

## Hand-Arm Vibration Syndrome Risks 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			<b>Elimination</b> Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change
								<b>PPE</b>

## Risk Rating & Required Action:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

## Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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. Assessment	Incorrect assessment, Overlooking tools	3H	<ul style="list-style-type: none"> <li>- Conduct a detailed site inspection before work begins</li> <li>- Consult with employees regarding potential vibration sources</li> <li>- Review equipment manuals for vibration levels</li> <li>- Identify all tools that might cause hand-arm vibration</li> <li>- Use vibration measurement equipment to gather data</li> <li>- Record findings accurately</li> <li>- Consider historical data and equipment usage</li> <li>- Plan further inspections as required</li> <li>- Determine the need for expert consultation</li> <li>- Ensure compliance with current regulations</li> </ul>	2M
2. Equipment Selection	Incorrect equipment, Outdated technology	3H	<ul style="list-style-type: none"> <li>- Choose low vibration equipment</li> <li>- Prefer equipment with anti-vibration handles</li> <li>- Review and compare manufacturer specifications</li> <li>- Ensure equipment is properly maintained</li> <li>- Replace outdated equipment</li> <li>- Trial new technology</li> <li>- Gather user feedback on equipment performance</li> <li>- Train workers on equipment usage</li> <li>- Purchase from reputable suppliers</li> <li>- Engage safety manager in selection process</li> </ul>	2M
3. Training	Inadequate training, Untrained staff	3H	<ul style="list-style-type: none"> <li>- Conduct comprehensive training programs</li> <li>- Include vibration control techniques in training</li> <li>- Use experienced instructors</li> <li>- Schedule regular refresher courses</li> <li>- Simulate work environments during training</li> <li>- Test workers' understanding post-training</li> <li>- Provide clear training materials</li> <li>- Require certification before equipment use</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Introduce vibration awareness programs</li> <li>- Monitor training effectiveness</li> </ul>	
4. PPE	Incorrect PPE, Insufficient protection	2M	<ul style="list-style-type: none"> <li>- Provide appropriate PPE (e.g., safety glasses, gloves, earplugs)</li> <li>- Ensure PPE is worn correctly and maintained</li> <li>- Provide training on PPE use and importance</li> <li>- Conduct regular PPE inspections</li> <li>- Replace worn or damaged PPE immediately</li> <li>- Establish a PPE checklist and ensure compliance</li> <li>- Provide clear instructions on PPE requirements</li> <li>- Conduct PPE demonstrations</li> <li>- Encourage a safety culture where PPE is valued</li> <li>- Provide PPE for all tasks, even low-risk ones</li> <li>- Ensure PPE is comfortable and does not hinder work</li> <li>- Provide PPE for all workers, regardless of experience</li> <li>- Conduct PPE audits and provide feedback</li> <li>- Provide PPE for all tasks, even low-risk ones</li> <li>- Ensure PPE is comfortable and does not hinder work</li> <li>- Provide PPE for all workers, regardless of experience</li> <li>- Conduct PPE audits and provide feedback</li> </ul>	1L
5. Tool Maintenance	Poor maintenance, Tool failure	3H	<ul style="list-style-type: none"> <li>- Implement a regular tool maintenance schedule</li> <li>- Train workers on proper tool use and maintenance</li> <li>- Inspect tools before use and after use</li> <li>- Report damaged or worn tools immediately</li> <li>- Replace or repair damaged tools promptly</li> <li>- Store tools properly to prevent damage</li> <li>- Use tools within their rated capacity</li> <li>- Avoid using tools for unintended purposes</li> <li>- Keep tools clean and free of debris</li> <li>- Sharpen cutting tools regularly</li> <li>- Lubricate moving parts as recommended</li> <li>- Check for loose parts or screws</li> <li>- Follow manufacturer's instructions for maintenance</li> <li>- Keep a log of tool maintenance activities</li> <li>- Provide a designated area for tool maintenance</li> <li>- Encourage workers to take ownership of their tools</li> <li>- Conduct regular tool inspections</li> <li>- Provide training on tool safety and maintenance</li> <li>- Establish a system for reporting tool issues</li> <li>- Replace worn or damaged tools immediately</li> <li>- Store tools properly to prevent damage</li> <li>- Use tools within their rated capacity</li> <li>- Avoid using tools for unintended purposes</li> <li>- Keep tools clean and free of debris</li> <li>- Sharpen cutting tools regularly</li> <li>- Lubricate moving parts as recommended</li> <li>- Check for loose parts or screws</li> <li>- Follow manufacturer's instructions for maintenance</li> <li>- Keep a log of tool maintenance activities</li> <li>- Provide a designated area for tool maintenance</li> <li>- Encourage workers to take ownership of their tools</li> </ul>	2M
6. Monitoring Vibration	Ineffective monitoring, Lack of feedback	3H	<ul style="list-style-type: none"> <li>- Implement a vibration monitoring system</li> <li>- Train workers on how to use the monitoring system</li> <li>- Set clear vibration limits and thresholds</li> <li>- Monitor vibration levels regularly</li> <li>- Provide immediate feedback on vibration levels</li> <li>- Adjust work practices if vibration levels are high</li> <li>- Take breaks if vibration levels are high</li> <li>- Use vibration monitoring data to improve work practices</li> <li>- Provide training on vibration awareness</li> <li>- Encourage workers to report high vibration levels</li> <li>- Establish a system for reporting vibration issues</li> <li>- Replace worn or damaged tools immediately</li> <li>- Store tools properly to prevent damage</li> <li>- Use tools within their rated capacity</li> <li>- Avoid using tools for unintended purposes</li> <li>- Keep tools clean and free of debris</li> <li>- Sharpen cutting tools regularly</li> <li>- Lubricate moving parts as recommended</li> <li>- Check for loose parts or screws</li> <li>- Follow manufacturer's instructions for maintenance</li> <li>- Keep a log of tool maintenance activities</li> <li>- Provide a designated area for tool maintenance</li> <li>- Encourage workers to take ownership of their tools</li> </ul>	2M

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			<div></div> <div></div> <div></div>	
7. Job Rotation	Repetitive tasks, Prolonged exposure	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
8. Work Scheduling	Overworking, Fatigue	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
9. Worker Feedback	Unreported issues, Lack of improvements	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

adequate methods

2M

Symptoms, Inadequate

3H

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13. Reporting Systems	Inaccurate reporting, Delayed reporting	2M		1L
14. Continuous Improvement	Stagnation, Unaddressed issues	2M		1L
15. Management Commitment	Lack of support, Token gestures	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.