

Carton Folding and Gluing Machine 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	slippery floors, manual handling injuries	3H	<ul style="list-style-type: none"> - Conduct a pre-operation inspection of the work area - Clean and dry floors before beginning work - Ensure all team members have completed manual handling training - Implement a buddy system where possible for heavy tasks - Use appropriate PPE such as non-slip footwear - Ensure adequate lighting in the work area - Display clear signage warning of potential floor hazards - Use appropriate lifting techniques to reduce strain - Provide trolley or mechanical aids for transporting materials - Regular review of space management to avoid clutter 	2M
2. Power On Machine	electric shock, burns	3H	<ul style="list-style-type: none"> - Verify that the machine is properly grounded - Ensure all covers and panels are closed before powering on - Perform regular maintenance checks on electrical components - Confirm all employees are trained in electrical safety protocols - Wear insulated gloves when touching electrical parts - Clearly label emergency power off buttons - Ensure a fire extinguisher is accessible near the workstation - Use lockout/tagout systems during maintenance - Keep a first aid kit in close proximity - Train employees in emergency response procedures 	1L
3. Load Material	manual handling injuries, slips and trips	3H	<ul style="list-style-type: none"> - Use materials handling equipment like forklifts or hoists - Clearly allocate walking and working zones - Provide ergonomic training to employees - Ensure materials are free from moisture and contamination - Keep pathways clear of obstructions - Implement regular cleaning schedules - Encourage regular breaks to avoid fatigue - Check the quality of cartons before use 	2M

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			<ul style="list-style-type: none"> - Train staff on proper material handling techniques - Use gloves with a good grip when lifting 	
4. Machine Setup	entanglement, cuts	4A	<ul style="list-style-type: none"> - Lock out/tag out the machine before performing any maintenance or setup - Use proper lifting techniques to avoid strain - Wear safety glasses to protect eyes from flying debris - Keep work area clean and free of clutter - Use proper tool handling techniques - Avoid reaching into the machine while it is running - Use proper body mechanics to avoid back strain - Wear appropriate PPE (hard hat, safety glasses, gloves) - Follow manufacturer's instructions for machine setup - Use proper tool storage techniques - Avoid tripping hazards - Use proper material handling techniques - Keep hands and feet clear of moving parts - Use proper tool selection for the task - Avoid overexertion - Use proper tool handling techniques - Avoid tripping hazards - Use proper material handling techniques - Keep hands and feet clear of moving parts - Use proper tool selection for the task - Avoid overexertion 	2M
5. Machine Operation	entrapment, noise exposure	4A	<ul style="list-style-type: none"> - Lock out/tag out the machine before performing any maintenance or setup - Use proper lifting techniques to avoid strain - Wear safety glasses to protect eyes from flying debris - Keep work area clean and free of clutter - Use proper tool handling techniques - Avoid reaching into the machine while it is running - Use proper body mechanics to avoid back strain - Wear appropriate PPE (hard hat, safety glasses, gloves) - Follow manufacturer's instructions for machine setup - Use proper tool storage techniques - Avoid tripping hazards - Use proper material handling techniques - Keep hands and feet clear of moving parts - Use proper tool selection for the task - Avoid overexertion - Use proper tool handling techniques - Avoid tripping hazards - Use proper material handling techniques - Keep hands and feet clear of moving parts - Use proper tool selection for the task - Avoid overexertion 	2M
6. Carton Folding	pinch points, mechanical failure	4A	<ul style="list-style-type: none"> - Lock out/tag out the machine before performing any maintenance or setup - Use proper lifting techniques to avoid strain - Wear safety glasses to protect eyes from flying debris - Keep work area clean and free of clutter - Use proper tool handling techniques - Avoid reaching into the machine while it is running - Use proper body mechanics to avoid back strain - Wear appropriate PPE (hard hat, safety glasses, gloves) - Follow manufacturer's instructions for machine setup - Use proper tool storage techniques - Avoid tripping hazards - Use proper material handling techniques - Keep hands and feet clear of moving parts - Use proper tool selection for the task - Avoid overexertion - Use proper tool handling techniques - Avoid tripping hazards - Use proper material handling techniques - Keep hands and feet clear of moving parts - Use proper tool selection for the task - Avoid overexertion 	2M

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7. Carton Gluing	chemical exposure, burns	4A		2M
8. Quality Check	eye strain, cuts	3H		1L
9. Unloading	manual handling, trip hazards	3H		2M

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10. Maintenance	electrocution, cuts	4A		1L
11. Cleaning	chemical exposure, slips	3H		1L
12. Storage	falling objects, inadequate space	4A		2M

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13. Waste Disposal	sharp objects, chemical exposure	3H		1L
14. Emergency Procedures	unfamiliarity with exits, insufficient first aid	3H		1L
15. Review and Feedback	non-compliance, procedural errors	2M		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.