

Double End Overhead Saw 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:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

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

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

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	equipment malfunction, slip on wet surface	3H	<ul style="list-style-type: none"> - Conduct regular maintenance on equipment - Post warning signs for wet surfaces - Schedule work during low traffic times - Ensure proper lighting in the work area - Train workers in equipment handling - Use appropriate signage for hazards - Implement routine equipment inspections - Establish emergency shutdown procedures - Educate workers on emergency protocols - Review and update risk assessments regularly 	2M
2. Load Material	manual handling injury, material slipping	3H	<ul style="list-style-type: none"> - Use mechanical aids for lifting - Provide training on correct lifting techniques - Ensure non-slip footwear is worn - Inspect materials for stability - Implement buddy system for heavy loads - Conduct hazard awareness sessions - Limit weight of loads according to capability - Provide personal protective equipment (PPE) - Regularly check lifting equipment for suitability - Establish clear loading/unloading areas 	2M
3. Adjust Saw Blades	sharp blade contact, incorrect blade adjustment	4A	<ul style="list-style-type: none"> - Use blade guards at all times - Isolate power supply during adjustments - Provide training on blade adjustment procedures - Supervise initial adjustments under experienced workers - Maintain clear communication amongst team during adjustments - Ensure provision of appropriate tools for blade adjustment - Display clear instructions for blade adjustment - Conduct periodic reviews of adjustment procedures 	2M

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			<ul style="list-style-type: none"> - Enforce PPE such as gloves and eye protection - Establish guidelines for reporting faulty equipment 	
4. Calibrate Machine	electric shock, incorrect calibration	3H	<ul style="list-style-type: none"> - Verify calibration procedure and equipment - Ensure proper grounding and insulation - Use insulated tools and equipment - Lock out/tag out (LOTO) procedures - Provide training on safe calibration practices - Regular maintenance and inspection of equipment - Use safety barriers and warning signs - Implement a safety checklist for calibration - Ensure adequate lighting and workspace - Use proper lifting techniques - Avoid overloading equipment - Follow manufacturer's instructions - Use personal protective equipment (PPE) - Establish a safety protocol for emergency situations - Regular communication and coordination with team members - Use clear and concise communication - Avoid distractions - Stay alert and focused - Follow a safe work sequence - Use proper body mechanics - Avoid repetitive strain injuries - Take regular breaks - Stay hydrated - Use proper footwear - Keep work area clean and organized - Use proper storage and handling of materials - Avoid tripping hazards - Use proper lifting and lowering techniques - Avoid overexertion - Use proper posture - Take regular breaks and stretch - Stay alert and focused - Follow a safe work sequence - Use proper body mechanics - Avoid repetitive strain injuries - Take regular breaks - Stay hydrated - Use proper footwear - Keep work area clean and organized - Use proper storage and handling of materials - Avoid tripping hazards - Use proper lifting and lowering techniques - Avoid overexertion - Use proper posture 	1L
5. Set Cutting Path	trip hazards, inaccurate measurements	2M	<ul style="list-style-type: none"> - Verify cutting path and measurements - Use proper cutting techniques - Ensure proper grounding and insulation - Use insulated tools and equipment - Lock out/tag out (LOTO) procedures - Provide training on safe cutting practices - Regular maintenance and inspection of equipment - Use safety barriers and warning signs - Implement a safety checklist for cutting - Ensure adequate lighting and workspace - Use proper lifting techniques - Avoid overloading equipment - Follow manufacturer's instructions - Use personal protective equipment (PPE) - Establish a safety protocol for emergency situations - Regular communication and coordination with team members - Use clear and concise communication - Avoid distractions - Stay alert and focused - Follow a safe work sequence - Use proper body mechanics - Avoid repetitive strain injuries - Take regular breaks - Stay hydrated - Use proper footwear - Keep work area clean and organized - Use proper storage and handling of materials - Avoid tripping hazards - Use proper lifting and lowering techniques - Avoid overexertion - Use proper posture 	1L
6. Secure Material	loose materials, inadequate clamping	3H	<ul style="list-style-type: none"> - Verify material is properly secured - Use proper clamping techniques - Ensure proper grounding and insulation - Use insulated tools and equipment - Lock out/tag out (LOTO) procedures - Provide training on safe securing practices - Regular maintenance and inspection of equipment - Use safety barriers and warning signs - Implement a safety checklist for securing - Ensure adequate lighting and workspace - Use proper lifting techniques - Avoid overloading equipment - Follow manufacturer's instructions - Use personal protective equipment (PPE) - Establish a safety protocol for emergency situations - Regular communication and coordination with team members - Use clear and concise communication - Avoid distractions - Stay alert and focused - Follow a safe work sequence - Use proper body mechanics - Avoid repetitive strain injuries - Take regular breaks - Stay hydrated - Use proper footwear - Keep work area clean and organized - Use proper storage and handling of materials - Avoid tripping hazards - Use proper lifting and lowering techniques - Avoid overexertion - Use proper posture 	2M

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7. Operate Saw	operator distraction, unexpected machine movements	4A		2M
8. Monitor Cutting Process	dust inhalation, flying debris	3H		2M
9. Remove Cut Material	strains from lifting, sharp edges	3H		2M

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10. Clean Up Area	trips and falls, exposure to sawdust	2M		1L
11. Conduct Equipment Check	missed faults, unqualified personnel conducting checks	3H		2M
12. Report Incidents	incomplete reporting, delayed response	3H		1L

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13. Perform Maintenance	unexpected machine start-up, electrical hazards	4A		2M
14. Review Safety Procedures	outdated procedures, new risks not addressed	3H		1L
15. Provide Ongoing Training	insufficient skill levels, non-compliance to safety	3H		2M

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SAMPLE

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