

**Electrical Appliances**

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			<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:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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. Governance, WHS Duties and Legal Compliance	<ul style="list-style-type: none"> <li>Lack of clear allocation of WHS due diligence and duty of care responsibilities for electrical appliance use and repair under WHS Act 2011 and WHS Regulations</li> <li>No documented electrical safety policy covering selection, use, repair and disposal of electrical appliances and equipment</li> <li>Failure to consult workers and health and safety representatives (HSRs) on electrical safety systems and changes to repair procedures</li> <li>Inadequate monitoring of compliance with AS/NZS 3760 (in-service safety inspection and testing of electrical equipment) and other relevant Australian Standards</li> <li>Poor integration of electrical safety requirements into broader WHS management system, leading to inconsistent practice across sites</li> <li>No formal process to verify the competency and licensing of persons performing electrical repair work</li> </ul>	High	<ul style="list-style-type: none"> <li>Establish and endorse a written Electrical Safety Management Procedure aligned to the WHS Act 2011, WHS Regulations, Codes of Practice and relevant Australian Standards, specifically addressing appliances and equipment electrical repair</li> <li>Formally allocate WHS due diligence roles to officers and define responsibilities for managing electrical risks associated with appliance procurement, use, repair and disposal</li> <li>Implement a structured WHS governance framework that includes electrical safety as a standing agenda item at management and safety committee meetings</li> <li>Develop and maintain a legal and standards register for electrical safety (e.g. WHS Regulations, AS/NZS 3000, AS/NZS 3760, AS/NZS 4836) and assign responsibility for periodic review and updates</li> <li>Require evidence of appropriate electrical licences, qualifications and competencies for anyone undertaking electrical repairs on appliances, including verification at engagement and periodic re-verification</li> <li>Consult with workers and HSRs when developing, reviewing and implementing electrical safety and repair procedures, and record consultation outcomes</li> <li>Integrate electrical safety requirements into the organisation's WHS policy, risk management procedure and contractor management systems to ensure consistent application across all locations</li> <li>Establish a schedule for internal audits of electrical safety systems, with specific audit criteria for appliance repair activities and documentation</li> <li>Ensure incident notification and regulatory reporting processes explicitly cover notifiable incidents related to electrical shock, arc flash or fire from appliances or repair activities</li> </ul>	Medium
2. Procurement, Design and Selection of Appliances and Repair Services	<ul style="list-style-type: none"> <li>Procurement of low quality, non-compliant or non-certified electrical appliances that increase the likelihood of electrical failure and repair interventions</li> <li>Acquisition of appliances that are not fit for the intended workplace environment (e.g. non-IP rated appliances in damp or outdoor areas) leading to elevated repair and failure risks</li> <li>Engagement of repair providers without verifying electrical licensing, insurances, or WHS management capability</li> <li>Lack of standardisation across the appliance fleet, increasing complexity of inspection, testing and repair controls</li> <li>Failure to specify serviceability, spare parts availability and repairability when</li> </ul>	High	<ul style="list-style-type: none"> <li>Implement a procurement policy that mandates selection of electrical appliances and equipment that are compliant with relevant Australian Standards and are registered/approved under Australian electrical safety schemes where applicable</li> <li>Define technical specifications for electrical appliances, including voltage, IP rating, insulation class, over-current protection, and suitability for the work environment and tasks</li> <li>Standardise preferred appliance makes and models where practicable to simplify testing, tagging, repair procedures, and spare parts management</li> <li>Include electrical safety, licensing, and WHS performance criteria in contracts and service level agreements with appliance repair providers and electrical contractors</li> <li>Require evidence of compliance (e.g. Certificates of Conformity, test reports, RCM marking) for all appliances and critical replacement parts at the point of purchase</li> <li>Establish a pre-qualification process for external repairers that verifies electrical licensing, insurances, WHS systems, and experience in appliance repair</li> <li>Prohibit procurement of non-approved adaptors, leads, multiboards and DIY-style repair kits for workplace use through purchasing controls and approved supplier lists</li> </ul>	Low

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	<ul style="list-style-type: none"> <li>purchasing appliances, resulting in ad-hoc and unsafe repair attempts</li> <li>Use of imported appliances or components that do not comply with Australian electrical safety standards</li> </ul>		<ul style="list-style-type: none"> <li>Consider life-cycle cost and safety in procurement decisions, including durability, ease of safe repair, and access to manufacturer instructions and service manuals</li> </ul>	
3. Electrical Risk Management and Planning for Appliance Repair	<ul style="list-style-type: none"> <li>No formal risk assessment process for electrical appliance repair activities, leading to inconsistent controls and exposure to electric shock or arc flash</li> <li>Failure to identify and control higher-risk repair tasks such as work on live circuits, fault-finding on energised equipment or work in confined or damp environments</li> <li>Inadequate assessment of interaction between appliance repair work and other energy sources (e.g. mechanical, pneumatic, stored energy, batteries)</li> <li>No systematic process to classify appliances and repair work by voltage, current, fault level and environment risk category</li> <li>Lack of documented process for determining when appliances are beyond economic safe repair and must be condemned and disposed</li> <li>Insufficient planning for emergency response to electrical incidents during repair work</li> </ul>	High	<ul style="list-style-type: none"> <li>Establish a formal electrical risk management procedure for appliance and equipment repair that follows the hierarchy of control and Work Regulations, including risk identification, assessment, control and review</li> <li>Create standardised risk assessment templates and checklists tailored to common appliance repair scenarios (e.g. single-phase tools, three-phase equipment, portable RCD-protected appliances)</li> <li>Require documented task-based electrical risk assessments for non-routine or high-risk repair work, including justification and authorisation for any work on or near live parts in strict accordance with AS/NZS 4836</li> <li>Define task-based categories for appliances (e.g. by voltage, current draw, environment of use, class of equipment) and link these to inspection, testing and repair requirements</li> <li>Implement clear written criteria and decision trees for condemning appliances that fail inspection or repair checks, including mandatory tagging as 'Out of Service' and secure isolation from use</li> <li>Ensure risk assessments explicitly consider simultaneous hazards such as working at height, confined spaces, flammable atmospheres, and water ingress when planning repair work</li> <li>Plan and document emergency response arrangements for electrical incidents during appliance repair, including isolation points, first aid for electric shock, rescue procedures and communication protocols</li> <li>Schedule periodic review of electrical risk assessments based on changes in equipment, incidents, near misses, or updates to legislation and standards</li> </ul>	Medium
4. Competency, Training and Authorisation of Workers	<ul style="list-style-type: none"> <li>Unlicensed or inadequately trained workers performing electrical repairs on appliances, leading to unsafe work practices and non-compliance with legislation</li> <li>Workers misunderstanding the limits of what non-electrical personnel may do (e.g. simple plug replacement versus internal repair) and inadvertently undertaking prohibited tasks</li> <li>Insufficient training in safe isolation, lock-out/tag-out and verification of de-energisation prior to repair activities</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> <li>Lack of awareness of the risks associated with testing live equipment during fault-finding on appliances</li> <li>Poor understanding of manufacturer instructions and service information for specific appliances, resulting in incorrect repair methods</li> <li>Inadequate induction and refresher training on site-specific electrical systems, RCD arrangements and emergency procedures</li> </ul>		[REDACTED]	
5. Systems for Inspection, Testing, Tagging and Fault Reporting	<ul style="list-style-type: none"> <li>Absence of a systematic program for inspection and testing of electrical appliances leading to undetected defects and unsafe equipment being repaired or returned to service</li> <li>Inconsistent tagging practices and poor record keeping of inspection, testing and repair history for appliances</li> <li>Workers continuing to use faulty or damaged appliances due to unclear reporting processes or lack of 'Out of Service' controls</li> <li>Inadequate pre-repair assessment, resulting in incomplete or ineffective repair work and repeat failures</li> <li>No mechanism to identify recurring defects or trends across appliance types or brands that may indicate systemic issues</li> </ul>	High	[REDACTED]	Low

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6. Maintenance, Repair Workshop Environment and Tools	<ul style="list-style-type: none"> <li>Repair work on appliances conducted in unsuitable environments (e.g. cluttered benches, poor lighting, damp areas) increasing risk of electric shock or secondary injury</li> <li>Use of untested, unsuitable or poorly maintained test instruments, tools and equipment for appliance repair</li> <li>Inadequate segregation between repair activities and general work areas, exposing other workers to electrical hazards</li> <li>Lack of systems for isolation of appliances under repair from supply circuits and from inadvertent reconnection</li> <li>Poor housekeeping leading to damaged leads, trip hazards, and accidental contact with energised appliances</li> <li>Inadequate management of temporary power supplies, extension leads and portable RCDs used in repair areas</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
7. Contractor and Third-Party Repair Management	<ul style="list-style-type: none"> <li>Engagement of external repairers who do not comply with WHS Act 2011 duties or electrical safety standards</li> <li>Poor communication of site-specific electrical hazards, isolation procedures and emergency arrangements to contractors performing appliance repairs</li> <li>Inadequate oversight of off-site appliance repair work, leading to uncertainty about repair quality and testing standards</li> <li>Lack of clarity regarding responsibilities for inspection, testing and tagging when appliances are repaired off-site or by manufacturers</li> <li>Insufficient verification that contractors use appropriate test equipment, isolation procedures and qualified personnel for repairs</li> </ul>	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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			[REDACTED]	
8. Change Management, Modifications and Non-Standard Repairs	<ul style="list-style-type: none"> <li>• Unauthorised modifications to appliances (e.g. bypassed safety features, altered plugs, non-standard leads) compromising electrical safety</li> <li>• Lack of formal review when introducing new appliance types, technologies or repair methods, leading to unrecognised risks</li> <li>• Non-genuine or incompatible replacement components used in repairs, affecting insulation, earthing or over-current protection</li> <li>• Inadequate assessment of software or control system changes affecting the electrical safety of appliances</li> <li>• No process to capture and review lessons learnt from incidents, near misses or failures related to appliance modifications or complex repairs</li> </ul>	High	[REDACTED]	Medium
9. Documentation, Records and Information Management	<ul style="list-style-type: none"> <li>• Incomplete or inaccurate records of appliance repair history, testing, modifications and incidents</li> <li>• Loss of manufacturer manuals, wiring diagrams and service information needed for safe and compliant repairs</li> <li>• Difficulty demonstrating compliance with WHS legislative requirements and Australian Standards due to poor documentation</li> <li>• Workers not having ready access to current procedures, schematics and risk assessments applicable to appliance repair tasks</li> </ul>	Medium	[REDACTED]	Low

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			[REDACTED]	
10. Emergency Preparedness, Incident Response and Continuous Improvement	<ul style="list-style-type: none"> <li>• Delayed or ineffective response to electric shock, arc flash, fire or other incidents arising from appliance repair activities</li> <li>• Failure to identify and act on root causes of electrical incidents and near misses involving appliances and repair work</li> <li>• Lack of integration between electrical emergency planning and overall emergency response arrangements</li> <li>• Inadequate feedback loops from incidents into training, procedures, procurement and maintenance systems</li> </ul>	High	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	Medium

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 2025  
 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>

**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>

**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.