

Dust Collector 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:	

SAMPLE

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.	Administrative Change	
								PPE	

  

Risk Rating & Required Action:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	Slips, Trips, Working at Heights	3H	<ul style="list-style-type: none"> <li>- Ensure work area is clean and free from obstructions.</li> <li>- Use signs to indicate wet areas to prevent slipping.</li> <li>- Install guardrails where work is conducted at heights.</li> <li>- Provide harnesses for workers operating at heights.</li> <li>- Conduct pre-work risk assessment analysis.</li> <li>- Ensure proper PPE (Personal Protective Equipment) is worn by all workers.</li> <li>- Conduct safety briefings to inform workers of potential hazards.</li> <li>- Ensure tools are inspected and in good condition.</li> <li>- Have emergency procedures and contact numbers readily accessible.</li> <li>- Train workers in proper lift techniques to avoid strain.</li> </ul>	2M
2. Assess Environmental Conditions	Poor Lighting, Adverse Weather	3L	<ul style="list-style-type: none"> <li>- Install adequate lighting fixtures around the working area.</li> <li>- Use portable lights in areas with restricted visibility.</li> <li>- Monitor weather forecasts prior to commencing work.</li> <li>- Schedule work tasks around adverse weather to minimise risks.</li> <li>- Provide adequate shade and cooling methods during hot weather.</li> <li>- Prepare drainage facilities to handle inclement weather.</li> <li>- Ensure non-slip mats are provided in wet conditions.</li> <li>- Educate staff on procedures to handle weather-related incidents.</li> <li>- Ensure all electrical connections are protected from the elements.</li> <li>- Enforce wearing of appropriate clothing for conditions.</li> </ul>	1L
3. Machinery Inspection	Hazardous Energy, Mechanical Failure	3H	<ul style="list-style-type: none"> <li>- Lockout/tagout procedures in place for de-energising equipment.</li> <li>- Conduct regular maintenance checks according to manufacturer's guidelines.</li> <li>- Inspect for worn or damaged parts regularly.</li> <li>- Ensure machines have proper guards and safety features activated.</li> <li>- Train workers in the operational manual of each equipment.</li> <li>- Implement a failure response protocol for mechanical breakdowns.</li> <li>- Equip machines with emergency stops and accessible operation panels.</li> <li>- Only qualified personnel to perform machine maintenance.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Review service records before operation.</li> <li>- Install vibration and noise dampening components.</li> </ul>	
4. Site Clearance	Falling Objects, Debris	3H	[REDACTED]	1L
5. Installation of Dust Collector	Manual Handling, incorrect Assembly	3H	[REDACTED]	1L
6. Electrical Connection	Electric Shock, Short Circuit	4A	[REDACTED]	2M

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			[REDACTED]	
7. Ventilation Check	Inadequate Ventilation, Dust Inhalation	3H	[REDACTED]	1L
8. Testing Dust Collector	Unexpected Start-up Hazards	3H	[REDACTED]	2M
9. Worker Training	Lack of Knowledge, Incorrect Use of Equipment	3H	[REDACTED]	1L

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			[REDACTED]	
10. System Maintenance	Component Wear, Unexpected Downtime	3H	[REDACTED]	1L
11. Regular Inspections	Fault Detection Lapses, Compliance Issues	3H	[REDACTED]	1L
12. Emergency Preparedness	Fire, Chemical Exposure	4A	[REDACTED]	2M

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			[REDACTED]	
13. Noise Management	Hearing Damage, Communication Issues	3H	[REDACTED]	1L
14. Waste Management	Chemical Spills, Improper Disposal	3H	[REDACTED]	1L
15. Deactivation	Residual Energy, Equipment Collapse	3H	[REDACTED]	1L

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			[REDACTED]	
16. Documentation and Review	Data Loss, Lack of Awareness	2M	[REDACTED]	1L
17. Wrap-up and Feedback	Process Misunderstanding, Incomplete Tasks	3H	[REDACTED]	1L

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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

