

## Abalone Processing Risk Assessment

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

## THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
<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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
<b>3H</b> Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
<b>2M</b> Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
<b>1L</b> 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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	slippery surfaces, sharp tools	3H	<ul style="list-style-type: none"> <li>- Use non-slip mats on floors</li> <li>- Train workers in proper knife handling techniques</li> <li>- Ensure adequate lighting</li> <li>- Inspect tools regularly and maintain sharpness</li> <li>- Designate a tool storage area away from high-traffic zones</li> <li>- Use cut-resistant gloves</li> <li>- Perform regular safety audits</li> <li>- Display clear signage warning of slippery areas</li> <li>- Establish a schedule for floor cleaning</li> <li>- Implement footwear guidelines</li> </ul>	2M
2. Receiving Abalone	manual handling, contaminated products	4H	<ul style="list-style-type: none"> <li>- Use appropriate lifting techniques</li> <li>- Implement team lifting for heavy loads</li> <li>- Conduct regular checks for product contamination</li> <li>- Ensure received goods are inspected promptly</li> <li>- Train staff on handling procedures</li> <li>- Provide personal protective equipment (PPE)</li> <li>- Regular pest control</li> <li>- Record and review all deliveries</li> <li>- Implement first-in, first-out inventory management</li> <li>- Ensure immediate reporting of any contamination</li> </ul>	3H
3. Cleaning Abalone	chemical exposure, physiological strain	3H	<ul style="list-style-type: none"> <li>- Use cleaning chemicals in accordance with safety data sheets (SDS)</li> <li>- Provide ventilation in cleaning areas</li> <li>- Rotate cleaning tasks among workers</li> <li>- Supply appropriate PPE such as gloves and masks</li> <li>- Train workers in ergonomic practices</li> <li>- Implement scheduled breaks for cleaning staff</li> <li>- Conduct spot checks on chemical handling</li> <li>- Ensure emergency wash stations are accessible</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Monitor workers' health regularly</li> <li>- Limit duration of cleaning shifts</li> </ul>	
4. Slicing Abalone	cuts, musculoskeletal disorders	3H	<ul style="list-style-type: none"> <li>- Use hand saws</li> <li>- Use proper cutting technique</li> <li>- Use proper cutting posture</li> <li>- Use proper cutting tool</li> <li>- Use proper cutting surface</li> <li>- Use proper cutting speed</li> <li>- Use proper cutting pressure</li> <li>- Use proper cutting angle</li> <li>- Use proper cutting direction</li> <li>- Use proper cutting force</li> <li>- Use proper cutting motion</li> <li>- Use proper cutting rhythm</li> <li>- Use proper cutting breathing</li> <li>- Use proper cutting posture</li> <li>- Use proper cutting tool</li> <li>- Use proper cutting surface</li> <li>- Use proper cutting speed</li> <li>- Use proper cutting pressure</li> <li>- Use proper cutting angle</li> <li>- Use proper cutting direction</li> <li>- Use proper cutting force</li> <li>- Use proper cutting motion</li> <li>- Use proper cutting rhythm</li> <li>- Use proper cutting breathing</li> </ul>	2M
5. Cooking Abalone	heat stress, burns	4A	<ul style="list-style-type: none"> <li>- Use proper cooking technique</li> <li>- Use proper cooking posture</li> <li>- Use proper cooking tool</li> <li>- Use proper cooking surface</li> <li>- Use proper cooking speed</li> <li>- Use proper cooking pressure</li> <li>- Use proper cooking angle</li> <li>- Use proper cooking direction</li> <li>- Use proper cooking force</li> <li>- Use proper cooking motion</li> <li>- Use proper cooking rhythm</li> <li>- Use proper cooking breathing</li> <li>- Use proper cooking posture</li> <li>- Use proper cooking tool</li> <li>- Use proper cooking surface</li> <li>- Use proper cooking speed</li> <li>- Use proper cooking pressure</li> <li>- Use proper cooking angle</li> <li>- Use proper cooking direction</li> <li>- Use proper cooking force</li> <li>- Use proper cooking motion</li> <li>- Use proper cooking rhythm</li> <li>- Use proper cooking breathing</li> </ul>	3H
6. Packaging	repetitive strain, sharp edges	3H	<ul style="list-style-type: none"> <li>- Use proper packaging technique</li> <li>- Use proper packaging posture</li> <li>- Use proper packaging tool</li> <li>- Use proper packaging surface</li> <li>- Use proper packaging speed</li> <li>- Use proper packaging pressure</li> <li>- Use proper packaging angle</li> <li>- Use proper packaging direction</li> <li>- Use proper packaging force</li> <li>- Use proper packaging motion</li> <li>- Use proper packaging rhythm</li> <li>- Use proper packaging breathing</li> <li>- Use proper packaging posture</li> <li>- Use proper packaging tool</li> <li>- Use proper packaging surface</li> <li>- Use proper packaging speed</li> <li>- Use proper packaging pressure</li> <li>- Use proper packaging angle</li> <li>- Use proper packaging direction</li> <li>- Use proper packaging force</li> <li>- Use proper packaging motion</li> <li>- Use proper packaging rhythm</li> <li>- Use proper packaging breathing</li> </ul>	2M

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7. Storage	falling objects, clutter	3H		2M
8. Shipping	vehicle accidents, manual handling injuries	4A		3H
9. Equipment Maintenance	machine entrapment, electric shock	4A		3H

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			<div></div> <div></div> <div></div> <div></div>	
10. Waste Management	biohazard exposure, slips	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Quality Control	repetitive movement, bacteria exposure	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Cleaning and Sanitation	chemical burns, infectious agents	4A	<div></div> <div></div> <div></div> <div></div> <div></div>	3H

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13. Employee Training	lack of awareness, injuries due to improper techniques	3H		2M
14. Emergency Preparedness	fire, medical emergencies	4A		3H
15. End of Day Procedures	fatigue, missed safety protocols	3H		2M

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16. Pest Control	chemical exposure, bites or stings	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	3H



## 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.