

## Working Around Rotating 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	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	PPE	
<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. 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	
<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	Exposure to rotating parts, Slips on oily surfaces	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start safety meeting to outline potential hazards.</li> <li>- Ensure that all workers are wearing appropriate PPE including slip-resistant footwear.</li> <li>- Verify that equipment is properly maintained and clean from any oil spills.</li> <li>- Ensure all machine guards are in place and functional.</li> <li>- Provide training on the risks associated with rotating equipment.</li> <li>- Ensure emergency procedures are understood and equipment is accessible.</li> <li>- Arrange for a safety inspection to be conducted.</li> <li>- Keep work area clean and organised.</li> <li>- Establish communication signals for stopping machinery in an emergency.</li> <li>- Ensure workers are trained to recognise signs of fatigue.</li> </ul>	2M
2. Transport Tools to Work Area	Tripping over equipment, Manual handling injuries	3L	<ul style="list-style-type: none"> <li>- Use trolleys or mechanical aids to move heavy equipment.</li> <li>- Keep pathways clear of obstructions.</li> <li>- Ensure adequate lighting in all areas of the workplace.</li> <li>- Provide training on correct manual handling techniques.</li> <li>- Plan route before transporting tools to avoid obstacles.</li> <li>- Conduct regular housekeeping audits.</li> <li>- Designate specific areas for tool storage.</li> <li>- Use appropriate lifting aids when necessary.</li> <li>- Ensure team members work in pairs for heavy lifting.</li> <li>- Mark all transport routes on the work site clearly.</li> </ul>	1L
3. Equipment Inspection	Contact with moving parts, Electric shock	4A	<ul style="list-style-type: none"> <li>- Ensure the machinery is turned off and locked out before inspection.</li> <li>- Conduct visual inspection of guards and covers for integrity.</li> <li>- Use insulated tools for electrical inspections.</li> <li>- Ensure lockout/tagout procedures are followed religiously.</li> <li>- Train workers on hazards of electricity and rotating parts.</li> <li>- Wear proper PPE such as gloves and goggles.</li> <li>- Establish a strict reporting protocol for defects.</li> <li>- Display warning signs around the inspection area.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Assign tasks only to qualified personnel.</li> <li>- Ensure that all inspections are documented and reviewed.</li> </ul>	
4. Setup of Equipment	Pinch points, Moving parts causing injury	3H	<ul style="list-style-type: none"> <li>- Lock out/tag out the machine before performing any maintenance or repair work.</li> <li>- Use proper lifting techniques to avoid back injury.</li> <li>- Wear appropriate PPE (hard hat, safety glasses, gloves, steel toe shoes).</li> <li>- Ensure that all safety guards are in place and functioning properly.</li> <li>- Receive proper training on the equipment before operating it.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use caution when working with moving parts.</li> <li>- Do not reach into the machine while it is running.</li> <li>- Use the correct tools for the job.</li> <li>- Follow the manufacturer's instructions for the equipment.</li> </ul>	1L
5. Operation	Entanglement, Hearing damage due to noise	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (hard hat, safety glasses, gloves, steel toe shoes, hearing protection).</li> <li>- Use proper lifting techniques to avoid back injury.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use caution when working with moving parts.</li> <li>- Do not reach into the machine while it is running.</li> <li>- Use the correct tools for the job.</li> <li>- Follow the manufacturer's instructions for the equipment.</li> <li>- Take regular breaks to avoid fatigue.</li> <li>- Stay alert and focused on the task at hand.</li> <li>- Do not drink or use alcohol while working.</li> <li>- Report any safety concerns immediately to the supervisor.</li> </ul>	1L
6. Monitoring and Adjustments	Injury from sudden machine movements, Eye injuries from debris	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (hard hat, safety glasses, gloves, steel toe shoes).</li> <li>- Use proper lifting techniques to avoid back injury.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use caution when working with moving parts.</li> <li>- Do not reach into the machine while it is running.</li> <li>- Use the correct tools for the job.</li> <li>- Follow the manufacturer's instructions for the equipment.</li> <li>- Take regular breaks to avoid fatigue.</li> <li>- Stay alert and focused on the task at hand.</li> <li>- Do not drink or use alcohol while working.</li> <li>- Report any safety concerns immediately to the supervisor.</li> </ul>	2M

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7. Shutdown	Residual mechanical strain, Failure of components during shutdown	3H		1L
8. Cleaning and Maintenance	Exposure to chemicals, Injury from residual machine energy	4A		2M

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9. Reporting Hazards	Unreported hazards, Delayed response to hazards	3H	[REDACTED]	1L
10. Emergency Response	Delayed emergency response, Inadequate emergency procedures	4A	[REDACTED]	2M
11. Training and Re-training	Skill decay leading to unsafe actions, Unawareness of updated safety protocols	3H	[REDACTED]	2M

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12. Supervisory Oversight	Unsupervised risk-taking behaviour, Lack of immediate corrective action	3H		1L
13. Access Control	Unauthorised access, Interference with work, unqualified personnel	3H		1L
14. Use of PPE	Improper use of PPE, Failure to wear PPE	3H		1L

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15. Communication Protocols	Miscommunication during operations, Failure to follow communication protocols	4A		2M
16. End of Shift Checks	Overlooked equipment faults, Leaving tools unsecured	3H		1L
17. Documentation and Reporting	Inaccurate record-keeping, Delayed hazard reporting	4A		1L



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18. Tool Maintenance	Tool malfunctions, Sharp edges causing cuts	3H		1L
19. Decontamination	Chemical residues on equipment, Environmental exposure to hazardous substances	3H		2M
20. Lighting and Visibility	Inadequate lighting causing slips, Poor visibility leading to accidents	3H		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>

### 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.