

Fitting Synchro Rings 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:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

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

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	slippery floor, poor lighting	3H	<ul style="list-style-type: none"> - Ensure the floor area is clean and dry before starting work - Use high-visibility tape to mark work areas clearly - Use adequate lighting solutions to illuminate the workspace - Conduct a pre-work briefing to ensure the team is aware of potential hazards - Provide non-slip footwear to all workers in the area - Ensure that access to the workspace is restricted to authorised personnel only - Implement a cleanliness-go policy to maintain tidiness - Install warning signs where floors are likely to be wet - Regularly inspect and maintain overhead lighting - Provide adequate training on hazard identification and risk mitigation 	1L
2. Selecting Tools	incorrect tool use, tool malfunction	3H	<ul style="list-style-type: none"> - Conduct a toolbox talk regarding proper tool use - Use only company-approved tools for the task - Ensure all tools are inspected before use - Provide training on the use of all specific tools required - Provide PPE such as gloves and goggles to workers - Introduce a maintenance log for all tools to track service history - Develop a check-list for tool condition checks - Encourage workers to report any tool malfunction immediately - Provide and review manufacturer's manuals for the correct use - Store tools in a designated area to prevent damage and loss 	1L
3. Handling Synchro Rings	manual handling injury, ring slip or drop	4A	<ul style="list-style-type: none"> - Conduct manual handling training before allowing handling of synchro rings - Use appropriate lifting techniques and aids where available - Implement a two-person lift policy for rings above a certain weight - Ensure synchro rings are transported using secure and stable methods - Engage workers in frequent short breaks to prevent fatigue - Regularly check for wear and stability of lifting aids - Limit the carrying distance through better planning of workspace layout - Provide cut-resistant gloves to prevent injury from sharp edges 	2M

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			<ul style="list-style-type: none"> - Make use of trolleys or hoists to assist in transportation - Perform regular risk assessments for manual handling tasks - Use barriers to protect against dropped synchro rings 	
4. Measuring Synchro Rings	incorrect measurements, potential exposure to sharp edges	3H	<ul style="list-style-type: none"> - Use correct measuring tools - Wear appropriate PPE - Ensure work area is clear of obstructions - Use barriers to protect against dropped synchro rings - Perform regular risk assessments for manual handling tasks - Use trolleys or hoists to assist in transportation - Ensure correct measurement technique is followed - Use correct measuring tools - Wear appropriate PPE - Ensure work area is clear of obstructions - Use barriers to protect against dropped synchro rings - Perform regular risk assessments for manual handling tasks - Use trolleys or hoists to assist in transportation - Ensure correct measurement technique is followed 	1L
5. Inspecting Synchro Rings	back strain from poor posture, eye strain from poor visibility	3H	<ul style="list-style-type: none"> - Use correct posture - Wear appropriate PPE - Ensure work area is clear of obstructions - Use barriers to protect against dropped synchro rings - Perform regular risk assessments for manual handling tasks - Use trolleys or hoists to assist in transportation - Ensure correct inspection technique is followed - Use correct posture - Wear appropriate PPE - Ensure work area is clear of obstructions - Use barriers to protect against dropped synchro rings - Perform regular risk assessments for manual handling tasks - Use trolleys or hoists to assist in transportation - Ensure correct inspection technique is followed 	1L
6. Cleaning Synchro Rings	chemical exposure, slips from spills	4A	<ul style="list-style-type: none"> - Use correct cleaning technique - Wear appropriate PPE - Ensure work area is clear of obstructions - Use barriers to protect against dropped synchro rings - Perform regular risk assessments for manual handling tasks - Use trolleys or hoists to assist in transportation - Ensure correct cleaning technique is followed - Use correct cleaning technique - Wear appropriate PPE - Ensure work area is clear of obstructions - Use barriers to protect against dropped synchro rings - Perform regular risk assessments for manual handling tasks - Use trolleys or hoists to assist in transportation - Ensure correct cleaning technique is followed 	2M

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7. Pre-assembly Setup	failure to identify defective components, trip hazards from cables	3H		1L
8. Aligning Synchro Rings	alignment error, pinch points	4A		2M
9. Fastening Synchro Rings	over-tightening fasteners, tool slippage	3H		1L

[illegible]

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12. Assembly Verification	verification oversight, interpersonal disagreement	3H	<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	2M
13. Rework & Adjustment	component damage during rework, physical fatigue	4A	<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	2M
14. Final Inspection	overlooking defects, poor communication	3H	<div>SAMPLE</div> <div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	1L

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15. Handover of Completed Work	incorrect information transfer, miscommunication between teams	3H		1L

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.