

## Cutting Mitres 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	tripping hazards, manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Clear workspace of unnecessary items</li> <li>- Use appropriate lifting techniques</li> <li>- Ensure work area is well-lit</li> <li>- Conduct a visual inspection for hazards</li> <li>- Use floor markings to designate safe zones</li> <li>- Ensure assistance is available for heavy lifting</li> <li>- Wear slip-resistant footwear</li> <li>- Educate workers on manual handling techniques</li> <li>- Use mechanical aids for moving heavy materials</li> <li>- Maintain clear access paths</li> </ul>	2M
2. Securing Material	finger injuries, material damage	3H	<ul style="list-style-type: none"> <li>- Use appropriate clamps or vices to secure materials</li> <li>- Ensure materials are stable before cutting</li> <li>- Wear protective gloves to prevent cuts</li> <li>- Double-check security before proceeding</li> <li>- Train workers on safe securing techniques</li> <li>- Adjust equipment settings as needed for proper fit</li> <li>- Position hands away from cutting area</li> <li>- Inspect clamps and vices for wear and tear</li> <li>- Use non-slip pads under materials</li> <li>- Instruct workers to avoid over-tightening</li> </ul>	2M
3. Equipment Inspection	equipment malfunction, electrical hazards	4A	<ul style="list-style-type: none"> <li>- Conduct pre-operational checks</li> <li>- Ensure equipment is tagged and tested</li> <li>- Disconnect power when inspecting electrical components</li> <li>- Use lockout/tagout procedures</li> <li>- Regularly service and maintain equipment</li> <li>- Train workers on inspection procedures</li> <li>- Verify electrical leads for damage</li> <li>- Only qualified personnel should perform inspections</li> </ul>	3H

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			<ul style="list-style-type: none"> <li>- Keep inspection records</li> <li>- Adhere to manufacturer's inspection guidelines</li> </ul>	
4. Blade Installation	blade cuts, incorrect installation	3H	<ul style="list-style-type: none"> <li>- Ensure blade is correctly aligned and secured</li> <li>- Use appropriate tools and techniques</li> <li>- Follow manufacturer's instructions</li> <li>- Wear appropriate PPE</li> <li>- Inspect blade for damage before installation</li> <li>- Ensure blade is properly tensioned</li> <li>- Check for proper alignment</li> <li>- Verify blade is secure</li> <li>- Test blade operation</li> <li>- Record installation details</li> <li>- Report any issues</li> </ul>	2M
5. Alignment	misalignment error equipment damage	3H	<ul style="list-style-type: none"> <li>- Ensure equipment is properly aligned</li> <li>- Use alignment tools and techniques</li> <li>- Follow manufacturer's instructions</li> <li>- Wear appropriate PPE</li> <li>- Inspect equipment for damage before alignment</li> <li>- Ensure equipment is properly tensioned</li> <li>- Check for proper alignment</li> <li>- Verify equipment is secure</li> <li>- Test equipment operation</li> <li>- Record alignment details</li> <li>- Report any issues</li> </ul>	2M
6. Powering On Equipment	unexpected startup, electrical shock	4A	<ul style="list-style-type: none"> <li>- Ensure equipment is properly grounded</li> <li>- Use appropriate tools and techniques</li> <li>- Follow manufacturer's instructions</li> <li>- Wear appropriate PPE</li> <li>- Inspect equipment for damage before powering on</li> <li>- Ensure equipment is properly tensioned</li> <li>- Check for proper alignment</li> <li>- Verify equipment is secure</li> <li>- Test equipment operation</li> <li>- Record powering on details</li> <li>- Report any issues</li> </ul>	3H

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7. Cutting Procedures	kickback, flying debris	4A		3H
8. Material Handling	pinching, overloading	3H		2M
9. Quality Checks	sharp edges, material defects	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Cleaning Up	trip hazards, contact with sharp debris	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Equipment Storage	falling objects, unauthorised access	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Breaks and Rest	fatigue, lack of concentration	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Communication	miscommunication, unclear instructions	3H		2M
14. Emergency Procedures	panic, confusion	4A		3H
15. Post-Operation Check	equipment damage, unnoticed defects	3H		2M

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16. Reporting and Documentation	incomplete records, misreporting	3H		2M
17. Review and Improvement	outdated procedures, compliance issues	3H		2M
18. Worker Training	skill gaps, unsafe practices	4A		3H

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19. Monitoring and Supervision	inadequate oversight, unaddressed risks	4A		3H
20. Stakeholder Engagement	misaligned goals, conflicting priorities	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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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