

Setting Up Testing Equipment Risk Assessment

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

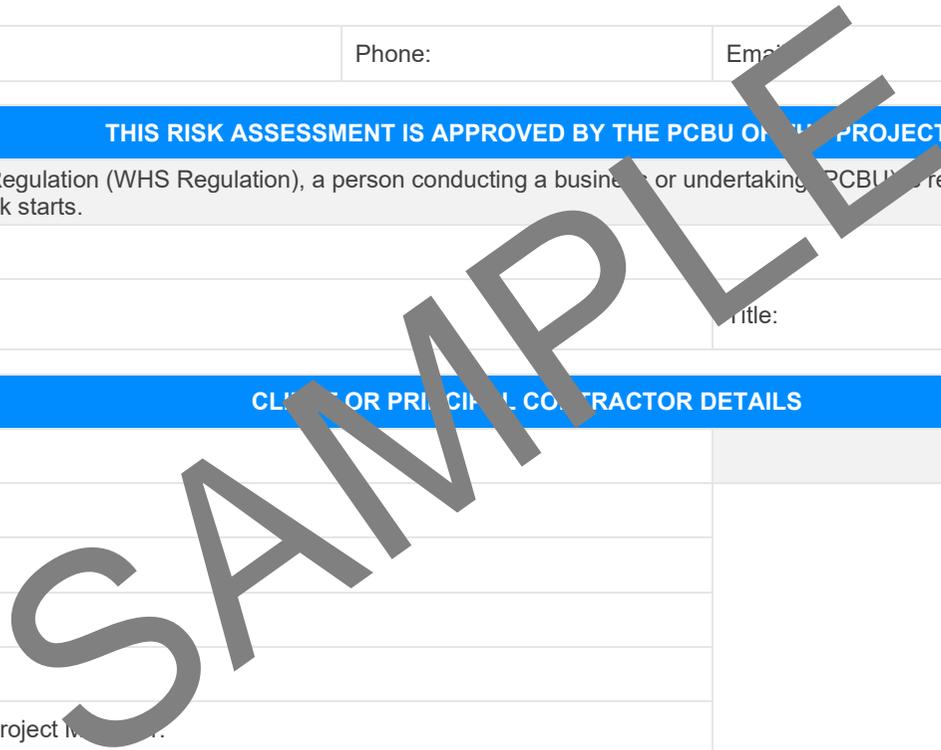
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

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

Hierarchy of Controls	
Elimination	Remove the hazard.
Substitution	Replace the hazard.
Isolation	Isolate People from the hazard
Engineering	Isolate the hazard
Administrative	Change
PPE	PPE

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	Lifting injuries, Slips due to uneven surfaces	3H	<ul style="list-style-type: none"> - Conduct full site inspection to identify uneven surfaces - Mark hazardous areas with high visibility tape - Provide adequate personal protective equipment (PPE) such as gloves and steel-toed boots - Use mechanical aids for lifting equipment - Provide proper manual handling training to all workers involved in preparation - Implement a buddy system for moving heavy equipment - Ensure adequate lighting to improve visibility - Secure loose cables and leads to prevent tripping - Develop a clear work plan and communicate it to all team members - Ensure first aid kits are trained and accessible on site 	2M
2. Transport Equipment	Equipment falling during transport, Collision with obstacles	4M	<ul style="list-style-type: none"> - Use secured trolleys or dollies suitable for the weight of the equipment - Ensure all team members are trained in safe transport procedures - Plan transport routes in advance and clear them of obstacles - Use appropriate strapping to secure equipment - Assign a spotter to guide and assist with navigation - Inspect transport equipment regularly to ensure functionality - Use warning signs where necessary to alert others of transport operations - Limit transport activities to low traffic periods - Keep communication open between team members during transport - Equip transport trolleys with brakes to prevent uncontrolled movement 	2M
3. Assemble Equipment	Pinching fingers during assembly, Equipment tipping over	3H	<ul style="list-style-type: none"> - Provide assembly manuals and demonstrate correct assembly procedures - Use team lifting for heavy components - Ensure work area is clear and adequately spaced - Verify stability of equipment during and after assembly - Inspect tools and equipment for damage before use - Establish a safe zone around assembling area to prevent unauthorised access - Use barricades to separate assembly area from other operations - Encourage communication among team members during assembly 	2M

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			<ul style="list-style-type: none"> - Use designated hand tools to prevent injury - Confirm all locking mechanisms are engaged before moving assembled equipment 	
4. Power Connection	Electrical shock, Overloading power sources	4A	[REDACTED]	2M
5. Calibration	Exposure to hazardous substances, Inaccurate calibration leading to malfunction	3H	[REDACTED]	1L
6. Final Inspection	Overlooking minor defects, Lack of communication leading to unreported hazards	2M	[REDACTED]	1L

SAMPLE

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
			[REDACTED]	
7. Testing Execution	Unexpected equipment malfunction, Distraction leading to error	4A	[REDACTED]	2M
8. Cleanup	Chemical exposure, Sharp object injuries	2M	[REDACTED]	1L
9. Equipment Storage	Collapse of storage units, Damage to equipment	3H	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
10. Review and Feedback	Incomplete feedback collection, Implementation gap in feedback	2M	[REDACTED]	1L
11. Training Evaluation	Insufficient follow-up on training, Lack of skill application	3H	[REDACTED]	2M
12. Reporting Mechanisms	Failure to report incidents, Inaccurate reporting	2M	[REDACTED]	1L

SAMPLE

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[REDACTED]	
13. Regular Maintenance	Wear and tear of equipment, Neglect of maintenance schedules	3H	[REDACTED]	2M
14. Emergency Response	Panicked response during emergencies, Poor coordination amongst staff	4A	[REDACTED]	2M

SAMPLE

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15. Environmental Considerations	Environmental damage due to waste, Noise complaints from surrounding areas	3H	[REDACTED]	1L

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 FOR 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/lis>

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/work-places-and-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>

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/work-places/codes-of-practice#COPs>

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

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.

