

Gym Equipment Safety

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:	

SAMPLE

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. WHS Governance, Policy and Legal Compliance	<ul style="list-style-type: none"> <li>Absence of a documented WHS policy addressing gym equipment safety and maintenance responsibilities</li> <li>Failure to align internal procedures with WHS Act 2011, WHS Regulations and relevant Australian Standards (e.g. AS 4685, AS/NZS 4801 / ISO 45001 principles)</li> <li>Unclear allocation of PCBU, officer and worker duties in relation to gym equipment management</li> <li>Lack of consultation with workers and health and safety representatives on equipment safety issues</li> <li>No documented process for due diligence by officers regarding purchase, maintenance and inspection of gym and sporting equipment</li> <li>Failure to ensure contractors engaged for repair or maintenance work meet WHS obligations</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and implement a gym equipment safety policy that references the WHS Act 2011, WHS Regulations and applicable Australian Standards and Codes of Practice</li> <li>Define and document WHS roles, responsibilities and accountabilities for officers, managers, trainers, cleaners, maintenance personnel and external contractors in relation to gym equipment and facilities</li> <li>Establish a WHS governance framework that requires regular equipment safety reporting to senior management, including incident trends and outstanding corrective actions</li> <li>Implement a formal consultation procedure with workers and health and safety representatives, including a standing agenda item for gym equipment hazards and suggested improvements</li> <li>Integrate gym equipment safety requirements into the organisation's WHS management system or ISO 45001 signed framework including documented objectives and targets</li> <li>Ensure contractor management procedures include WHS prequalification, verification of competencies, and clear safety expectations for repair and maintenance of gym and sporting equipment</li> <li>Schedule periodic compliance reviews or internal audits to verify adherence to gym equipment safety procedures and legal requirements</li> <li>Provide officers with periodic briefings on gym equipment risk profiles to support due diligence obligations under the WHS Act 2011</li> </ul>	3H
2. Facility and Layout Design (Gymnasium and Gymnastic Equipment Areas)	<ul style="list-style-type: none"> <li>Inadequate spacing between gym machines leading to entrapment or collision hazards</li> <li>Poor separation between free weight, gymnastic and machine areas increasing risk of impact and manual handling injuries</li> <li>Insufficient anchoring or securing of large gymnasium and gymnastic equipment (e.g. wall bars, rigs, frames, incline press racks)</li> <li>Inadequate floor load rating for heavy equipment and weight storage systems</li> <li>Lack of safe access and egress paths around equipment, including emergency exits obstructed by machines or stored sporting equipment</li> <li>Inadequate floor surfacing or matting around high-risk equipment such as</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and apply design standards for gym layout that specify minimum clearances between machines, free weight zones and gymnastic apparatus</li> <li>Ensure gym and sporting equipment layout is reviewed and signed off by a competent person, considering manufacturer recommendations and Australian Standards where relevant</li> <li>Require all large items of gymnasium and gymnastic equipment (e.g. rigs, wall-mounted bars, multi-gyms) to be anchored and certified according to manufacturer instructions and structural requirements</li> <li>Confirm floor load ratings through engineering assessment for areas containing heavy equipment, weight trees and storage racks</li> <li>Implement a space management procedure to keep emergency exits, access ways and circulation paths clear of equipment and stored items</li> <li>Specify and maintain appropriate non-slip flooring and impact-absorbing matting in designated areas, especially under and around gymnastic apparatus and free weight benches</li> <li>Ensure lighting design provides sufficient illumination across equipment zones and allows clear line-of-sight supervision from staff stations</li> <li>Incorporate ventilation and climate control requirements into facility design, with regular HVAC maintenance to maintain safe ambient temperatures during equipment use</li> </ul>	2M

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	<p>gymnastic apparatus and incline press benches</p> <ul style="list-style-type: none"> <li>• Poor lighting and line of sight, making it difficult for supervisors to monitor equipment use and behaviour</li> <li>• Inadequate ventilation or thermal comfort impacting user performance and increasing fatigue risk while using equipment</li> </ul>		<ul style="list-style-type: none"> <li>• Document change management procedures for any significant reconfiguration of the gym layout, including risk assessment prior to relocation of equipment</li> </ul>	
3. Equipment Procurement and Specification (Gym, Fitness and Sporting Equipment)	<ul style="list-style-type: none"> <li>• Purchase of non-compliant or substandard gym equipment lacking appropriate safety features</li> <li>• Acquisition of incline press, resistance machines or cardio equipment that do not suit user population capabilities or anthropometric ranges</li> <li>• Failure to verify supplier credentials, warranties and ongoing support for maintenance and spare parts</li> <li>• Inadequate consideration of compatibility between new equipment and existing facility design or power supply</li> <li>• Procurement driven solely by cost without lifecycle safety and maintenance requirements being considered</li> <li>• Lack of documented technical specifications for gymnasium and gymnastic equipment, or inconsistency in safety controls</li> </ul>	3H	<ul style="list-style-type: none"> <li>• Establish a procurement policy for gym and sporting equipment that mandates assessment against relevant Australian Standards, safety certifications and manufacturer safety features</li> <li>• Develop standard equipment specifications for key categories (cardio, strength machines, gymnastic apparatus, incline press benches, free weights) including mandatory safety devices and user adjustability</li> <li>• Require pre-purchase risk assessments for significant equipment acquisitions, with input from WHS and subject matter experts</li> <li>• Include safety and maintenance requirements in tender and supplier selection criteria, such as availability of technical support, spare parts and training materials</li> <li>• Verify that electrical gym equipment complies with Australian electrical safety requirements and is compatible with existing electrical infrastructure</li> <li>• Require suppliers to provide detailed installation, operation, assembly and maintenance instructions, including documented load ratings and adjustment ranges</li> <li>• Implement a formal approval process for non-standard or specialised gymnastic equipment, ensuring additional controls are documented where required</li> <li>• Consider total cost of ownership, including maintenance contracts, inspection regimes and expected lifespan, in procurement decisions</li> </ul>	2M
4. Installation, Assembly and Commissioning of Gymnastic and Gymnasium Equipment	<ul style="list-style-type: none"> <li>• Incorrect assembly of gymnastic equipment, incline press benches and multi-gyms leading to structural failure</li> <li>• Use of unqualified installers or failure to follow manufacturer assembly instructions</li> <li>• Inadequate verification of torque settings on bolts and fasteners in high-load equipment</li> <li>• Absence of commissioning checks prior to public use, including functional testing of moving parts and safety stops</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> <li>Inadequate documentation of installation, limiting traceability and future inspection capability</li> <li>Failure to identify installation defects such as unstable bases, sharp edges or pinch points</li> </ul>		[REDACTED]	
5. Planned Maintenance System (Fitness Equipment Maintenance and Maintenance of Sporting Equipment)	<ul style="list-style-type: none"> <li>Absence of a structured preventive maintenance program for gym, fitness and sporting equipment</li> <li>Reliance on reactive repairs after equipment failure, increasing risk of sudden malfunction under load</li> <li>Inadequate resourcing or scheduling for routine inspections and servicing</li> <li>Failure to follow manufacturer-recommended service intervals and procedures</li> <li>Lack of tracking for asset age, condition and history, leading to extended use beyond safe service life</li> <li>Use of inappropriate tools, methods or replacement parts, compromising equipment integrity</li> </ul>	4A	[REDACTED]	2M
6. Inspection, Testing and Condition Monitoring	<ul style="list-style-type: none"> <li>Failure to identify wear, damage or deterioration of equipment components such as cables, pulleys, pads and frames</li> <li>No formal system for pre-use and periodic inspections by staff</li> <li>Inconsistent inspection quality due to inadequate training and lack of standard criteria</li> <li>Skipping or deferring inspections during peak usage periods</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Lack of systematic testing of safety features on gym machines, including emergency stops and restraint systems</li> <li>Inadequate visual management of inspection status, leading to equipment being used beyond inspection due date</li> </ul>		[REDACTED]	
7. Equipment Isolation, Tag-Out and Repair Management (Repair Gym Equipment)	<ul style="list-style-type: none"> <li>Damaged or malfunctioning equipment remaining in service due to absence of an isolation and tag-out process</li> <li>Users bypassing or ignoring informal 'out of order' notices</li> <li>Repairs being attempted by unqualified staff leading to further damage or unsafe condition</li> <li>Delays in repair work resulting in long-term reliance on makeshift controls or partial functionality</li> <li>Inadequate communication between staff shifts regarding equipment isolation status</li> <li>Failure to verify and sign on repairs before returning equipment to service</li> </ul>	4A	[REDACTED]	2M
8. Cleaning, Sterilisation and Infection Control (Gym Equipment Sterilisation)	<ul style="list-style-type: none"> <li>Inadequate cleaning and sterilisation of high-contact surfaces on gym equipment leading to spread of infectious diseases</li> <li>No documented cleaning schedule or clear allocation of responsibilities between staff and users</li> <li>Use of inappropriate cleaning agents that degrade equipment materials, leading to premature failure or surface damage</li> <li>Insufficient availability of disinfectant wipes, sprays and hand hygiene facilities near equipment</li> <li>Poor management of contaminated waste such as used wipes, paper towels and gloves</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Lack of response plan for heightened infection control needs during outbreaks or pandemics</li> </ul>		[REDACTED]	
9. User Competency, Induction and Supervision (Use of Gym Machines)	<ul style="list-style-type: none"> <li>Users operating gym machines, gymnastic equipment or incline press benches without adequate induction or understanding of controls</li> <li>Incorrect equipment setup or adjustment leading to poor biomechanics and injury</li> <li>Misuse or overloading of equipment beyond design limits, including unsafe spotting practices</li> <li>Language or literacy barriers preventing users from understanding instructions and warnings</li> <li>Insufficient staff supervision during busy periods, particularly in free weight and gymnastic areas</li> <li>Underestimation of risks by experienced users leading to complacency and informal unsafe practices</li> </ul>	4A	[REDACTED]	2M
10. Manufacturer Information, Signage and User Instructions	<ul style="list-style-type: none"> <li>Missing or unclear operation instructions on equipment leading to incorrect use</li> <li>Warning labels and safety notices worn off or obscured over time</li> <li>Complex control interfaces on cardio and resistance machines not clearly explained to users</li> <li>No signage to indicate equipment limitations, such as maximum user weight or movement restrictions</li> <li>Generic signage that does not consider specific risks of gymnastic or specialised equipment</li> <li>Reliance on verbal instructions only, which may be forgotten or misunderstood</li> </ul>	3H	[REDACTED]	2M

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			[REDACTED]	
11. Emergency Preparedness and Incident Response Related to Equipment	<ul style="list-style-type: none"> <li>• Delayed response to equipment-related injuries such as crush injuries, falls or cardiac events on cardio machines</li> <li>• Staff not trained in emergency procedures specific to equipment entrapment or failure</li> <li>• Inadequate availability or maintenance of first aid equipment and AEDs in gym and sporting areas</li> <li>• No clear process for preserving evidence after a serious equipment incident for investigation purposes</li> <li>• Poor communication with emergency services due to unclear access routes or lack of site maps</li> <li>• Failure to analyse and act on incident trends related to specific equipment types or areas</li> </ul>	3H	[REDACTED]	2M
12. Contractor and Supplier Management (Maintenance and Repairs)	<ul style="list-style-type: none"> <li>• Use of unvetted contractors for fitness equipment maintenance and repair</li> <li>• Contractors working on equipment without adequate understanding of specific WHS requirements</li> <li>• Inadequate supervision of contractor activities leading to unsafe repairs or introduction of new hazards</li> <li>• Lack of verification that contractor work meets manufacturer specifications and legal requirements</li> <li>• Poor communication of equipment hazards and isolation status to contractors</li> <li>• Failure to obtain and store service reports and certification for critical equipment</li> </ul>	3H	[REDACTED]	2M

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13. Physical Environment, Housekeeping and Storage of Equipment	<ul style="list-style-type: none"> <li>Poor housekeeping around gym equipment creating trip hazards from loose weights, mats and sporting equipment</li> <li>Improper storage of portable gymnastic equipment, resistance bands and accessories leading to falls or falling object risks</li> <li>Blocked access to emergency equipment or isolation points due to clutter</li> <li>Inadequate control of cables and power leads associated with cardio machines and entertainment systems</li> <li>Wet or contaminated floors around equipment increasing slip risks</li> <li>Overcrowding of equipment storage areas reducing ability to inspect and maintain items</li> </ul>	3H	[REDACTED]	2M
14. Ergonomics, Load Management and Program Design	<ul style="list-style-type: none"> <li>Equipment design or setup that does not accommodate the range of user sizes, strengths and fitness levels</li> <li>Lack of systems to manage progression of training loads leading to overexertion or muscle/joint injury</li> <li>No formal guidance on safe use of incline press and other high-load free weight equipment</li> <li>Failure to consider cumulative fatigue and previous injuries when designing exercise programs</li> <li>Inadequate monitoring of high-risk populations such as beginners, older adults or those with health conditions</li> </ul>	3H	[REDACTED]	2M
15. Vulnerable Users, Access Control and Behaviour Management	<ul style="list-style-type: none"> <li>Unsupervised access to equipment by children or untrained individuals</li> <li>Members or visitors under the influence of drugs or alcohol using gym machinery</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Aggressive or competitive behaviours leading to unsafe use of equipment or disregard of rules</li> <li>No system to restrict access to advanced gymnastic equipment or heavy free weight areas to competent users only</li> <li>Social pressures or group dynamics encouraging risk-taking during equipment use</li> </ul>		[REDACTED]	
16. Change Management, Continuous Improvement and Documentation	<ul style="list-style-type: none"> <li>Uncontrolled introduction of new equipment types or training methods without risk assessment</li> <li>Failure to update procedures, training and signage following equipment or layout changes</li> <li>Loss of critical records such as inspection logs, maintenance history and incident reports</li> <li>Lack of systematic review of gym equipment safety performance leading to recurrence of similar incidents</li> <li>Poor handover of WHS information when key staff leave or change</li> </ul>	3H	[REDACTED]	1L

**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.