

Autocad Operations 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 | | | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution 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. | Engineering 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: | | | | | | | | Notes on Hierarchy of Controls: | |
| 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 | |
| Consequence Scale: | | | | | | | | Always document why 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 | Improper setup, Ergonomic strain, Electrical hazards | 3H | <ul style="list-style-type: none"> - Conduct pre-setup checks to ensure all equipment is in good condition - Ensure all electrical equipment is inspected and tested - Arrange workstations ergonomically to minimise strain - Provide training on proper setup procedures - Supply adequate lighting in the work area - Use cable management solutions to reduce trip hazards - Verify grounding on all electrical equipment - Implement a routine checklist for setup validation - Communicate emergency procedures and contacts - Ensure availability and use of PPE | 2M |
| 2. Software Installation | Installation errors, Software compatibility issues, Network security vulnerabilities | 3H | <ul style="list-style-type: none"> - Follow manufacturer guidelines for installation - Conduct compatibility checks before installation - Ensure personnel involved have adequate training - Use licensed software only - Maintain up-to-date cybersecurity measures - Regularly back up data prior to installation - Implement version control to manage changes - Conduct tests using a sandbox environment initially - Develop a rollback plan in case of failure - Maintain contact with IT support during the process | 2M |
| 3. System Configuration | Configuration errors, Unauthorized access, Data loss | 3H | <ul style="list-style-type: none"> - Follow established configuration protocols - Limit access to configuration settings to trained personnel - Use strong password policies - Implement role-based access control - Conduct regular backups of configuration settings - Verify configurations against baseline standards - Use change management logs - Provide training on data protection | 2M |

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| | | | <ul style="list-style-type: none"> - Ensure antivirus software is current - Implement audit trails for configuration changes | |
| 4. Workspace Setup | Ergonomic strain, Trip hazards, Lighting issues | 2M | <ul style="list-style-type: none"> - Ensure workspace is clean and free of clutter - Adjust chair height to match desk - Adjust monitor height to eye level - Use ergonomic mouse and keyboard - Take regular breaks and stretch - Ensure adequate lighting - Use anti-static mat - Ensure proper cable management - Use floor mats in high-traffic areas - Ensure proper ventilation - Use slip-resistant shoes - Ensure proper footwear - Use proper posture - Avoid prolonged sitting - Use standing desk - Adjust desk height - Use adjustable chair - Ensure proper lighting - Use anti-static mat - Ensure proper cable management - Use floor mats in high-traffic areas - Ensure proper ventilation - Use slip-resistant shoes - Ensure proper footwear - Use proper posture - Avoid prolonged sitting - Use standing desk - Adjust desk height - Use adjustable chair | 1L |
| 5. Drawing Creation | Repetitive strain injury, Drawing errors, Software freezing | 3H | <ul style="list-style-type: none"> - Take regular breaks and stretch - Use ergonomic mouse and keyboard - Adjust monitor height to eye level - Adjust chair height to match desk - Ensure workspace is clean and free of clutter - Use anti-static mat - Ensure proper cable management - Use floor mats in high-traffic areas - Ensure proper ventilation - Use slip-resistant shoes - Ensure proper footwear - Use proper posture - Avoid prolonged sitting - Use standing desk - Adjust desk height - Use adjustable chair - Ensure proper lighting - Use anti-static mat - Ensure proper cable management - Use floor mats in high-traffic areas - Ensure proper ventilation - Use slip-resistant shoes - Ensure proper footwear - Use proper posture - Avoid prolonged sitting - Use standing desk - Adjust desk height - Use adjustable chair | 2M |
| 6. Drafting Review | Inaccurate reviews, Excess workload, Missed corrections | 3H | <ul style="list-style-type: none"> - Take regular breaks and stretch - Use ergonomic mouse and keyboard - Adjust monitor height to eye level - Adjust chair height to match desk - Ensure workspace is clean and free of clutter - Use anti-static mat - Ensure proper cable management - Use floor mats in high-traffic areas - Ensure proper ventilation - Use slip-resistant shoes - Ensure proper footwear - Use proper posture - Avoid prolonged sitting - Use standing desk - Adjust desk height - Use adjustable chair - Ensure proper lighting - Use anti-static mat - Ensure proper cable management - Use floor mats in high-traffic areas - Ensure proper ventilation - Use slip-resistant shoes - Ensure proper footwear - Use proper posture - Avoid prolonged sitting - Use standing desk - Adjust desk height - Use adjustable chair | 2M |

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| | | | | |
| 7. File Management | Data loss, Unauthorized access, Uncontrolled file versions | 3H | | 2M |
| 8. Printing and Plotting | Equipment malfunction, Ink spill, Paper jam | 2M | | 1L |
| 9. Software Updates | Update conflicts, Security vulnerabilities, System downtime | 3H | | 2M |

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| | | | | |
| 10. Worksite Clean-up | Slip trip, Manual handling injuries, Chemical exposure | 2M | | 1L |
| 11. Equipment Shutdown | Electrical hazards, Equipment damage, Data corruption | 3H | | 2M |
| 12. Scheduled Maintenance | Unexpected downtime, Maintenance errors, Safety non-compliance | 4A | | 3H |

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| | | | | |
| 13. Training and Development | Knowledge gaps, Outdated practices, Training fatigue | 3H | | 2M |
| 14. Emergency Procedures | Lack of preparedness, Panic response, Communication breakdown | 3H | | 2M |
| 15. Continuous Improvement | Process stagnation, Ineffective communication, Resistance to change | 2M | | 1L |

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| | | | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | |
| 16. Bench Testing | Equipment failure, Inadequate testing environment, Data loss | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |
| 17. Client Interaction | Miscommunication, Unmet expectations, Data privacy breaches | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |
| 18. Network Management | Security breaches, Internet outages, Unauthorized access | 4A | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 3H |

SAMPLE

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
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| | | | | |
| 19. Quality Assurance | Inadequate quality checks, Documentation errors, Compliance issues | 3H | | 2M |
| 20. Project Closure | Inappropriate handover, Uncompleted tasks, Documentation errors | 3H | | 2M |
| | | | | |
| | | | | |

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.