

Floor Edger 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	
								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	Slippery surfaces, Noise pollution	3H	<ul style="list-style-type: none"> - Assess the working area for any wet surfaces and mark them. - Ensure appropriate signage is in place to indicate slippery floors. - Workers to use hearing protection as per relevant standards. - Limit operational noise exposure to designated time frames. - Maintain machinery in proper working condition to minimise noise and vibration. - Conduct pre-operation checks to ensure equipment safety features are functional. - Schedule work to avoid peak noise times in adjoining areas. - Implement a permit to work system. - Ensure workers have adequate training in equipment use. - Enforce the wearing of sturdy non-slip footwear. 	2M
2. Equipment Selection	Incorrect equipment usage, Faulty machinery	3H	<ul style="list-style-type: none"> - Verify all equipment is inspected and tagged by a qualified professional. - Ensure all operators are trained and competent in using floor edgers. - Use equipment appropriate for the specific task at hand. - Conduct daily pre-use checks. - Maintain a log of equipment inspections and maintenance. - Immediately report and tag out faulty equipment for repairs. - Adhere to manufacturer guidelines for equipment use. - Provide refresher training sessions for correct equipment usage. - Implement a lockout/tagout procedure for faulty equipment. - Keep operator manuals readily available. 	1L
3. Site Setup	Trip hazards, Restricted access	3H	<ul style="list-style-type: none"> - Conduct a site walkthrough to identify and remove trip hazards. - Clearly delineate work areas with barriers or signage. - Ensure adequate lighting throughout the work area. - Remove unnecessary items from the workspace to minimise clutter. - Implement a site access plan to control entry only for authorised personnel. - Ensure emergency exits are unobstructed. - Install temporary safety rails where necessary. - Use cable covers to manage and secure electrical leads. 	1L

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			<ul style="list-style-type: none"> - Regularly inspect the site for newly introduced hazards. - Provide site orientation to all workers. 	
4. Personal Protective Equipment (PPE)	Exposure to dust, Eye injuries	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (safety glasses, dust mask, gloves, etc.) - Ensure PPE is in good condition and used correctly. - Avoid activities that could lead to eye injuries. - Use dust extraction systems where available. - Maintain good housekeeping to prevent dust accumulation. - Provide training on PPE use and hazard awareness. - Conduct regular safety checks and inspections. - Use barriers and signage to restrict access to hazardous areas. - Implement a permit-to-work system for high-risk tasks. - Establish a clear communication system between workers and supervisors. - Conduct regular safety briefings and toolbox talks. - Ensure all workers are competent and trained for the tasks. - Monitor and assess the effectiveness of control measures. - Review and update the risk assessment as needed. - Report any incidents or near misses immediately. - Investigate the causes of incidents and implement corrective actions. - Keep accurate records of all safety activities. - Review safety performance regularly. - Encourage a strong safety culture where everyone is responsible for their own and others' safety. - Provide ongoing safety training and development opportunities. - Conduct regular safety audits and inspections. - Establish a clear chain of command for safety. - Ensure all workers understand their roles and responsibilities for safety. - Implement a system for reporting and investigating safety incidents. - Review and update the risk assessment as new hazards are identified. - Ensure all control measures are effective and practical. - Provide adequate resources for safety. - Establish a clear communication system between workers and supervisors. - Conduct regular safety briefings and toolbox talks. - Ensure all workers are competent and trained for the tasks. - Monitor and assess the effectiveness of control measures. - Review and update the risk assessment as needed. - Report any incidents or near misses immediately. - Investigate the causes of incidents and implement corrective actions. - Keep accurate records of all safety activities. - Review safety performance regularly. - Encourage a strong safety culture where everyone is responsible for their own and others' safety. - Provide ongoing safety training and development opportunities. - Conduct regular safety audits and inspections. - Establish a clear chain of command for safety. - Ensure all workers understand their roles and responsibilities for safety. - Implement a system for reporting and investigating safety incidents. - Review and update the risk assessment as new hazards are identified. - Ensure all control measures are effective and practical. - Provide adequate resources for safety. 	2M
5. Initial Equipment Setup	Electrical shock, Falling injuries	4A	<ul style="list-style-type: none"> - Lock out/tag out (LOTO) procedures must be strictly followed. - Ensure all electrical equipment is properly grounded and insulated. - Use appropriate fall protection equipment (harness, lanyards, etc.) - Establish safe working distances from live electrical equipment. - Use ladders and scaffolding correctly. - Provide training on electrical safety and fall protection. - Conduct regular safety checks and inspections. - Use barriers and signage to restrict access to hazardous areas. - Implement a permit-to-work system for high-risk tasks. - Establish a clear communication system between workers and supervisors. - Conduct regular safety briefings and toolbox talks. - Ensure all workers are competent and trained for the tasks. - Monitor and assess the effectiveness of control measures. - Review and update the risk assessment as needed. - Report any incidents or near misses immediately. - Investigate the causes of incidents and implement corrective actions. - Keep accurate records of all safety activities. - Review safety performance regularly. - Encourage a strong safety culture where everyone is responsible for their own and others' safety. - Provide ongoing safety training and development opportunities. - Conduct regular safety audits and inspections. - Establish a clear chain of command for safety. - Ensure all workers understand their roles and responsibilities for safety. - Implement a system for reporting and investigating safety incidents. - Review and update the risk assessment as new hazards are identified. - Ensure all control measures are effective and practical. - Provide adequate resources for safety. 	2M
6. Operating Procedure Review	Procedure errors, Inadequate training	3H	<ul style="list-style-type: none"> - Review and update operating procedures regularly. - Provide comprehensive training for all workers. - Conduct regular safety briefings and toolbox talks. - Ensure all workers are competent and trained for the tasks. - Monitor and assess the effectiveness of control measures. - Review and update the risk assessment as needed. - Report any incidents or near misses immediately. - Investigate the causes of incidents and implement corrective actions. - Keep accurate records of all safety activities. - Review safety performance regularly. - Encourage a strong safety culture where everyone is responsible for their own and others' safety. - Provide ongoing safety training and development opportunities. - Conduct regular safety audits and inspections. - Establish a clear chain of command for safety. - Ensure all workers understand their roles and responsibilities for safety. - Implement a system for reporting and investigating safety incidents. - Review and update the risk assessment as new hazards are identified. - Ensure all control measures are effective and practical. - Provide adequate resources for safety. 	1L

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7. Machine Operation	Hand-arm vibration syndrome, Flying debris	4A		2M
8. Clearing Debris	Contact with sharp objects, Back injuries	3H		1L
9. Mid-Operation Check	Equipment malfunctions, Human error	4A		1L

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10. Surface Assessment	Uneven surfaces, Contaminated surfaces	3H		1L
11. Routine Maintenance	Unexpected machine stoppage, Inadequate lubrication	3H		1L
12. Spill Control	Chemical exposure, Slips	4A		2M

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13. Shift Changeover	Communication breakdown, Task overlap	3H		1L
14. End of Day Procedures	Equipment left on, Improper storage	3H		1L
15. Emergency Response Readiness	Delayed response, Injuries during evacuation	4A		2M

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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.