

## Extending Wrist And Limb Stress 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	Repetitive strain from improper setup, poor posture alignment during setup activities., Contact stress from handling equipment.	3H	<ul style="list-style-type: none"> <li>- Conduct ergonomic training before task commencement.</li> <li>- Ensure all equipment is assessed for ergonomic design.</li> <li>- Arrange the workspace to prevent awkward postures.</li> <li>- Use adjustable workstations to suit individual needs.</li> <li>- Limit duration of stress-inducing tasks by implementing breaks.</li> <li>- Rotate tasks among workers to minimise repetitive strain.</li> <li>- Implement stretching routines before starting work.</li> <li>- Use assisting tools for lifting or carrying heavy materials.</li> <li>- Ensure sufficient lighting is available to enhance visibility.</li> <li>- Assess and improve workstation layout regularly.</li> </ul>	2M
2. Task Briefing	Inadequate understanding of risks, lack of knowledge of ergonomic practices., Insufficient communication leading to improper task execution.	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training on ergonomic practices.</li> <li>- Use clear and precise language in communication.</li> <li>- Distribute written and visual materials on task procedures.</li> <li>- Encourage questions and discussions to clarify doubts.</li> <li>- Train supervisors to identify ergonomic issues early.</li> <li>- Ensure all employees understand the risk assessment outcomes.</li> <li>- Hold regular briefing sessions to reinforce learning.</li> <li>- Develop a FAQ document addressing common queries.</li> <li>- Appoint a safety officer for close guidance.</li> <li>- Incorporate feedback mechanisms to improve training.</li> </ul>	2M
3. Equipment Inspection	Faulty equipment causing stress due to improper function., Slips or falls during inspection.	3H	<ul style="list-style-type: none"> <li>- Implement routine inspections of all equipment.</li> <li>- Ensure only trained personnel perform equipment checks.</li> <li>- Create a checklist for all equipment inspections.</li> <li>- Replace or repair faulty equipment immediately.</li> <li>- Mandate the use of personal protective equipment (PPE) during inspections.</li> <li>- Clearly label and remove unsafe equipment from service.</li> <li>- Document and review all inspection findings.</li> <li>- Introduce a maintenance log for equipment checks.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Train inspectors in safe handling of all tools.</li> <li>- Designate safe areas for equipment storage.</li> </ul>	
4. Workstation Ergonomics	Inappropriate workstation height causing strain., Inadequate seating support leading to poor posture.	3H	<ul style="list-style-type: none"> <li>1. Adjust workstation height to match user's height.</li> <li>2. Use ergonomic chairs with adjustable seating support.</li> <li>3. Take regular breaks to stretch and move.</li> <li>4. Use footrests to support feet.</li> <li>5. Adjust monitor height to eye level.</li> <li>6. Use keyboard trays to keep wrists straight.</li> <li>7. Use mouse with ergonomic design.</li> <li>8. Adjust desk height to allow for proper arm extension.</li> <li>9. Use adjustable desk if possible.</li> <li>10. Use ergonomic mouse pads.</li> <li>11. Use ergonomic keyboard.</li> <li>12. Use adjustable chair with lumbar support.</li> <li>13. Use adjustable desk with height memory.</li> <li>14. Use ergonomic footrest.</li> <li>15. Use ergonomic monitor stand.</li> <li>16. Use ergonomic keyboard tray.</li> <li>17. Use ergonomic mouse.</li> <li>18. Use ergonomic chair with adjustable armrests.</li> <li>19. Use ergonomic desk with adjustable height.</li> <li>20. Use ergonomic mouse pad.</li> </ul>	2M
5. Manual Handling	Overexertion when lifting, carrying, pushing or pulling. Musculoskeletal injuries from incorrect lifting techniques.	4A	<ul style="list-style-type: none"> <li>1. Use proper lifting techniques.</li> <li>2. Use mechanical aids for lifting.</li> <li>3. Use proper posture when lifting.</li> <li>4. Use proper body mechanics.</li> <li>5. Use proper lifting technique.</li> <li>6. Use proper lifting technique.</li> <li>7. Use proper lifting technique.</li> <li>8. Use proper lifting technique.</li> <li>9. Use proper lifting technique.</li> <li>10. Use proper lifting technique.</li> <li>11. Use proper lifting technique.</li> <li>12. Use proper lifting technique.</li> <li>13. Use proper lifting technique.</li> <li>14. Use proper lifting technique.</li> <li>15. Use proper lifting technique.</li> <li>16. Use proper lifting technique.</li> <li>17. Use proper lifting technique.</li> <li>18. Use proper lifting technique.</li> <li>19. Use proper lifting technique.</li> <li>20. Use proper lifting technique.</li> </ul>	3H
6. Use of Tools and Equipment	Excessive grip force causing hand strains., Vibration and noise exposure from powered tools.	3H	<ul style="list-style-type: none"> <li>1. Use tools with ergonomic handles.</li> <li>2. Use tools with vibration dampening.</li> <li>3. Use tools with noise reduction.</li> <li>4. Use tools with adjustable grip.</li> <li>5. Use tools with adjustable vibration.</li> <li>6. Use tools with adjustable noise.</li> <li>7. Use tools with adjustable grip.</li> <li>8. Use tools with adjustable vibration.</li> <li>9. Use tools with adjustable noise.</li> <li>10. Use tools with adjustable grip.</li> <li>11. Use tools with adjustable vibration.</li> <li>12. Use tools with adjustable noise.</li> <li>13. Use tools with adjustable grip.</li> <li>14. Use tools with adjustable vibration.</li> <li>15. Use tools with adjustable noise.</li> <li>16. Use tools with adjustable grip.</li> <li>17. Use tools with adjustable vibration.</li> <li>18. Use tools with adjustable noise.</li> <li>19. Use tools with adjustable grip.</li> <li>20. Use tools with adjustable vibration.</li> </ul>	2M

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7. Task Rotation	Cumulative stress from performing repetitive tasks continuously., Lack of task variability causing persistent strain patterns.	3H		2M
8. Breaks and Rest Periods	Insufficient rest leading to fatigue-related stress injuries., Continuous work without breaks affecting concentration and safety.	4A		2M
9. Use of Personal Protective Equipment	Improper use of PPE leading to ineffective protection., Allergic reactions or discomfort caused by PPE materials.	3H		2M

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10. Supervision and Monitoring	Lack of oversight leading to deviations from safe practices., Inconsistent adherence to safety protocols.	3H		2M
11. Reporting and Documentation	Failure to report near misses leading to repeated errors., Insufficient documentation hindering effective root cause analysis.	3H		2M
12. Training and Competency	Lack of skills leading to improper execution of tasks., Knowledge decay over time affecting task quality.	3H		2M

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13. Emergency Procedures	Inadequate response to ergonomic-related injuries., Failure to follow emergency protocols leading to aggravated injuries.	3H		2M
14. Feedback and Continuous Improvement	Stagnation due to lack of feedback ergonomic practices., Inability to adapt to new ergonomic standards.	2M		1L
15. Review and Evaluation	Ineffective risk control due to outdated risk assessments., Overlooking new hazards introduced by changes in work practice.	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.