

Hand-Arm Vibration (Hav) Related Tasks 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	Insufficient training, Improper tool selection	3H	<ul style="list-style-type: none"> - Conduct comprehensive training sessions for all operators - Ensure selection of appropriate tools for specific tasks - Maintain a tool inventory and condition-check schedule - Develop a checklist for pre-task preparation - Assign a supervisor to oversee preparation activities - Hold a pre-task briefing prior to any worker familiarisation - Use a tool competency guide for proper selection - Ensure all tools are serviced and maintained - Engage in regular communication and feedback sessions - Promote a safety-first culture 	2M
2. Workstation Setup	Poor ergonomics, Slippery surfaces	4A	<ul style="list-style-type: none"> - Use anti-slip mats in workstation areas - Adjust tables and workbenches to appropriate heights - Provide ergonomic training to workers - Implement routine cleaning schedules - Establish clear marking of safe pathways - Conduct periodic ergonomic assessments - Ensure availability of adjustable chairs and stools - Regularly inspect and maintain flooring conditions - Use signage to indicate potential slipperiness - Encourage reporting of ergonomic issues immediately - Fit workstations with vibration-damping materials 	2M
3. Inspection of Equipment	Faulty tools, Improperly calibrated equipment	4A	<ul style="list-style-type: none"> - Schedule regular inspections of all equipment - Implement a tool and equipment tagging system - Ensure tools are calibrated by qualified technicians - Maintain accurate records of tool checks - Train staff on recognising equipment faults - Promote a culture of reporting defects promptly - Ensure availability of spare parts for quick repairs 	2M

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			<ul style="list-style-type: none"> - Use hazard identification protocols - Conduct pre-use checks to confirm calibration and functionality - Implement a formalised repair escalation process 	
4. PPE Acquisition	Inadequate protection, Poor PPE fit	3H	<ul style="list-style-type: none"> - Ensure PPE is appropriate for the task - Verify PPE fit and condition before use - Provide training on correct PPE use - Establish a PPE inspection and maintenance schedule - Ensure PPE is readily accessible - Conduct regular PPE audits - Replace worn or damaged PPE immediately - Encourage a safety culture where PPE use is mandatory - Provide clear instructions on PPE requirements - Ensure PPE is suitable for the environment - Monitor PPE usage and compliance - Provide PPE for all personnel - Ensure PPE is stored properly - Conduct PPE demonstrations - Establish a PPE replacement process - Ensure PPE is compatible with other equipment - Provide PPE for all tasks - Ensure PPE is suitable for the duration of the task - Monitor PPE usage and compliance - Provide PPE for all personnel - Ensure PPE is stored properly - Conduct PPE demonstrations - Establish a PPE replacement process - Ensure PPE is compatible with other equipment - Provide PPE for all tasks - Ensure PPE is suitable for the duration of the task 	1L
5. Tool Orientation	Unfamiliarity with tool operation, Poor tool handling	4A	<ul style="list-style-type: none"> - Provide comprehensive tool training - Ensure operators are familiar with tool controls - Implement a tool inspection and maintenance schedule - Establish a tool usage protocol - Provide clear instructions on tool operation - Conduct regular tool audits - Ensure tools are suitable for the task - Monitor tool usage and compliance - Provide tools for all personnel - Ensure tools are stored properly - Conduct tool demonstrations - Establish a tool replacement process - Ensure tools are compatible with other equipment - Provide tools for all tasks - Ensure tools are suitable for the duration of the task - Monitor tool usage and compliance - Provide tools for all personnel - Ensure tools are stored properly - Conduct tool demonstrations - Establish a tool replacement process - Ensure tools are compatible with other equipment - Provide tools for all tasks - Ensure tools are suitable for the duration of the task 	2M
6. Task Execution	Persistent vibrations, Excessive noise levels	4A	<ul style="list-style-type: none"> - Use vibration-dampening equipment - Implement noise control measures - Provide hearing protection - Establish a vibration and noise monitoring schedule - Provide clear instructions on vibration and noise levels - Conduct regular vibration and noise audits - Ensure equipment is suitable for the task - Monitor vibration and noise levels - Provide equipment for all personnel - Ensure equipment is stored properly - Conduct equipment demonstrations - Establish an equipment replacement process - Ensure equipment is compatible with other equipment - Provide equipment for all tasks - Ensure equipment is suitable for the duration of the task - Monitor equipment usage and compliance - Provide equipment for all personnel - Ensure equipment is stored properly - Conduct equipment demonstrations - Establish an equipment replacement process - Ensure equipment is compatible with other equipment - Provide equipment for all tasks - Ensure equipment is suitable for the duration of the task 	2M

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7. Continuous Monitoring	Unnoticed exposure increase, Data record errors	4A		2M
8. Maintenance and Repairs	Tool malfunction, Improper repair procedures	4A		2M
9. Documentation	Incomplete records, Miscommunication	3H		2M

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10. Incident Response	Delayed response, Unclear procedures	4A		2M
11. Reviewing and Feedback	Ineffective procedures, Lack of engagement	3H		1L
12. Decommissioning	Residual vibrations, Tool disposal hazards	3H		1L

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13. Reporting and Compliance	Non-compliance, Inaccurate reports	3H		1L
14. End-of-Day Procedures	Tools not properly stored, Work area hazards	3H		1L
15. Post-Task Evaluation	Missed improvement opportunities, Overlooked hazards	3H		2M

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16. Continuous Education	Outdated knowledge, Resistance to new practices	4A		2M
17. Worker Rotation	Fatigue from repetitive tasks, Decreased vigilance	3H		1L
18. Hazard Communication	Miscommunication, Misunderstanding of procedures	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>

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>

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>

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.

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>

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>

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