

Lubrication Greasing and Preventative Maintenance

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.	Administrative Change	
								PPE	

  

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 for the task parts. 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, Policies and Legal Compliance	<ul style="list-style-type: none"> <li>Absence of a formal WHS policy addressing lubrication, greasing and preventative maintenance activities</li> <li>Failure to align maintenance systems with WHS Act 2011, WHS Regulations and relevant Australian Standards</li> <li>Inadequate definition of PCBU and officer due diligence responsibilities for plant and maintenance safety</li> <li>Lack of documented maintenance safety objectives, targets and performance indicators</li> <li>Poor integration of lubrication and preventative maintenance risks into the broader WHS management system</li> <li>Inconsistent application of policies between workshops, field sites and contractors</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish and enforce a WHS policy that explicitly covers plant maintenance, lubrication, greasing and corrosion control in accordance with WHS Act 2011 and WHS Regulations</li> <li>Define governance structure outlining PCBU, officer and worker responsibilities for safe maintenance activities, including grease and lubrication systems</li> <li>Integrate lubrication and preventative maintenance risks into the organisation's WHS management system, risk registers and annual WHS planning</li> <li>Align internal procedures with relevant standards such as AS/NZS 4024 (Safety of machinery), AS 1735 (Lifts, escalators and moving walks) and applicable plant-specific standards</li> <li>Implement a documented WHS legal compliance register with scheduled reviews for legislation, codes of practice and standards relevant to machinery lubrication and maintenance</li> <li>Require periodic management review of maintenance safety performance, including incident trends, audit findings and corrective actions</li> </ul>	3H
2. Plant and Asset Design, Selection and Procurement	<ul style="list-style-type: none"> <li>Procurement of machinery without adequate provisions for safe lubrication and greasing access</li> <li>Plant design that requires workers to access hazardous areas for routine lubrication (e.g. reaching into moving parts, working at height, near trafficable areas)</li> <li>Inadequate guarding or interlocks around lubricated moving parts and automatic doors</li> <li>Lack of built-in corrosion protection and access points for corrosion control treatments</li> <li>Use of incompatible or low-quality lubricants leading to accelerated wear, overheating or mechanical failure</li> <li>Failure to specify monitoring systems such as grease level indicators, automatic lubrication systems or condition monitoring points</li> </ul>	4A	<ul style="list-style-type: none"> <li>Adopt a procurement standard that mandates safety by design for lubrication, greasing and preventative maintenance, including safe access, isolation points and guarding</li> <li>Require suppliers to provide detailed information on lubrication points, maintenance schedules, safe access arrangements and hazard controls as part of tender evaluation</li> <li>Specify engineered features such as fixed access platforms, handrails, lockable isolation devices, remote lubrication points and automatic lubrication systems where reasonably practicable</li> <li>Include corrosion control requirements (coatings, materials selection, drainage, access for inspection) in procurement specifications</li> <li>Standardise lubricants and greases across the fleet of machinery to ensure compatibility, reduce cross-contamination and simplify storage and labelling</li> <li>Conduct pre-acceptance safety inspections and design reviews before commissioning new plant, verifying conformance with WHS and maintenance safety requirements</li> </ul>	2M

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
3. Maintenance Strategy, Planning and Scheduling	<ul style="list-style-type: none"> <li>No formal preventative maintenance strategy for lubrication and corrosion control, resulting in reactive breakdown maintenance</li> <li>Inadequate maintenance intervals leading to excessive wear, overheating or seizure of moving parts</li> <li>Over-maintenance or incorrect lubrication intervals causing component damage or leaks</li> <li>Failure to incorporate manufacturer recommendations for machinery lubrication and preventative maintenance into site schedules</li> <li>Poor integration of automatic door maintenance and safety checks into maintenance plans</li> <li>Lack of visibility of overdue maintenance tasks and deferred work</li> <li>Ineffective periodic inspections of corrosion-prone assets leading to structural or mechanical failure</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop a documented maintenance strategy that prioritises preventative and predictive maintenance for all critical plant, including lubrication regime and corrosion control</li> <li>Use a Computerised Maintenance Management System (CMMS) to schedule, track and record all lubrication, greasing and preventative maintenance tasks</li> <li>Base maintenance frequency on manufacturer documentation, engineering analysis and operational conditions, with evidence based review and adjustment</li> <li>Include specific schedules for automatic doors, emergency egress doors and safety-related guarding systems, ensuring compliance with relevant standards and codes</li> <li>Implement risk based maintenance planning, identifying safety-critical equipment and assigning higher priorities and shorter intervals for lubrication and inspection</li> <li>Monitor key performance indicators such as completion rates, overdue tasks and repeat failures to refine maintenance plans</li> <li>Establish formal procedures for planning and authorising deferral of critical maintenance, including documented risk assessments and temporary controls</li> </ul>	2M
4. Safe Systems of Work and Procedures for Maintenance Activities	<ul style="list-style-type: none"> <li>Absence of standardised safe work procedures for lubrication, greasing, corrosion control and scheduled maintenance</li> <li>Inconsistent lock out tag out (LOTO) and isolation practices across different teams and sites</li> <li>Unclear requirements for routine manual servicing and repair of machinery, including mobile and fixed plant</li> <li>Failure to integrate safe systems for working near energised equipment, moving parts, pressurised systems and automatic doors</li> <li>Inadequate controls for work at height or confined spaces associated with lubrication or inspections</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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
	<ul style="list-style-type: none"> <li>Reliance on informal practices or worker memory instead of documented procedures</li> </ul>			
5. Competency, Training and Supervision of Maintenance Personnel	<ul style="list-style-type: none"> <li>Maintenance and lubrication tasks performed by personnel without appropriate trade qualifications or competencies</li> <li>Insufficient training in specific plant systems (hydraulics, pneumatics, automatic doors, high-speed equipment)</li> <li>Lack of awareness of hazards associated with lubricants, greases, corrosion inhibitors and cleaning chemicals</li> <li>Inadequate supervision of apprentices, new starters or contractors performing maintenance and lubrication work</li> <li>No verification of competency for critical tasks such as isolation, commissioning after maintenance or fault-finding</li> <li>Training programs that are not refreshed, recorded or assessed for effectiveness</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Contractor and Service Provider Management	<ul style="list-style-type: none"> <li>Use of external maintenance contractors who are not familiar with site-specific hazards and procedures</li> <li>Inadequate vetting of contractor competency for specialised maintenance activities (e.g. automatic door servicing, advanced lubrication systems, corrosion inspection)</li> <li>Poor coordination of contractor activities with site operations leading to conflicting work or exposure to moving plant</li> <li>Lack of clarity on responsibilities for WHS, isolation control and supervision when contractors are on site</li> <li>Insufficient verification that contractor maintenance documentation and certifications are current and compliant</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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
	<ul style="list-style-type: none"> <li>Failure to capture contractor findings, recommendations and maintenance records into the site CMMS</li> </ul>			
7. Plant Isolation, Lockout and Energy Control Systems	<ul style="list-style-type: none"> <li>Failure to isolate all energy sources (electrical, mechanical, pneumatic, hydraulic, gravitational) prior to lubrication or maintenance</li> <li>Inadequate tagging and lockout devices leading to inadvertent energisation during work</li> <li>Complex or poorly labelled isolation points on machinery and automatic doors</li> <li>Multiple work groups conducting maintenance with no coordinated isolation control</li> <li>Unclear processes for testing isolation and verifying zero energy state</li> <li>Removal of guarding or interlocks without proper isolation and authorisation</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
8. Lubricant, Chemical and Corrosion Control Management	<ul style="list-style-type: none"> <li>Improper storage, labelling or segregation of lubricants, greases and corrosion control chemicals</li> <li>Use of incorrect containers for lubricants leading to equipment failure, overheating or fire risk</li> <li>Exposure of workers to hazardous substances through skin contact, inhalation or ingestion</li> <li>Lack of Safety Data Sheets (SDS) or failure to follow manufacturer handling instructions</li> <li>Inadequate control of flammable or combustible lubricants in confined or poorly ventilated areas</li> <li>Poor management of used oil, grease and chemical waste causing environmental contamination and regulatory breaches</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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
9. Equipment Guarding, Interlocks and Protection of Moving Parts	<ul style="list-style-type: none"> <li>• Removal or bypassing of fixed and interlocked guards to access lubrication points or conduct manual servicing</li> <li>• Inadequate guarding of rotating shafts, gears, pulleys, belts and chains that require periodic lubrication</li> <li>• Faulty or defeated interlocks on automatic doors and machine guards</li> <li>• Guards not reinstated after maintenance, exposing workers to moving parts</li> <li>• Lack of documented inspection program for guards and interlock systems</li> <li>• Inadequate design of guard access for routine lubrication leading to unsafe maintenance practices</li> </ul>	4A	[REDACTED]	2M
10. Work Environment, Access and Ergonomics for Maintenance	<ul style="list-style-type: none"> <li>• Poor physical access to lubrication points and inspection locations leading to unsafe body positions, overreaching or climbing on equipment</li> <li>• Slips, trips and falls due to spilled lubricants, hoses, tools and components around maintenance areas</li> <li>• Insufficient lighting in plant pits, roof spaces and other areas where preventative maintenance is performed</li> <li>• Exposure to excessive noise, vibration or heat during lubrication and maintenance tasks</li> <li>• Inadequate ventilation where cleaning solvents, aerosols or powered lubrication equipment is used</li> <li>• Manual handling of heavy grease guns, drums, filter elements or components causing musculoskeletal disorders</li> </ul>	3H	[REDACTED]	2M
11. Asset Condition Monitoring, Inspection and Corrosion Surveillance	<ul style="list-style-type: none"> <li>• Lack of systematic inspections to detect early signs of wear, misalignment, overheating or lubrication failure</li> <li>• Failure to identify and address corrosion in structural and mechanical</li> </ul>	3H	[REDACTED]	2M

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
	<p>components that support moving plant and automatic doors</p> <ul style="list-style-type: none"> <li>• Unreported or unrecorded recurring faults in lubrication systems (e.g. blocked lines, failed automatic lubricators, damaged seals)</li> <li>• Over-reliance on operator observation without formal inspection criteria or tools</li> <li>• Inadequate documentation of inspection findings, leading to missed opportunities for preventative repairs</li> <li>• Delayed response to defect reports due to unclear prioritisation or approval processes</li> </ul>		[REDACTED]	
12. Documentation, Records and Change Management	<ul style="list-style-type: none"> <li>• Incomplete or inaccurate records of lubrication schedules, maintenance activities and part replacements</li> <li>• Loss of historical maintenance data plant, making it difficult to identify recurring issues or verify compliance</li> <li>• Changes to plant, control systems or lubricants implemented without formal risk assessment or management of change (MOC) process</li> <li>• Out-of-date drawings, manuals or lubrication charts used by maintenance personnel</li> <li>• Poor version control of procedures leading to inconsistent work practices across shifts and locations</li> </ul>	3H	[REDACTED]	1L
13. Emergency Preparedness, Incident Response and Recovery	<ul style="list-style-type: none"> <li>• Unclear procedures for responding to plant failures, fires or entrapment incidents involving lubricated machinery and automatic doors</li> <li>• Delayed emergency response due to lack of familiarity with isolation points and emergency stops</li> </ul>	3H	[REDACTED]	2M

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
	<ul style="list-style-type: none"> <li>Inadequate planning for spills or releases of lubricants, oils and corrosion control chemicals</li> <li>Failure to investigate and learn from near misses and incidents related to maintenance activities</li> <li>Inadequate arrangements to safely restore plant to service after emergency maintenance or breakdown repairs</li> </ul>		[REDACTED]	
14. Leadership, Consultation and Worker Engagement in Maintenance Safety	<ul style="list-style-type: none"> <li>Limited involvement of maintenance personnel in WHS decision-making and risk assessment for lubrication and preventative maintenance systems</li> <li>Poor reporting culture, with workers reluctant to raise concerns about plant condition, guarding or schedule pressures</li> <li>Inadequate communication between operations and maintenance teams regarding plant availability and risk priorities</li> <li>Lack of visible leadership commitment to safe maintenance practices and preventative strategies</li> <li>Failure to consult health and safety representatives (HSRs) on changes to maintenance procedures or plant modifications</li> </ul>	3H	[REDACTED]	2M
15. Performance Monitoring, Audit and Continuous Improvement	<ul style="list-style-type: none"> <li>No systematic monitoring of WHS performance relating to lubrication, greasing and preventative maintenance activities</li> <li>Failure to identify systemic issues from recurring breakdowns or near misses involving poorly lubricated or corroded equipment</li> <li>Audit programs that focus only on documentation rather than field verification of maintenance practices</li> </ul>	3H	[REDACTED]	2M

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
	<ul style="list-style-type: none"> <li>Lack of follow-up on corrective actions identified from audits, inspections or incident investigations</li> <li>Complacency due to periods without major incidents, leading to erosion of preventative maintenance standards</li> </ul>		<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 100%;"></div>	

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.