

Feeding Cladding Through Machinery 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 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	Incorrect machine setup, Inadequate PPE	3H	<ul style="list-style-type: none"> - Conduct thorough machinery inspection before use - Ensure all operators are trained and competent - Check all safety features are operational - Verify machine settings match cladding specifications - Use proper signage to indicate machinery in use - Ensure all personnel are wearing appropriate PPE - Implement lockout/tagout procedures if maintenance is needed - Designate safety officer to oversee operations - Verify emergency stop is functional - Have a clear communication protocol in place 	2M
2. Loading Material	Manual handling injuries, Slipping on surfaces	3L	<ul style="list-style-type: none"> - Use appropriate lifting techniques - Employ mechanical aids where necessary - Conduct slip hazard assessment before loading - Use anti-slip mats near machine area - Ensure adequate lighting - Provide training on safe material handling - Allow sufficient clearance and access - Ensure working area is clean and dry - Use team lifting where appropriate - Keep materials organized and within easy reach 	1L
3. Feeding Cladding Into Machine	Entanglement, Pinch points	4A	<ul style="list-style-type: none"> - Use push sticks or other tools to feed materials - Implement guard rails around feed area - Install safety sensors on machines - Ensure operators have clear view of feed area - Maintain a clear line of communication - Review emergency procedures regularly - Provide pinch point awareness training - Adjust machine guards correctly 	2M

<p>Machine activation,</p>	<p>4A</p>	<p>- Regularly inspect feed equipment</p> <p>[REDACTED]</p>
<p>all from height</p>	<p>3H</p>	<p>[REDACTED]</p>

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7. Machine Shutdown	Electric shock, Delayed shutdown	3H		2M
8. Cleaning & Maintenance	Chemical exposure, Inhalation	3H		1L
9. Waste Disposal	Environmental spills, Inadequate waste segregation	3H		2M

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			<ul style="list-style-type: none"> 1. Establish a safe work area by setting up barriers and warning signs. 2. Ensure all workers are properly trained and certified for the task. 3. Use proper lifting techniques to avoid back injuries. 4. Wear appropriate personal protective equipment (PPE) at all times. 	
10. Emergency Response	Inadequate first-aid access, Panic during emergency	4A	<ul style="list-style-type: none"> 1. Develop and post clear emergency evacuation routes. 2. Train workers on emergency procedures and first aid. 3. Ensure first aid kits are accessible and stocked. 4. Conduct regular emergency drills. 5. Assign specific roles for emergency response. 6. Communicate clearly during emergencies. 7. Establish a chain of command for emergencies. 8. Post emergency contact numbers. 9. Ensure fire extinguishers are available and used correctly. 10. Have a designated meeting point for headcounts. 	2M
11. Training & Supervision	Inadequate training, Lack of supervision	4A	<ul style="list-style-type: none"> 1. Develop comprehensive training programs for all tasks. 2. Ensure training is documented and up-to-date. 3. Assign experienced workers as supervisors. 4. Monitor worker performance during training. 5. Provide ongoing training and refresher courses. 6. Establish clear communication protocols. 7. Use a variety of training methods (theory, practical, etc.). 8. Assess worker understanding before allowing independent work. 9. Encourage a safety culture where workers report issues. 10. Review training effectiveness regularly. 	2M
12. Personal Protective Equipment (PPE)	Inadequate PPE, Improper PPE use	3H	<ul style="list-style-type: none"> 1. Conduct a PPE hazard assessment for each task. 2. Provide the correct PPE for each hazard. 3. Train workers on proper PPE use and maintenance. 4. Enforce PPE use through supervision and enforcement. 5. Inspect PPE for damage and replace as needed. 6. Encourage workers to report PPE issues. 7. Store PPE properly to maintain its effectiveness. 8. Use PPE as a last line of defense when other controls are not sufficient. 9. Regularly update PPE requirements based on new information. 10. Promote the importance of PPE in maintaining safety. 	1L

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13. Document Management	Inaccurate records, Unsecured documents	3H		1L
14. Regular Safety Audits	Missed safety hazards, Non-compliance	3H		1L
15. Continuous Improvement	Complacency in safety procedures, Resistance to change	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.