

Bale Cutter 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			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:

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

Consequence Scale:

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

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. Preparation	Poor lighting, Slippery floor surfaces, Equipment not ready, Incorrect PPE use, Faulty equipment setup, Manual handling issues, Noise, Incorrect use of tools	3M	<p>- Ensure adequate lighting is available and functioning</p> <p>- Inspect the floor surfaces for any liquid or obstruction</p> <p>- Verify all equipment is in proper working order before commencing</p> <p>- Ensure the appropriate PPE, e.g. gloves and safety glasses, is worn</p> <p>- Conduct a pre-start check of all equipment and report faults immediately</p> <p>- Ensure correct manual handling procedures are followed</p> <p>- Provide ear protection if noise levels exceed safe levels</p> <p>- Only use tools for their intended purpose and as per the manufacturer's instructions. Prepare work area, ensuring it is clear of unnecessary items and hazards. Ensure workers understand the safety protocols for the area. Any unfamiliar or new equipment must be clearly explained and demonstrated to workers. Avoid any horseplay or professional activities during preparation. Maintain an organised workspace to prevent accidents. Regularly review safety procedures with the team. Use proper signage to indicate areas of risk. Conduct a toolbox meeting to inform workers of today's task objectives and safety procedures. Verify emergency equipment is accessible and in good working condition. Maintain a regular inspection schedule for safety equipment. Organise materials in a manner that prevents unnecessary bending and reaching. Ensure all workers know the location of the nearest first aid kit. Control foot traffic to avoid congestion. Establish a reporting system for safety concerns encountered during preparation. Ensure only authorised personnel are in the work area. Conduct a pre-task risk assessment with the entire team. Implement a lockout/tagout procedure if necessary. Ensure all processes adhere to organisational and legislative safety requirements. Conduct a pre-task briefing to ensure all team members are aware of potential risk factors. Avoid storing items at height that may pose a falling risk. Ensure combustible materials are stored appropriately to prevent fire risk. Verify communication devices are fully charged and functional. Maintain records of equipment maintenance and checks. Utilise splinter guards on cutting tools to prevent injury. Verify all electrical leads are tested and tagged accordingly. Listen actively during safety briefings and encourage participation. Promptly replace any broken or damaged tools or equipment. Maintain regular communication with team members during the preparation phase. Use visual and auditory signals to alert workers of preparation phase commencement. Follow manufacturer's guidelines for equipment use, maintenance, and troubleshooting. Monitor and enforce adherence to safety protocols consistently. Ensure temporary signage is clear and concise. Identify and address potential hazards before work begins. Ensure a spill kit is located nearby to address any liquids. Double check that emergency and first aid equipment is unobstructed and accessible. Conduct warm-ups to prevent strains and ensure readiness. Limit access to machinery and high-risk areas to authorised personnel only. Ensure proper ventilation in enclosed areas. Confirm workers have necessary licenses or certifications applicable to their task.</p> <p>step</p> <p>hazards</p> <p>initialRisk</p> <p>residualRisk</p> <p>controlMeasures</p>	2M

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2. Engaging Equipment Safety Features	Failure in equipment controls, Missing or broken safety guards, Moving parts of the machinery	4A	<ul style="list-style-type: none"> - Check that all safety devices and guards are in place and operational before use - Conduct regular inspections and maintenance of equipment safety features - Ensure emergency stop buttons are visible and accessible - Provide training on the operation and the importance of safety features - Ensure guards are secured and tamper-proof - Verify that lockout/tagout procedures are understood and applied - Implement a schedule for routine safety feature tests - Conduct refresher training sessions on safety features and their use - Have experienced personnel demonstrate the operation of safety features - Regularly audit compliance with safety protocols 	2M
3. Securing Work Area	Insecure stacked materials, Unauthorized personnel in the area	3H	<ul style="list-style-type: none"> - Use barriers and signage to inform and restrict access to the work area - Ensure all materials are stacked correctly and securely to prevent collapse - Keep the work area clear of trip hazards - Conduct safety checks before starting the task to confirm the security of the work area - Continually monitor and adjust as necessary to maintain safety and security - Train workers to recognise and report any unauthorized personnel within the area - Implement a check-in/check-out procedure for tool and equipment usage - Conduct regular safety audits of work area compliance - Secure any standing equipment against possible movement or toppling - Communicate with team members to immediately address safety concerns 	1L
4. Loading Materials	Manual handling injuries, Pinching or crushing hazards	4A	<ul style="list-style-type: none"> - [REDACTED] - [REDACTED] - [REDACTED] - [REDACTED] - [REDACTED] - [REDACTED] - [REDACTED] - [REDACTED] 	2M

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5. Operating Machinery	Entanglement with moving parts, Overheating, Blockages	4A		2M
6. Performing Regular Safety Checks	Infrequent safety assessments, Unaddressed critical safety concerns	3H		1L
7. Removal of Cut Materials	Sharps such as residue edges, Mechanical pinch points	4A		2M

[illegible]

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10. Final Inspection and Cleanup	Incomplete deactivation of equipment, Remaining debris will create walk hazards	4A		1L
11. Evaluating Safety Measures	Unidentified hazards from previous task, Inconsistent evaluation methods	3H		2M
12. Training and Refresher Courses	Outdated practices, Lack of familiarity with new protocols or equipment	4A		1L

[illegible]

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15. Feedback for Continuous Improvement	Overlooked reporting, Inadequate sharing of lessons learned	3H	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	1L

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 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.