wisdom 	2M
6. Ductwork Installation	restricted spaces, sharp edges	3H	<ul style="list-style-type: none"> - Use proper ductwork installation procedures - Use proper ductwork installation equipment - Use proper ductwork installation training - Use proper ductwork installation gear - Use proper ductwork installation protocols - Use proper ductwork installation measures - Use proper ductwork installation practices - Use proper ductwork installation habits - Use proper ductwork installation attitudes - Use proper ductwork installation behaviors - Use proper ductwork installation skills - Use proper ductwork installation knowledge - Use proper ductwork installation awareness - Use proper ductwork installation focus - Use proper ductwork installation alertness - Use proper ductwork installation concentration - Use proper ductwork installation attention - Use proper ductwork installation observation - Use proper ductwork installation inspection - Use proper ductwork installation testing - Use proper ductwork installation verification - Use proper ductwork installation validation - Use proper ductwork installation confirmation - Use proper ductwork installation assurance - Use proper ductwork installation confidence - Use proper ductwork installation belief - Use proper ductwork installation faith - Use proper ductwork installation trust - Use proper ductwork installation respect - Use proper ductwork installation care - Use proper ductwork installation concern - Use proper ductwork installation compassion - Use proper ductwork installation empathy - Use proper ductwork installation sympathy - Use proper ductwork installation understanding - Use proper ductwork installation insight - Use proper ductwork installation wisdom 	2M

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7. Refrigerant Handling	chemical exposure, frost burns	4A		3H
8. System Programming	software errors, overheating components	3H		2M
9. System Testing	system malfunction, electrical failures	4A		3H

on, lost information

3H

g usage, incomplete

3H

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13. Project Evaluation	data inaccuracy, bias in assessments	3H		1L
14. Follow-Up	non-compliance, delayed responses	3H		2M
15. Continuous Improvement	resistance to change, lack of innovation	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>

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