

Crafting Custom-Made Musical Instruments 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	
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		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>		
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	Sharp tools, Heavy lifting and handling materials, Noise exposure, Dust inhalation, Trip hazards due to cluttered workspace, Electric hazard from machinery setup, Ergonomic issues during setup work, Fire hazard from flammable materials, UV light exposure during glue curing process, Psychological stress managing increasing orders, Electrical shock from poorly insulated wiring or malfunctioning equipment	3H	<p>Ensure all equipment is maintained and inspected regularly</p> <p>Use personal protective equipment (PPE) such as gloves and eye protection</p> <p>Implement proper lifting techniques and use lifting aids where necessary</p> <p>Maintain a clean and organised workspace to minimise trip hazards</p> <p>Utilise dust extraction systems and wear masks where necessary</p> <p>Training for safe equipment use and emergency procedures</p> <p>Keep flammable materials stored properly away from ignition sources</p> <p>Ensure proper ventilation in work area</p> <p>Regular mental health check-ins with team</p> <p>Use techniques to manage work-related stress</p> <p>Ensure insulation and regular safety checks on electrical equipment</p> <p>Provide UV-rated protective eyewear during glue curing</p> <p>Install adequate lighting to prevent eye strain and illuminate potential hazards</p> <p>Regularly review work processes for ergonomic improvements</p>	2M
2. Wood Selection	Injury from wood splinters, Back strain from lifting heavy wood pieces, Allergic reactions to certain types of wood, Noise from processing wood, Electric hazards from saws and planers, Skin irritation from wood dust exposure, Psychological stress due to material defects or shortages, Musculoskeletal disorders due to repetitive motions	4A	<p>Wear appropriate PPE including gloves and long sleeves to protect against splinters</p> <p>Establish safe lifting practices and use lifting aids or team lifting</p> <p>Provide access to allergy testing for workers handling various types of wood</p> <p>Use hearing protection where noise levels are high</p> <p>Regular maintenance and safety checks of pulleys and saws</p> <p>Integrate stretch breaks and rotate tasks to manage repetitive strain</p> <p>Use ventilation systems with high-efficiency air filtration to reduce dust exposure</p> <p>Provide skin barrier creams or moisturisers to protect against irritation</p> <p>Implement material quality checks and inventory control to manage defects or shortages</p> <p>Encourage open communication about mental health and workload management</p> <p>Develop an ergonomic assessment program to reduce strain on workers</p> <p>Ensure all electrical equipment adheres to standards and is regularly inspected</p>	2M
3. Cutting	Cuts and lacerations from saw blades, Hearing damage from loud equipment, Electric shock from machinery, Sharp debris ejected from equipment, Electric hazard due to faulty saw machines,	4A	<p>Staff are trained in the operation of saw equipment and emergency stop procedures</p> <p>Provide ear protection to all staff operating or near cutting equipment</p>	2M

		<p>Implement and maintain a regular equipment inspection schedule.</p> <p>Provide PPE such as face shields or goggles to protect from debris.</p> <p>Ensure all electrical connections are properly insulated and maintained.</p> <p>Schedule regular breaks to manage dehydration and fatigue.</p> <p>Encourage workers to stay hydrated and provide accessible water stations.</p> <p>Install acoustic barriers and soundproofing around loud equipment.</p> <p>Develop a first-aid plan specific to cutting injuries.</p> <p>Provide ergonomic tool design options to reduce fatigue during use.</p> <p>Assess risk of static electricity buildup and implement grounding measures.</p> <p>Recognize signs of fatigue among workers and implement rotation strategies.</p>
<p>Hand tools causing nerve damage or strains from vibration.</p> <p>Respiratory hazards from inhalation of sanding dusts.</p> <p>Eye injuries from flying tools, debris, or particles.</p> <p>Repetitive strain injuries from shaping tools.</p> <p>Psychological fatigue due to repetitive tasks.</p>	<p>3H</p>	<p>[Redacted Content]</p>

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	from curing processes, Fire from adhesive vapours		<div>1. Use fire-resistant clothing and equipment.</div> <div>2. Keep work area free of flammable materials.</div> <div>3. Use proper ventilation to remove fumes.</div> <div>4. Avoid open flames and sparks.</div> <div>5. Use fire extinguishers nearby.</div> <div>6. Follow safe handling procedures for adhesives.</div> <div>7. Train workers on fire safety.</div> <div>8. Post warning signs in the work area.</div> <div>9. Regularly inspect equipment for leaks.</div> <div>10. Have a fire drill.</div> <div>11. Use low-VOC adhesives where possible.</div> <div>12. Limit the amount of adhesive used.</div> <div>13. Store adhesives properly.</div> <div>14. Clean up spills immediately.</div> <div>15. Use non-sparking tools.</div> <div>16. Ground equipment to prevent static.</div> <div>17. Use explosion-proof lighting.</div> <div>18. Monitor temperature of curing process.</div> <div>19. Use temperature controls.</div> <div>20. Shut down equipment if overheating occurs.</div>	
6. Sanding	Inhalation of fine wood dust, Potential respiratory issues, Injury from flying wood particles, Electric shock from sanding tools, Noise-induced hearing loss, Fatigue from continuous operation	3H	<div>1. Use dust extraction systems.</div> <div>2. Wear respiratory protection (P3 mask).</div> <div>3. Use safety glasses or face shields.</div> <div>4. Use proper sanding technique.</div> <div>5. Use insulated tools and equipment.</div> <div>6. Use earplugs or earmuffs.</div> <div>7. Take regular breaks to avoid fatigue.</div> <div>8. Use proper tool maintenance.</div> <div>9. Use proper tool selection.</div> <div>10. Use proper tool use.</div> <div>11. Use proper tool storage.</div> <div>12. Use proper tool disposal.</div> <div>13. Use proper tool repair.</div> <div>14. Use proper tool replacement.</div> <div>15. Use proper tool cleaning.</div> <div>16. Use proper tool inspection.</div> <div>17. Use proper tool testing.</div> <div>18. Use proper tool calibration.</div> <div>19. Use proper tool adjustment.</div> <div>20. Use proper tool alignment.</div>	1L

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7. Assembly	Strains from repetitive motion, Injuries from sharp assembly tools, Noise from powered assembly devices, Electric shock, Falling parts from elevated working surfaces, Fire hazard due to assembly materials	3H		2M
8. Finishing and Varnishing	Skin irritation from chemicals, Inhalation of odours and fumes, Fire hazard due to volatile substances, Electric hazard due to faulty spray equipment, Overexposure to chemicals causing dizziness or fainting, Dehydration or heat stress from working in enclosed areas	4A		2M

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9. Stringing and Tuning	String-related injuries like cuts, Strain from repetitive motion, Hearing damage from tuning activities, Electric shock from tuning equipment, Physical tension building up from high-string tension, Eye strain from close-up work	3H		1L
10. Quality Control and Packaging	Strain from repetitive inspection processes, Cuts from handling packaging materials, Chemical exposure from adhesives and finishes, Noise from packing machinery, Fires from packaging materials, Psychological stress for ensuring quality under time pressure	2M		1L

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11. Final Inspection	Strain from prolonged periods of detailed checking, Cuts from sharp corners or unfinished edges, Electric shock during final product testing, Psychological stress attempting to meet strict quality standards, Tripping over unseen cable or tools, Back strain from prolonged standing	4A		2M
12. Shipping and Delivery	Back strain from lifting and loading, Vehicle incidents during delivery, Noise from loading operations, Exposure to extreme temperatures, Damage to instruments during transit, Fatigue due to tight delivery deadlines	3H		2M

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13. General Workshop Maintenance	Slips from wet or oily floors, Sharp tool-related injuries during maintenance, Noise from service equipment, Electric hazards from faulty wiring or utilities, Exposure to cleaning chemicals, Allergic reactions to cleaning components	4A		2M
14. Staff Training	Insufficient training leading to accidents, Stress from inadequate knowledge transfer, Electric hazards due to poor handling of training equipment, Psychological pressure overcoming training objectives, Ergonomic strain from extended computer use	3H		1L

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15. Waste Management	Chemical waste exposure, Risk of chemical reactions in waste combine, Environmental contamination from spillages, Noise from disposal and handling operations, Injury from sharp waste materials	3H		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.