

Battery Powered Hand Tools 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: | | | | | | | | 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 | | | | |
| | | | | | | | | 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 | Tripping on cords, Battery leakage | 3H | <ul style="list-style-type: none"> - Perform site inspection to identify potential trip hazards. - Ensure battery casings are checked for damage. - Charge batteries in a designated, safe area. - Use cord management systems to avoid tripping. - Provide adequate lighting in the work area. - Train workers on proper handling and transport of batteries. - Implement routine equipment checks. - Use barriers or tapes to mark off charging areas. - Ensure spill kits are available and accessible. - Provide PPE such as gloves and goggles. | 2M |
| 2. Tool Selection | Incorrect tool use, Weight strain | 3H | <ul style="list-style-type: none"> - Provide training on selecting the appropriate tools. - Consult the manufacturer's manual for correct tool use. - Conduct ergonomic assessments for tool selection. - Ensure availability of tools for various tasks. - Assign tasks based on individual capability and experience. - Encourage reporting of discomfort or improper use. - Use matching torques to the required task demands. - Implement a selection protocol based on task requirements. - Maintain tools to provide optimal performance. - Provide alternative tools for prolonged use to minimise strain. | 2M |
| 3. Inspection | Faulty tools, Missing parts | 3H | <ul style="list-style-type: none"> - Develop an inspection checklist for tools. - Train employees in visual and operational inspection techniques. - Tag and remove faulty tools from service immediately. - Ensure spare parts are readily available. - Schedule regular inspection intervals. - Maintain a log of inspection outcomes. - Align inspections with manufacturer's recommendations. - Educate workers on signs of tool degradation. | 2M |

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| | | | <ul style="list-style-type: none"> - Ensure use of calibrated inspection tools. - Conduct random inspection audits to ensure compliance. | |
| 4. Transport | Manual handling, Tool dropping | 3H | <ul style="list-style-type: none"> - Use proper lifting techniques. - Use two people to lift heavy loads. - Use proper stacking techniques. - Use proper walking techniques. - Use proper carrying techniques. - Use proper lifting techniques. - Use proper walking techniques. - Use proper carrying techniques. - Use proper lifting techniques. - Use proper walking techniques. - Use proper carrying techniques. | 2M |
| 5. Battery Charging | Electrical hazards, Thermal burns | 3H | <ul style="list-style-type: none"> - Use proper charging techniques. - Use proper charging equipment. - Use proper charging location. - Use proper charging time. - Use proper charging temperature. - Use proper charging voltage. - Use proper charging current. - Use proper charging frequency. - Use proper charging duration. - Use proper charging interval. - Use proper charging cycle. | 2M |
| 6. Operation | Kickback injuries, Blade breakage | 4A | <ul style="list-style-type: none"> - Use proper operation techniques. - Use proper operation equipment. - Use proper operation location. - Use proper operation time. - Use proper operation temperature. - Use proper operation voltage. - Use proper operation current. - Use proper operation frequency. - Use proper operation duration. - Use proper operation interval. - Use proper operation cycle. | 2M |

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| | | | | |
| 7. Maintenance | Incorrect maintenance, Loose components | 3H | | 1L |
| 8. Storage | Improper storage, Incorrect placement | 3H | | 1L |
| 9. Emergency Preparedness | Accident response delays, Inadequate first aid | 3H | | 1L |

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| | | | | |
| 10. Decommissioning | Inadequate disposal, Safety risk from old wires | 3H | | 1L |
| 11. Fault Reports | Unreported issues, Delayed corrective action | 3H | | 1L |
| 12. Training | Poor tool handling, Ignorance of safety procedures | 4A | | 2M |

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| | | | | |
| 13. Communication | Miscommunication, Overlooked precautions | 3H | | 1L |
| 14. Environmental Considerations | Pollution from battery disposal, Noise pollution | 3H | | 1L |
| 15. Evaluation | Unidentified new risks, Insufficient risk analysis | 3H | | 1L |

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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.