

## Drop 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			<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	Slips, Noise exposure	3H	<ul style="list-style-type: none"> <li>- Ensure work area is clear and dry before commencing</li> <li>- Use signage to mark work area boundary</li> <li>- Wear appropriate hearing protection</li> <li>- Review job details and ensure all personnel are briefed</li> <li>- Check tools and equipment are in good working condition</li> <li>- Ensure adequate lighting in the work area</li> <li>- Use appropriate footwear to prevent slips</li> <li>- Limit access to work area as needed</li> <li>- Perform a visual inspection of the environment for additional hazards</li> <li>- Ensure first aid kit available and accessible</li> </ul>	2M
2. Inspect Equipment	Equipment failure, Electrical hazards	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough equipment inspection according to manufacturer's instructions</li> <li>- Check cords and plugs for damage</li> <li>- Verify that all safety guards are in place</li> <li>- Ensure equipment is properly maintained and serviced regularly</li> <li>- Use of portable appliance tester for electrical tools</li> <li>- Replace or repair faulty equipment before use</li> <li>- Ensure the drop saw is on a stable surface</li> <li>- Personnel must be trained in equipment operation</li> <li>- Minimise the use of extension leads</li> <li>- Wear insulating gloves when performing inspections</li> </ul>	2M
3. Select Appropriate Blade	Wrong blade use, Cutting injuries	3H	<ul style="list-style-type: none"> <li>- Ensure personnel are trained to choose the correct blade for material</li> <li>- Follow manufacturer's recommendations for blade use</li> <li>- Confirm blade suitability by checking material specifications</li> <li>- Install blade as per the manual instructions with correct PPE</li> <li>- Use protective gloves when handling blades</li> <li>- Keep unused blades in a safe and secure place</li> <li>- Store blades in a labelled, organised manner</li> <li>- Perform test cuts using scrap material to confirm adequacy</li> </ul>	1L

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			- Do not force the blade for cutting operations - Ensure the saw is disconnected from power during blade change	
4. Marking Material	Incorrect measurements, Handling injuries	2M	<ul style="list-style-type: none"> <li>Use appropriate measuring tools and techniques.</li> <li>Wear safety glasses and gloves.</li> <li>Ensure the material is securely supported.</li> <li>Use proper lifting and handling techniques.</li> <li>Keep work area clean and free of clutter.</li> <li>Use caution when marking near edges or corners.</li> <li>Communicate clearly with others in the vicinity.</li> <li>Take regular breaks to avoid fatigue.</li> <li>Follow all safety protocols and procedures.</li> <li>Report any hazards or incidents immediately.</li> </ul>	1L
5. Position Material	Material slips, Pinching hazard	3H	<ul style="list-style-type: none"> <li>Securely fasten the material to the work surface.</li> <li>Use clamps or other securing devices.</li> <li>Wear safety glasses and gloves.</li> <li>Keep hands clear of the cutting path.</li> <li>Use proper body mechanics to lift and position the material.</li> <li>Communicate with others to ensure they are aware of your movements.</li> <li>Take breaks to prevent fatigue.</li> <li>Follow all safety instructions and warnings.</li> <li>Stop work if you feel unsafe or uncomfortable.</li> </ul>	2M
6. Setup Dust Extraction	Dust inhalation, Vision impairment	3H	<ul style="list-style-type: none"> <li>Turn on dust extraction system before starting work.</li> <li>Adjust dust extraction system to capture dust effectively.</li> <li>Wear a respirator mask rated for dust protection.</li> <li>Wear safety glasses to protect eyes from dust.</li> <li>Minimize dust generation by using wet methods where possible.</li> <li>Regularly clean up dust from the work area.</li> <li>Take breaks to rest your eyes and breathe fresh air.</li> <li>Follow manufacturer's instructions for dust extraction equipment.</li> <li>Report any issues with dust extraction system to supervisor.</li> </ul>	1L

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7. Align Cutting Line	Misalignment, Force injuries	3H		1L
8. Cutting Operation	Kickback, Blade control	4A		2M
9. Stopping Saw	Unexpected restart, Residual blade momentum	3H		1L

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10. Clean up	Trip hazards, Contact with debris	2M		1L
11. Maintenance Checks	Mechanical failure, Exposure to sharp components	3H		1L
12. Training and Competency	Operator error, Lack of situational awareness	3H		1L

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13. Emergency Procedures	Delayed response, Accident escalation	3H		1L
14. Personal Protective Equipment (PPE)	Inadequate protection, Missing PPE	3H		1L
15. Reporting Hazards and Incidents	Unreported hazards, Recurrence of incidents	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.