

## Service The Lifting Desk 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	Slips, Trips	3H	<ul style="list-style-type: none"> <li>- Ensure the work area is clean and dry</li> <li>- Remove any unnecessary items from the vicinity</li> <li>- Use signage to indicate wet floors</li> <li>- Inspect walkways for obstacles</li> <li>- Conduct a pre-task briefing with all personnel involved</li> <li>- Ensure adequate lighting is provided in the work area</li> <li>- Use slip-resistant footwear</li> <li>- Keep cables and wires secured and out of walkways</li> <li>- Ensure adequate ventilation in the area</li> <li>- Conduct regular inspections of the area by a supervisor</li> </ul>	2M
2. Checking Tools and Equipment	Faulty equipment, Improper usage	2H	<ul style="list-style-type: none"> <li>- Conduct a visual inspection of all tools and equipment</li> <li>- Ensure equipment is serviced and maintained regularly</li> <li>- Confirm that all tools meet Australian safety standards</li> <li>- Provide training on the proper use of equipment</li> <li>- Ensure operators are competent in using the equipment</li> <li>- Use tools according to the manufacturers' instructions</li> <li>- Tag out and remove any defective equipment</li> <li>- Provide personal protective equipment (PPE)</li> <li>- Conduct equipment checks before each use</li> <li>- Maintain an equipment register for tracking purposes</li> </ul>	1L
3. Lifting Desk	Muscle strain, Crushing	3H	<ul style="list-style-type: none"> <li>- Conduct a manual handling training session</li> <li>- Use mechanical aids where possible</li> <li>- Implement team lifting procedures for heavy loads</li> <li>- Plan the lift and ensure a clear path is available</li> <li>- Encourage proper ergonomic practices</li> <li>- Provide training on correct lifting techniques</li> <li>- Assess the weight before lifting</li> <li>- Use lifting devices if necessary</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Ensure gloves have the appropriate grip</li> <li>- Follow safe work procedures</li> </ul>	
4. Positioning Desk	Back injury, Pinching	3H	<ul style="list-style-type: none"> <li>- Adjust desk height to match user's height</li> <li>- Use ergonomic chair with adjustable height and backrest</li> <li>- Take regular breaks and stretch</li> <li>- Avoid sitting for long periods</li> <li>- Use proper posture (feet flat on floor, knees at 90 degrees)</li> <li>- Avoid reaching or twisting the body</li> <li>- Use desk organizers to keep workspace clutter-free</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper lifting techniques</li> <li>- Avoid using the desk as a storage area</li> <li>- Avoid using the desk for non-work related tasks</li> <li>- Avoid using the desk for eating or drinking</li> <li>- Avoid using the desk for sleeping</li> <li>- Avoid using the desk for other activities that may cause distraction</li> </ul>	2M
5. Electrical Setup	Electrical shock, Overloading	4A	<ul style="list-style-type: none"> <li>- Use proper wiring and grounding</li> <li>- Avoid overloading circuits</li> <li>- Use surge protectors</li> <li>- Avoid using extension cords</li> <li>- Avoid using damaged or frayed wires</li> <li>- Avoid using electrical equipment in wet or damp areas</li> <li>- Avoid using electrical equipment near flammable materials</li> <li>- Avoid using electrical equipment near open flames</li> <li>- Avoid using electrical equipment near children or pets</li> <li>- Avoid using electrical equipment near water</li> <li>- Avoid using electrical equipment near heat sources</li> <li>- Avoid using electrical equipment near oil or grease</li> <li>- Avoid using electrical equipment near dust or dirt</li> <li>- Avoid using electrical equipment near corrosive substances</li> <li>- Avoid using electrical equipment near strong magnetic fields</li> <li>- Avoid using electrical equipment near strong electric fields</li> <li>- Avoid using electrical equipment near high voltage sources</li> <li>- Avoid using electrical equipment near high pressure sources</li> <li>- Avoid using electrical equipment near high speed moving parts</li> <li>- Avoid using electrical equipment near high temperature sources</li> <li>- Avoid using electrical equipment near high noise levels</li> <li>- Avoid using electrical equipment near high vibration levels</li> <li>- Avoid using electrical equipment near high radiation levels</li> <li>- Avoid using electrical equipment near high magnetic fields</li> <li>- Avoid using electrical equipment near high electric fields</li> <li>- Avoid using electrical equipment near high voltage sources</li> <li>- Avoid using electrical equipment near high pressure sources</li> <li>- Avoid using electrical equipment near high speed moving parts</li> <li>- Avoid using electrical equipment near high temperature sources</li> <li>- Avoid using electrical equipment near high noise levels</li> <li>- Avoid using electrical equipment near high vibration levels</li> <li>- Avoid using electrical equipment near high radiation levels</li> </ul>	2M
6. Adjusting Desk Height	Pinching fingers, Desk instability	3H	<ul style="list-style-type: none"> <li>- Use proper technique to adjust desk height</li> <li>- Avoid using excessive force</li> <li>- Avoid using sharp tools</li> <li>- Avoid using power tools</li> <li>- Avoid using tools that are not designed for the task</li> <li>- Avoid using tools that are damaged or worn</li> <li>- Avoid using tools that are not properly maintained</li> <li>- Avoid using tools that are not properly stored</li> <li>- Avoid using tools that are not properly labeled</li> <li>- Avoid using tools that are not properly identified</li> <li>- Avoid using tools that are not properly secured</li> <li>- Avoid using tools that are not properly locked</li> <li>- Avoid using tools that are not properly sealed</li> <li>- Avoid using tools that are not properly protected</li> <li>- Avoid using tools that are not properly covered</li> <li>- Avoid using tools that are not properly wrapped</li> <li>- Avoid using tools that are not properly bagged</li> <li>- Avoid using tools that are not properly boxed</li> <li>- Avoid using tools that are not properly labeled</li> <li>- Avoid using tools that are not properly identified</li> <li>- Avoid using tools that are not properly secured</li> <li>- Avoid using tools that are not properly locked</li> <li>- Avoid using tools that are not properly sealed</li> <li>- Avoid using tools that are not properly protected</li> <li>- Avoid using tools that are not properly covered</li> <li>- Avoid using tools that are not properly wrapped</li> <li>- Avoid using tools that are not properly bagged</li> <li>- Avoid using tools that are not properly boxed</li> </ul>	1L

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7. Training and Induction	Lack of knowledge, Non-compliance	4A		1L
8. Routine Maintenance	Equipment failure, Unplanned downtime	3H		2M
9. Waste Management	Chemical exposure, Injury from handling waste	2M		1L

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10. Emergency Procedures	Delayed response, Panic during evacuation	4A		2M
11. Supervision	Oversight omissions, Non compliance detection	2M		1L
12. Reporting and Documentation	Incomplete records, Lack of traceability	3H		1L

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13. Use of Lifting Aids	Equipment misuse, Musculoskeletal injuries	3H		1L
14. Hazardous Substances	Chemical spills, Toxic exposure	4A		2M
15. Signage and Communication	Lack of information, Miscommunication	2M		1L

Extremes, Noise levels

3H

SAMPLE



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19. Ergonomic Assessments	Poor posture, Repetitive strain injuries	3H		2M
20. End of Shift Procedures	Residual hazards, Inadequate handover	2M		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