

Edge Polisher 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 the 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:								Always document why 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 and trips, Incorrect use of tools	3H	<ul style="list-style-type: none"> Ensure floor is clear of debris and cleaned regularly Provide proper training for tool usage Inspect tools for damage before use Ensure appropriate PPE is worn, including safety boots and gloves Clearly mark hazardous areas Implement good housekeeping practices Develop a standard operating procedure (SOP) for preparation activities Monitor compliance to training and procedures Restrict access to the work area when preparing tools Maintain adequate lighting in work areas 	2M
2. Machine Setup	Electrical hazards, Manual handling injuries	4H	<ul style="list-style-type: none"> Ensure power is disconnected before setting up Inspect electrical cords for damage Utilize correct techniques for lifting and carrying Provide mechanical aids for heavy lifting Enforce two-person lifting for heavy components Use RCD protection with all electrical tools Regular electrical testing and tagging of equipment Train staff in ergonomic practices Position equipment to minimise reach and awkward postures Wear appropriate PPE including insulated gloves 	2M
3. Loading Material	Material handling injuries, Pinching hazards	3H	<ul style="list-style-type: none"> Train workers on safe lifting techniques Use lifting equipment for heavy materials Wear cut-resistant gloves to prevent injuries Keep hands clear of pinch points Load materials with the assistance of team members Use proper signaling and communication during loading Employ automation where possible to handle materials Ensure workers are familiar with the weight and balance of materials 	1L

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			Implement a 'no hands policy' during mechanized lifting Restrict access during loading operations	
4. Calibration	Inaccurate calibration leading to faulty operation, Exposure to moving machine parts	3H	<ul style="list-style-type: none"> Use of calibrated equipment Follow manufacturer's instructions Use of personal protective equipment (PPE) Establish a safe working area Use of barriers or safety lines Use of warning signs Use of lockout/tagout (LOTO) procedures Use of safety interlocks Use of emergency stop buttons Use of safety training Use of safety supervision Use of safety communication Use of safety documentation Use of safety inspection Use of safety maintenance Use of safety testing Use of safety verification Use of safety validation Use of safety review Use of safety audit Use of safety improvement Use of safety feedback Use of safety evaluation Use of safety assessment Use of safety analysis Use of safety investigation Use of safety reporting Use of safety communication Use of safety documentation Use of safety inspection Use of safety maintenance Use of safety testing Use of safety verification Use of safety validation Use of safety review Use of safety audit Use of safety improvement Use of safety feedback Use of safety evaluation Use of safety assessment Use of safety analysis Use of safety investigation Use of safety reporting 	1L
5. Machine Operation	Entanglement in moving parts, Noise exposure	4A	<ul style="list-style-type: none"> Use of PPE Establish a safe working area Use of barriers or safety lines Use of warning signs Use of LOTO procedures Use of safety interlocks Use of emergency stop buttons Use of safety training Use of safety supervision Use of safety communication Use of safety documentation Use of safety inspection Use of safety maintenance Use of safety testing Use of safety verification Use of safety validation Use of safety review Use of safety audit Use of safety improvement Use of safety feedback Use of safety evaluation Use of safety assessment Use of safety analysis Use of safety investigation Use of safety reporting Use of safety communication Use of safety documentation Use of safety inspection Use of safety maintenance Use of safety testing Use of safety verification Use of safety validation Use of safety review Use of safety audit Use of safety improvement Use of safety feedback Use of safety evaluation Use of safety assessment Use of safety analysis Use of safety investigation Use of safety reporting 	2M
6. Edge Polishing	Dust inhalation, Eye injuries from debris	4A	<ul style="list-style-type: none"> Use of PPE Establish a safe working area Use of barriers or safety lines Use of warning signs Use of LOTO procedures Use of safety interlocks Use of emergency stop buttons Use of safety training Use of safety supervision Use of safety communication Use of safety documentation Use of safety inspection Use of safety maintenance Use of safety testing Use of safety verification Use of safety validation Use of safety review Use of safety audit Use of safety improvement Use of safety feedback Use of safety evaluation Use of safety assessment Use of safety analysis Use of safety investigation Use of safety reporting Use of safety communication Use of safety documentation Use of safety inspection Use of safety maintenance Use of safety testing Use of safety verification Use of safety validation Use of safety review Use of safety audit Use of safety improvement Use of safety feedback Use of safety evaluation Use of safety assessment Use of safety analysis Use of safety investigation Use of safety reporting 	2M

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7. Quality Check	Repetitive strain injuries, Ergonomic injuries	3H		1L
8. Machine Cleaning	Chemical exposure, Cuts from tools	3H		2M
9. Reporting and Documentation	Data entry errors, Inadequate record keeping	2M		1L

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10. Shutdown Procedure	Incorrect shutdown leading to machine damage, Electrical hazards	4A		2M
11. Routine Maintenance	Mechanical failure, Tool misuse	4A		2M
12. Training and Competency	Inadequate training, Non-compliance to procedures	3H		1L

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13. Emergency Response	Delayed response time, Inadequate emergency resources	4A		2M
14. Waste Disposal	Environmental contamination, Manual handling injuries	3H		1L
15. Supervision and Monitoring	Inadequate supervision, Ineffective monitoring	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Access Control	Unauthorized access, Insufficient security measures	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Incident Reporting	Delayed reporting, Inaccurate incident records	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Safety Inspections	Missed hazards, Incomprehensive reviews	3H	<div></div> <div></div>	1L

mination, Inadequate

3H

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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