

Bone (Hawk) Use 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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, trip hazards	3H	<ul style="list-style-type: none"> - Conduct a site inspection to identify potential trip hazards - Ensure area is clear of obstacles - Provide manual handling training - Use mechanical aids for lifting where possible - Wear appropriate footwear with non-slip soles - Designate safe walkways in the work area - Implement a buddy system for heavy lifting - Ensure adequate lighting in the workspace - Limit the duration of manual handling tasks - Educate workers on posture and lifting techniques 	2M
2. Equipment Inspection	faulty equipment, electrical hazards	3H	<ul style="list-style-type: none"> - Conduct pre-use checks on all equipment - Ensure equipment is regularly maintained and serviced - Use equipment according to manufacturer's instructions - Tag and remove defective equipment from service - Keep a log of equipment inspections - Use tools with insulated handles for electrical tasks - Wear appropriate PPE such as gloves and eyewear - Check power cords and cables for wear and tear - Disconnect equipment before inspection if possible - Have a certified electrician inspect electrical tools annually 	1L
3. Material Handling	chemical spills, sharp objects	3H	<ul style="list-style-type: none"> - Store chemicals in secure, labelled containers - Provide spill kits and train workers in their use - Use appropriate PPE such as gloves and goggles - Implement a sharp object disposal procedure - Use cut-resistant gloves when handling sharp items - Ensure storage shelves are stable and secure - Have Material Safety Data Sheets (MSDS) accessible - Train workers in safe handling procedures 	2M

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			<ul style="list-style-type: none"> - Regularly inspect containers for leaks or damage - Establish emergency response protocols for spills 	
4. Tool Use	tool malfunction, flying debris	3H	<ul style="list-style-type: none"> - Use tools in good condition and inspect before use - Wear eye protection at all times - Use proper tool handling techniques - Avoid overexertion or misuse of tools - Establish a safe work area and clear the path - Use appropriate PPE for the task - Follow manufacturer's instructions for tool use - Keep tools sharp and well-maintained - Use caution when working near others - Stop work if a tool becomes damaged or unsafe - Report any tool issues to a supervisor 	2M
5. Working at Heights	falls, unstable surfaces	4A	<ul style="list-style-type: none"> - Use fall protection equipment (harness, lanyard, lifeline) - Establish a safe work area and clear the path - Use proper climbing techniques - Avoid overexertion or misuse of equipment - Use caution when working near edges or openings - Inspect work surfaces for stability before stepping - Use ladders or scaffolding properly - Keep tools and materials secure - Follow manufacturer's instructions for equipment use - Report any equipment issues to a supervisor 	2M
6. Cleaning	slips, exposure to chemicals	3H	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Read and follow chemical labels and SDS - Use proper cleaning techniques - Avoid overexertion or misuse of equipment - Use caution when working near edges or openings - Inspect work surfaces for stability before stepping - Use ladders or scaffolding properly - Keep tools and materials secure - Follow manufacturer's instructions for equipment use - Report any equipment issues to a supervisor 	1L

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7. Waste Disposal	chemical exposure, sharp waste	3H		2M
8. Emergency Procedures	panic during evacuation, incomplete first aid	3H		1L
9. Communication	misunderstandings, lack of information	3H		1L

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10. Security Measures	unauthorised access, theft of equipment	3H		1L
11. Training and Induction	uninformed workers, non-compliance with procedures	3H		1L
12. Monitoring and Review	inadequate safety performance, outdated procedures	3H		1L

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13. Vehicle Operation	collisions, operator error	4A		2M
14. Fatigue Management	reduced alertness, increased reaction time	3H		2M
15. Personal Protective Equipment (PPE)	inadequate protection, incorrect usage	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Environmental Conditions	extreme temperatures, adverse weather	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Working Alone	no immediate assistance, communication difficulty	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
18. Fire Safety	fire outbreak, smoke inhalation	4A	<div></div> <div></div> <div></div>	1L

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19. Confined Spaces	oxygen deficiency, toxic atmosphere	4A		2M
20. Psychological Health	stress, bullying	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.