

## Carving Intricate Designs 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Poor lighting, cluttered workspace, inadequate tool selection, improper attire, lack of first aid knowledge, inadequate ventilation, distractions, unsecured materials, inadequate signage, unfamiliar suppliers and equipment (poor quality), seasonal weather variations, GPS inaccuracies, GIS, Using equipment beyond skill level, Usage of new or unfamiliar materials, Incompatibility projects for certain environments (can affect health) Poor storage conditions, Budget constraints Unskilled workers, Insufficient time frames, Workers embarking on roles without proper equipment or knowledge, Dust inhalation	3H	<ul style="list-style-type: none"> <li>- Ensure adequate lighting for detailed work.</li> <li>- Organise workspace to have a clear, clutter-free area.</li> <li>- Select appropriate tools for intricate carving ensuring their suitability for the task.</li> <li>- Wear suitable attire including protective gloves and eye protection.</li> <li>- Provide basic first aid training to workers.</li> <li>- Ensure proper ventilation in the workspace to avoid dust accumulation.</li> <li>- Minimise distractions in the workspace.</li> <li>- Use secure methods to hold materials being carved, such as clamps.</li> <li>- Display proper signage for safety protocols and emergency contacts.</li> <li>- Assess material quality from reputable suppliers.</li> <li>- Check weather conditions and plan environment controls accordingly.</li> <li>- Make sure the GPS and GIS equipment are calibrated correctly.</li> <li>- Provide comprehensive training on new tools and materials.</li> <li>- Fit projects for any particular environment influencing health, re-evaluate regularly as deadlines draw near.</li> </ul>	1L
2. Tool Selection and Inspection	Damaged tools, inadequate tool maintenance, use of incorrect tools, unfamiliarity with tools, fitting errors, Electric shock	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough inspection of all tools before use.</li> <li>- Regularly maintain tools as per manufacturers' guidelines.</li> <li>- Provide training on tool identification and correct usage.</li> <li>- Implement tagging systems for faulty tool removal and inspection logs.</li> <li>- Use tools only for their intended purpose; maintain a tool checklist.</li> <li>- Implement grounding and double insulation practices for electrical tools.</li> <li>- Use residual current devices (RCDs) to prevent electrical faults.</li> <li>- Train workers in emergency electrical safety procedures.</li> <li>- Provide appropriate glove usage instruction for additional safety.</li> <li>- Implement audits to check tool inspection protocols and store faulty tools adequately for proper repair.</li> </ul>	1L
3. Designing	Ergonomic strain, eye strain, mental fatigue, repetitive motion injuries, Confidentiality and copyright breaches	3H	<ul style="list-style-type: none"> <li>- Provide ergonomic seating and equipment setup advice.</li> <li>- Ensure regular breaks are mandated for workers to reduce fatigue.</li> <li>- Distribute loads to avoid repetitive tasks extending over long periods.</li> <li>- Implement eye-saving measures such as blue light filters and proper screen distance.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Offer intellectual property training sessions to staff.</li> <li>- Protect sensitive designs with secure digital systems.</li> <li>- Utilize strong passwords and two-factor authentication for design files.</li> <li>- Record and monitor system accesses to prevent unauthorized sharing.</li> <li>- Ensure disk encryption when transporting or storing sensitive data externally.</li> <li>- Provide regular mental health workshops to promote mindfulness and efficiency.</li> </ul>	
4. Material Handling	Manual handling injuries, slips and trips, incorrect material storage method, Chemical exposure from materials	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> <p>[REDACTED]</p>	2M
5. Setting Up Work Area	Trip hazards, workspace congestion, inadequate ventilation, Poor communication strategies	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> <p>[REDACTED]</p>	2M

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6. Preparing Material	Improper measurements, inaccurate markings, wastage from inaccurate cutting and measuring tools, Contamination or defect errors	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
7. Tool Use - Carving	Injury from slips or improper handling of tools, repetitive strain injuries, Noise pollution causing stress or hearing damage	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
8. Inspecting the Work	Eye strain, inadequate inspection lighting, error feedback, Interruptions causing deviations	2M	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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9. Adjustments and Corrections	Injury from slips, inadequate corrective actions, incorrect tool use for adjustments, Misplacements or accidental damages	3H		1L
10. Finishing and Detailing	Use of harmful chemicals like varnishes, sharp edges post-carving, Risk due to chemical or material handling	4A		2M
11. Cleaning Work Area	Inhalation of dust, sawdust build-up, incomplete waste disposal, Slip hazards from spills	4A		1L

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			<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
12. Storing Finished Products	Stack instability, inappropriate storage conditions, unlabelled products leading to mishandling, Exposure to elements causing degradation	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>	2M
13. Packing for Transport	Crushing or damage to items during transport, incorrect packaging materials, improper labelling, Back injuries when lifting heavy packages	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>	2M

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14. Reviewing and Feedback	Biased or incomplete reviews, ineffective communication leading to overlooked issues, Delayed feedback loops affecting performance improvements	2M		1L
15. Record Keeping and Documentation	Data loss, incomplete records, data breach, Misinterpretation of records	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.