

Eye Finger Hand Operations Of Machine Levers Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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	
Consequence Scale:								4. Engineering			
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation					5. Administrative	
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution					6. PPE	
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage					Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment					<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
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	tripping hazards, incorrect PPE usage	3H	<ul style="list-style-type: none"> - Conduct a site walk-through to identify and remove tripping hazards - Ensure work area is well-lit and free from clutter - Provide proper PPE training for all staff - Display clear signage indicating required PPE - Regularly inspect PPE for any damage or wear and tear - Ensure accessible storage for PPE when not in use - Allocate a safety officer to monitor PPE compliance - Make first aid kits readily accessible - Educate staff on emergency procedures - Install non-slip flooring where necessary 	2M
2. Machine Inspection	machine malfunction, sharp edges	3H	<ul style="list-style-type: none"> - Conduct routine machine maintenance checks - Ensure all guards and safety devices are operational - Provide training on machine-specific hazards - Maintain a log of machine maintenance activities - Use tools specifically designed for inspections - Document any defects and repair promptly - Establish a checklist for inspection tasks - Encourage staff to report any irregularities - Install visible warning signs near sharp edges - Equip staff with cut-resistant gloves as needed 	2M
3. Operating Controls	misoperation, unexpected machine movements	4A	<ul style="list-style-type: none"> - Implement Lockout/Tagout (LOTO) procedures - Conduct regular training on the use of machine controls - Label all controls clearly with their function - Install emergency stop buttons within easy reach - Conduct a pre-operational safety briefing for all operators - Use barriers to separate operators from moving parts - Ensure operators adhere to safe work procedures - Perform periodic drills for emergency responses 	3H

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			<ul style="list-style-type: none"> - Monitor operator activities for compliance - Develop a buddy system for high-risk operations 	
4. Hand Placement	entanglement, pinch points	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Eye Protection	flying debris, chemical splashes	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
6. Manual Handling	muscle strain, dropping objects	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Cleaning and Maintenance	chemical exposure, slippery surfaces	3H		1L
8. Emergency Procedures	panic during evacuation, unclear roles	4A		2M
9. Communication	misunderstanding instructions, language barriers	3H		2M

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10. Supervision and Audit	non-compliance with procedures, unreported hazards	3H		1L
11. Machine Shutdown	electrical shocks, unexpected start-ups	4A		2M
12. Refuelling and Energy Sources	fuel spills, vapour inhalation	3H		2M

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13. Transport of Materials	collisions with objects, overloading transport vehicles	3H		1L
14. Waste Management	exposure to hazardous waste, improper disposal	4A		2M
15. Post-Operation Review	failure to identify recurring hazards, incomplete record-keeping	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.