

## Handling Sharp Objects 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			<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.	Isolation 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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	Improper handling technique, Inadequate PPE	3H	<ul style="list-style-type: none"> <li>- Conduct pre-operational checks on equipment</li> <li>- Wear appropriate PPE such as cut-resistant gloves</li> <li>- Provide training on proper handling techniques</li> <li>- Ensure adequate lighting in work areas</li> <li>- Inspect tools for damage or wear prior to use</li> <li>- Designate specific areas for handling sharp objects</li> <li>- Use mechanical lifts when possible</li> <li>- Maintain a clean and uncluttered workspace</li> <li>- Limit the handling of sharp objects to trained personnel</li> <li>- Review the safety analysis regularly</li> </ul>	2M
2. Tool Selection	Selecting inappropriate tools, Faulty tools	3H	<ul style="list-style-type: none"> <li>- Use tools specifically designed for the task</li> <li>- Regularly inspect and maintain tools</li> <li>- Provide training on tool selection</li> <li>- Ensure tools are stored safely and securely</li> <li>- Replace damaged or faulty tools immediately</li> <li>- Have a checklist for tool inspections</li> <li>- Only trained personnel to select tools</li> <li>- Consult the manufacturer's instructions</li> <li>- Use ergonomic tools to reduce strain</li> <li>- Perform regular audits on tool conditions</li> </ul>	1L
3. Storage	Objects falling, Improper container use	2M	<ul style="list-style-type: none"> <li>- Store sharp objects in designated areas</li> <li>- Use appropriate containers with secure closures</li> <li>- Label containers clearly to identify contents</li> <li>- Maintain organized storage systems</li> <li>- Conduct regular storage audits</li> <li>- Implement a check-out system for tools</li> <li>- Ensure storage areas have restricted access</li> <li>- Provide training on proper storage techniques</li> </ul>	1L

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
			<ul style="list-style-type: none"> <li>- Regularly review storage protocols</li> <li>- Immediately report and address any storage issues</li> </ul>	
4. Transportation	Objects slipping, Inadequate handling while moving	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Ensure clear path for movement</li> <li>- Use appropriate equipment (e.g., trolleys, lifts)</li> <li>- Communicate with team members</li> <li>- Avoid carrying loads that obstruct vision</li> <li>- Keep aisles clear of clutter</li> <li>- Use designated routes for movement</li> <li>- Secure loads properly</li> <li>- Avoid rushing</li> <li>- Use proper footing and balance</li> <li>- Report any hazards immediately</li> <li>- Follow safe work practices</li> <li>- Use handrails on stairs</li> <li>- Avoid carrying loads up or down stairs</li> <li>- Use proper posture</li> <li>- Avoid overexertion</li> <li>- Use proper tie-off techniques</li> <li>- Follow fall protection protocols</li> <li>- Use proper ladder techniques</li> <li>- Avoid leaning against equipment</li> <li>- Use proper hand signals</li> <li>- Keep work area organized</li> <li>- Use proper communication</li> <li>- Avoid distractions</li> <li>- Use proper tie-off techniques</li> <li>- Follow fall protection protocols</li> <li>- Use proper ladder techniques</li> <li>- Avoid leaning against equipment</li> <li>- Use proper hand signals</li> <li>- Keep work area organized</li> <li>- Use proper communication</li> <li>- Avoid distractions</li> </ul>	2M
5. Inspection	Missed damage, Improper inspection techniques	2M	<ul style="list-style-type: none"> <li>- Conduct thorough visual inspection</li> <li>- Use appropriate inspection tools</li> <li>- Follow inspection checklist</li> <li>- Document findings</li> <li>- Report any damage or issues</li> <li>- Use proper inspection techniques</li> <li>- Avoid rushing</li> <li>- Use proper communication</li> <li>- Avoid distractions</li> <li>- Use proper tie-off techniques</li> <li>- Follow fall protection protocols</li> <li>- Use proper ladder techniques</li> <li>- Avoid leaning against equipment</li> <li>- Use proper hand signals</li> <li>- Keep work area organized</li> <li>- Use proper communication</li> <li>- Avoid distractions</li> </ul>	1L
6. Cleaning	Exposure to cleaners, Sharp object contact	3H	<ul style="list-style-type: none"> <li>- Use appropriate cleaning products</li> <li>- Follow safety instructions</li> <li>- Wear PPE (gloves, goggles)</li> <li>- Avoid contact with sharp objects</li> <li>- Use proper cleaning techniques</li> <li>- Avoid rushing</li> <li>- Use proper communication</li> <li>- Avoid distractions</li> <li>- Use proper tie-off techniques</li> <li>- Follow fall protection protocols</li> <li>- Use proper ladder techniques</li> <li>- Avoid leaning against equipment</li> <li>- Use proper hand signals</li> <li>- Keep work area organized</li> <li>- Use proper communication</li> <li>- Avoid distractions</li> </ul>	2M

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7. Disposal	Punctures from disposables, Improper disposal methods	3H		1L
8. Maintenance	Improper maintenance procedure, Control malfunction	3H		1L
9. Incident Response	Delayed incident response, Inadequate first-aid resources	3H		1L

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10. Task Supervision	Inadequate supervision, Missed corrective actions	3H		1L
11. Training	Inadequate understanding, Incorrect processes	4A		1L
12. Ergonomics	Poor body posture, Repetitive strain	3H		2M

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13. Communication	Miscommunication, Lack of information	3H		1L
14. Monitoring and Review	Lack of data collection, Missed improvements	3H		1L
15. Emergency Preparedness	Inadequate emergency response, Improper evacuation procedures	4A		1L

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16. Incident Reporting	Delayed reporting, Incomplete reports	2M		1L
17. Fatigue Management	Reduced concentration, Increased error rate	3H		1L
18. Personal Protective Equipment	Improper use, Non-compliance	3H		1L



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19. Environmental Conditions	Poor lighting, Uneven surfaces	2M		1L
20. Task Planning	Inadequate resource allocation, Task overload	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>

### 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