

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

## Risk Rating &amp; 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. Preparation        | Slippery floor, Sharp tools       | 3H           | <ul style="list-style-type: none"> <li>- Ensure floors are dry and marked with warning signs.</li> <li>- Conduct toolbox talks to emphasise the importance of vigilance.</li> <li>- Ensure work boots with non-slip soles are worn.</li> <li>- Keep work area clear of unnecessary clutter.</li> <li>- Use caution signs to indicate the presence of sharp tools.</li> <li>- Inspect carving tools for damage before use.</li> <li>- Provide training on the proper handling of sharp equipment.</li> <li>- Maintain a clean work environment at all times.</li> <li>- Store tools securely when not in use.</li> <li>- Review emergency procedures regularly.</li> </ul>                  | 2M            |
| 2. Material Selection | Heavy lifting, Inhalation of dust | 3H           | <ul style="list-style-type: none"> <li>- Use mechanical aids for lifting heavy materials.</li> <li>- Provide adequate training on manual handling techniques.</li> <li>- Ensure dust extraction systems are installed and operational.</li> <li>- Provide appropriate PPE, including masks and gloves.</li> <li>- Regularly inspect ventilation systems.</li> <li>- Rotate tasks to avoid fatigue from repetitive actions.</li> <li>- Place safety posters regarding handling practices.</li> <li>- Maintain clear walkways for safe transport of materials.</li> <li>- Conduct regular checks of lifting equipment.</li> <li>- Ensure visibility in the workspace is adequate.</li> </ul> | 1L            |
| 3. Tool Setup         | Electrical shock, Cuts            | 3H           | <ul style="list-style-type: none"> <li>- Verify electrical equipment has current test tags.</li> <li>- Use RCD-protected power outlets.</li> <li>- Inspect cables and plugs for damage regularly.</li> <li>- Ensure tools are in proper working order before use.</li> <li>- Provide protective gloves for handling blades.</li> <li>- Conduct training on the safe setup of tools.</li> <li>- Ensure emergency stop buttons are functional and accessible.</li> <li>- Implement a lockout/tagout process.</li> </ul>  | 2M            |

| 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>- Use tools according to manufacturer instructions.</li> <li>- Provide equipment manuals onsite for reference.</li> </ul>  |               |
| 4. Workpiece Securing | Pinching hazards, Back strain     | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 5. Carving            | Cuts from chisels, Flying debris  | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 6. Tool Maintenance   | Noise exposure, Chemical exposure | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 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 |
|                        |                                   |              |  |               |
| 7. Handling Waste      | Contamination, Sharp objects      | 3H           |  | 2M            |
| 8. Cleaning Operations | Chemical burns, Slip              | 3H           |  | 2M            |
| 9. End-of-Day Shutdown | Improper shutdown, Energy release | 2M           |  | 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 |
|                            |  |              |  |               |
| 10. Ergonomic Assessments  | Repetitive strain injuries, Poor posture | 2M           |  | 1L            |
| 11. Training and Induction | Lack of knowledge, Non-compliance        | 3H           |  | 1L            |
| 12. Weather Conditions     | Heat stress, Wet conditions              | 3H           |  | 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 |
|                          |   |              |  |               |
| 13. Emergency Procedures | Delayed response, Inadequate resources  | 4A           |  | 2M            |
| 14. PPE Management       | PPE misuse, Insufficient PPE            | 3H           |  | 1L            |
| 15. Incident Reporting   | Unreported incidents, Delayed reporting | 3H           |  | 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 |
|                     |                        |              | <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.