

Drilling Pilot Holes Core Drilling Anchors To Floor 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
									4. Engineering
									5. Administrative
									6. PPE
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				

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	Slips and trips, Incorrect equipment use	3H	<ul style="list-style-type: none"> - Conduct a site inspection to identify hazards. - Ensure all team members are trained in equipment use. - Wear appropriate PPE including safety boots. - Use non-slip mats where necessary. - Keep the area tidy and free of obstructions. - Ensure proper signage is in place. - Check for any equipment faults before use. - Use equipment according to manufacturer guidelines. - Brief the team on work expectations and safety measures. - Maintain clear lines of sight for all operators. 	2M
2. Transporting Equipment	Manual handling injuries, Equipment falls during transit	3H	<ul style="list-style-type: none"> - Use mechanical aids for moving heavy equipment. - Ensure all equipment is secured before transit. - Encourage team members to use proper lifting techniques. - Perform checks on transport vehicles for safety. - Limit heavy lifting by distributing loads evenly. - Identify clear pathways for transport. - Provide manual handling training to staff. - Use proper strapping for securing equipment. - Ensure at least two people are present when transporting heavy equipment. - Regularly inspect lifting aids for damage. 	2M
3. Setting Up Equipment	Electrical hazards, Equipment malfunctions	4A	<ul style="list-style-type: none"> - Conduct a pre-start check of all equipment. - Use only tested and tagged electrical equipment. - Ensure qualified personnel conduct equipment setup. - Keep electrical wires off walkways. - Follow lockout/tagout procedures. - Monitor all equipment for signs of wear or damage. - Use ground-fault circuit interrupters (GFCIs) where possible. - Make sure all settings are appropriate for the task. 	2M

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			<ul style="list-style-type: none"> - Regularly update maintenance logs for equipment. - Conduct an equipment test run before use. 	
4. Marking Drill Locations	Inaccurate measurements, Contact with underground services	3H	<ul style="list-style-type: none"> - Use a surveyor's transit to mark locations. - Use a hand level to ensure accuracy. - Use a string line to mark locations. - Use a hand level to ensure accuracy. - Use a string line to mark locations. - Use a hand level to ensure accuracy. - Use a string line to mark locations. - Use a hand level to ensure accuracy. - Use a string line to mark locations. - Use a hand level to ensure accuracy. 	1L
5. Drilling Pilot Holes	Flying debris, Noise, Pollution	3H	<ul style="list-style-type: none"> - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. 	2M
6. Changing Drill Bits	Pinch points, Hot surfaces	3H	<ul style="list-style-type: none"> - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. - Use a dust extraction system. 	2M

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7. Verifying Pilot Holes	Misalignment, Tool mishandling	2M		1L
8. Core Drilling Anchors	Equipment overheating, M fractures	4A		2M
9. Installing Anchors	Falling objects, Improper installation	3H		1L

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10. Dismantling Equipment	Pinch points, Equipment trapping	3H		2M
11. Clean-Up	Slips and trips, Hazardous exposure	3H		1L
12. Final Inspection	Overlooked issues, Inadequate documentation	2M		1L

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13. Debriefing	Incorrect information relay, Overlooked incidents	2M		1L
14. Documentation	Data inaccuracy, Information loss	2M		1L
15. Storage of Equipment	Improper storage, Theft	3H		1L

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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>

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.