

Bobbin Turning And Crafting 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 | | | | |
| | | | | | | | | <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 | Manual handling, Tripping hazards | 3H | <ul style="list-style-type: none"> - Conduct a team briefing to discuss the day's tasks and any site-specific risks. - Ensure work area is clear of unnecessary clutter to minimize tripping. - Use mechanical lifting aids where possible to reduce manual handling injuries. - Designate clear walkways and keep them unobstructed. - Wear approved non-slip footwear. - Ensure all staff are trained in manual handling techniques. - Regularly inspect and maintain walking surfaces to prevent slips and trips. - Have a first aid kit readily accessible. - Implement daily inspections before starting work and document checklists. - Ensure appropriate staffing levels to manage workload. | 2M |
| 2. Turning Machine Setup | Contact with moving parts, Electrical hazards | 4H | <ul style="list-style-type: none"> - Disconnect power supply before any maintenance or setup. - Train employees on safe operation procedures of equipment. - Ensure safety guards are in place and functional before use. - Use lockout/tagout procedures during equipment setup and maintenance. - Install emergency stop mechanisms and ensure all staff know their locations. - Conduct regular equipment inspections to identify wear and tear. - Use only qualified personnel for electrical work and repairs. - Wear appropriate PPE such as safety goggles and gloves. - Post warning signs around hazardous equipment areas. - Ground all electrical equipment to prevent shocks. | 2M |
| 3. Material Selection | Splinters, Ergonomic strain | 3H | <ul style="list-style-type: none"> - Select suitable grade and size of wood to match project specifics. - Wear gloves to reduce risk of splinters and minor injuries. - Position materials ergonomically to prevent strain when selecting or moving. - Ensure proper lighting in the selection area to differentiate materials. - Train staff on identifying material hazards such as knots or splits. - Use carts or trolleys for moving heavy materials to reduce strain. - Encourage team to take regular breaks for fatigue management. - Offer ergonomic training sessions regularly to staff. | 2M |

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| | | | <ul style="list-style-type: none"> - Store materials in a way that minimizes manual handling difficulties. - Implement a material handling policy with clear guidelines. | |
| 4. Machine Operation | Machinery entanglement, Noise | 4A | <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 |
| 5. Manual Crafting | Sharp tools, Repetitive strain injuries | 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 |
| 6. Sanding | Dust inhalation, Eye injury | 4A | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L |

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| | | | | |
| 7. Assembly | Pinch point injuries, Heavy lifting | 3H | | 2M |
| 8. Quality Check | Sharp edges, Ergonomic hazards | 2M | | 1L |
| 9. Finishing | Chemical exposure, Fire risk | 4A | | 2M |

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| | | | | |
| 10. Storing Finished Products | Stack collapse, Crushing hazards | 3H | | 2M |
| 11. Cleaning and Maintenance | Exposure to cleaning chemicals, Slips and trips | 3H | | 1L |
| 12. Waste Disposal | Cuts from sharp waste, Chemical exposure | 3H | | 1L |

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| | | | | |
| 13. Tool Maintenance | Electric shock, Hand injuries | 4A | | 2M |
| 14. Record Keeping | Data security issues, Inaccurate records | 2M | | 1L |

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| | | | | |
| 15. Emergency Response Planning | Inadequate emergency procedures, Communication failures | 4A | <ul style="list-style-type: none"> Develop and implement emergency response procedures. Conduct regular emergency drills. Establish clear communication protocols. Assign specific roles and responsibilities for emergency response. Ensure all personnel are trained in emergency procedures. Post emergency contact information in accessible locations. Review and update emergency procedures regularly. Establish a backup communication system. Conduct a post-emergency review to identify areas for improvement. | 1L |
| | | | | |

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.