

Disc Grinder Usage 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		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
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	Electric shock, Equipment failure	3H	<ul style="list-style-type: none"> - Conduct a pre-start equipment check - Use power tools tested and tagged - Ensure emergency stop button is functional - Use tools in a dry environment - Follow operating manual for start-up checks - Ensure work area is clean and dry - Confirm disc fitted securely - Verify power source is properly grounded - Train workers on equipment use - Check guards are in place 	2M
2. Selecting Disc	Incorrect disc selection, Damaged disc	3H	<ul style="list-style-type: none"> - Select appropriate disc for material - Inspect disc for cracks and defects - Use only manufacturer-approved discs - Check expiry date on disc - Train workers on disc selection - Store discs in a dry, flat area - Only authorised personnel select discs - Regularly update inventory with compliant discs - Follow manufacturer's selection guide - Remove incompatible discs from service 	2M
3. Personal Protective Equipment (PPE)	Lack of protection, Improper fit	2M	<ul style="list-style-type: none"> - Wear safety goggles or face shield - Use earmuffs or earplugs for hearing protection - Make sure PPE fits correctly for each user - Provide PPE checklist for users - Train workers on proper PPE use - Regularly inspect PPE for wear and tear - Replace damaged PPE immediately - Use gloves resistant to cuts and abrasions 	1L

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			<ul style="list-style-type: none"> - Enforce PPE compliance at all times - Keep extra PPE on-site as backup 	
4. Starting the Grinder	Kickback, Unexpected start	3H	<ul style="list-style-type: none"> - Ensure operator is trained and competent - Ensure operator is wearing appropriate PPE - Ensure operator is standing clear of the grinding wheel - Ensure operator is using the correct grinding technique - Ensure operator is using the correct grinding wheel - Ensure operator is using the correct grinding speed - Ensure operator is using the correct grinding time - Ensure operator is using the correct grinding pressure - Ensure operator is using the correct grinding angle - Ensure operator is using the correct grinding direction - Ensure operator is using the correct grinding feed - Ensure operator is using the correct grinding stroke - Ensure operator is using the correct grinding wheel - Ensure operator is using the correct grinding speed - Ensure operator is using the correct grinding time - Ensure operator is using the correct grinding pressure - Ensure operator is using the correct grinding angle - Ensure operator is using the correct grinding direction - Ensure operator is using the correct grinding feed - Ensure operator is using the correct grinding stroke 	2M
5. Operating the Grinder	Debris ejection, Contact with moving parts	4A	<ul style="list-style-type: none"> - Ensure operator is trained and competent - Ensure operator is wearing appropriate PPE - Ensure operator is standing clear of the grinding wheel - Ensure operator is using the correct grinding technique - Ensure operator is using the correct grinding wheel - Ensure operator is using the correct grinding speed - Ensure operator is using the correct grinding time - Ensure operator is using the correct grinding pressure - Ensure operator is using the correct grinding angle - Ensure operator is using the correct grinding direction - Ensure operator is using the correct grinding feed - Ensure operator is using the correct grinding stroke - Ensure operator is using the correct grinding wheel - Ensure operator is using the correct grinding speed - Ensure operator is using the correct grinding time - Ensure operator is using the correct grinding pressure - Ensure operator is using the correct grinding angle - Ensure operator is using the correct grinding direction - Ensure operator is using the correct grinding feed - Ensure operator is using the correct grinding stroke 	2M
6. Monitoring and Adjustments	Misalignments, Machine overloading	3H	<ul style="list-style-type: none"> - Ensure operator is trained and competent - Ensure operator is wearing appropriate PPE - Ensure operator is standing clear of the grinding wheel - Ensure operator is using the correct grinding technique - Ensure operator is using the correct grinding wheel - Ensure operator is using the correct grinding speed - Ensure operator is using the correct grinding time - Ensure operator is using the correct grinding pressure - Ensure operator is using the correct grinding angle - Ensure operator is using the correct grinding direction - Ensure operator is using the correct grinding feed - Ensure operator is using the correct grinding stroke - Ensure operator is using the correct grinding wheel - Ensure operator is using the correct grinding speed - Ensure operator is using the correct grinding time - Ensure operator is using the correct grinding pressure - Ensure operator is using the correct grinding angle - Ensure operator is using the correct grinding direction - Ensure operator is using the correct grinding feed - Ensure operator is using the correct grinding stroke 	2M

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7. Changing Discs	Improper installation, Hot surfaces	3H		2M
8. Stopping the Grinder	Unexpected restart, Sudden rotation	2M		1L
9. Cleaning the Work Area	Slip hazards from debris, Injuries from sharp residues	2M		1L

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10. Lockout/Tagout Procedures	Accidental starts, Incorrect lockout procedures	4A		2M
11. Maintenance	Improper maintenance practices, Neglected parts	3H		2M
12. Emergency Procedures	Lack of emergency response, Delayed response times	4A		2M

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13. Worker Training	Inadequate training, Incorrect usage	3H		2M
14. Supervision	Lack of oversight, Unreported risks	3H		2M
15. Review and Improvement	Missed updates, Process inefficiencies	3H		2M

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16. Machine Storage	Insecure storage, Environmental damage	3H		2M
17. Transport of Equipment	Manual handling injuries, Machine damage	3H		2M
18. Labeling and Signage	Inadequate signage, Incorrect labelling	2M		1L

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19. Documentation	Inaccurate records, Loss of records	2M		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.