

Cutting Driveline Tubes 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 the 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	Slip hazards, Missing PPE	3H	<ul style="list-style-type: none"> - Conduct a pre-work briefing for all team members - Ensure all workers are wearing appropriate PPE - Clear the area of any potential trip hazards - Confirm all equipment is functional and inspected - Set out safety signage around the work area - Ensure first aid kit is readily accessible - Establish an emergency communication plan - Train workers on safe use of equipment - Verify that all workers understand the work at hand - Familiarise all personnel with the work area 	2M
2. Measuring the Tube	Inaccurate measurements, Sharp edges	3H	<ul style="list-style-type: none"> - Use calibrated measuring tools - Ensure proper training on measurement techniques - Wear cut-resistant gloves - Double-check measurements before proceeding - Clearly mark measurement points on the tube - Maintain a clean working surface - Use appropriate marking tools for visibility - Ensure adequate lighting for precision - Follow standardised measurement procedures - Review tube specifications 	2M
3. Marking the Cut Line	Inaccurate marking, Marker fumes	3H	<ul style="list-style-type: none"> - Use non-toxic markers with clear visibility - Ensure proper ventilation in the workspace - Clean the tube surface before marking - Wear protective gloves to prevent skin contact - Double-check marked lines against the required dimensions - Use a straightedge or template for accuracy - Train workers on correct marking methods - Position the tube securely while marking 	2M

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			<ul style="list-style-type: none"> - Allow adequate time for marking tasks - Cross-check with another team member 	
4. Setting up the Cutting Equipment	Equipment malfunction, Electrocution	4A	<ul style="list-style-type: none"> - Inspect equipment before use - Ensure equipment is properly grounded - Use proper cutting technique - Keep hands and feet dry - Use appropriate PPE - Avoid overloading equipment - Use proper storage and handling of equipment - Regularly inspect and maintain equipment - Avoid using damaged equipment - Follow manufacturer's instructions - Use proper cutting speed - Avoid cutting near flammable materials - Use proper cutting angle - Avoid cutting near electrical wires - Use proper cutting tool - Avoid cutting near people - Use proper cutting direction - Avoid cutting near obstacles - Use proper cutting force - Avoid cutting near moving parts - Use proper cutting technique 	2M
5. Cutting the Tube	Flying debris, Over heating tools	4A	<ul style="list-style-type: none"> - Use proper cutting technique - Keep hands and feet dry - Use appropriate PPE - Avoid overloading equipment - Use proper storage and handling of equipment - Regularly inspect and maintain equipment - Avoid using damaged equipment - Follow manufacturer's instructions - Use proper cutting speed - Avoid cutting near flammable materials - Use proper cutting angle - Avoid cutting near electrical wires - Use proper cutting tool - Avoid cutting near people - Use proper cutting direction - Avoid cutting near obstacles - Use proper cutting force - Avoid cutting near moving parts - Use proper cutting technique 	2M
6. Deburring and Smoothing Edges	Sharp edges, Metal shavings	3H	<ul style="list-style-type: none"> - Use proper deburring technique - Keep hands and feet dry - Use appropriate PPE - Avoid overloading equipment - Use proper storage and handling of equipment - Regularly inspect and maintain equipment - Avoid using damaged equipment - Follow manufacturer's instructions - Use proper deburring speed - Avoid deburring near flammable materials - Use proper deburring angle - Avoid deburring near electrical wires - Use proper deburring tool - Avoid deburring near people - Use proper deburring direction - Avoid deburring near obstacles - Use proper deburring force - Avoid deburring near moving parts - Use proper deburring technique 	1L

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7. Inspecting the Tube	Undetected defects, Poor lighting	3H		1L
8. Cleaning the Work Area	Slips and falls, Inhalation of dust	3H		1L
9. Final Review and Sign-off	Overlooked errors, Incomplete documentation	3H		1L

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10. Tool and Equipment Storage	Tools not properly stored, Equipment damage	3H		1L
11. Transporting Finished Product	Product damage, Manual handling injuries	3H		2M
12. Waste Disposal	Environmental contamination, Inadequate waste segregation	3H		1L

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13. Conducting a Safety Audit	Inconsistent audit practices, Negligence in monitoring	4A		2M
14. Continuous Improvement Review	Identified risks unaddressed, Inconsistent feedback loop	3H		2M
15. Emergency Response Preparedness	Delayed response, Inadequate training	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Reviewing Risk Assessment	Outdated risk controls, Non-compliance	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Communication of Risk Management Policies	Lack of awareness, Miscommunication	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Team Briefing and Debriefing	Misunderstanding tasks, Inadequate feedback	3H	<div></div> <div></div> <div></div>	1L

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19. Contractor Management	Non-compliance with safety standards, Lack of understanding of site-specific risks	4A		2M
20. Health Monitoring	Undetected health issues, Insufficient monitoring frequency	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.