

## Horizontal Band Saw 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. Preparation	Slippery floor, Unsecured tools	3H	<ul style="list-style-type: none"> <li>- Ensure floor is dry and clean before starting the job</li> <li>- Secure all tools before starting the job</li> <li>- Conduct a pre-start inspection of the area</li> <li>- Complete a job safety analysis before commencing</li> <li>- Confirm adequate lighting in the work area</li> <li>- Ensure emergency stops are operational</li> <li>- All workers must wear anti-slip footwear</li> <li>- Provide training on potential slipping hazards</li> <li>- Display warning signs regarding wet areas</li> <li>- Keep walkways clear of obstructions</li> </ul>	2M
2. Equipment Inspection	Faulty machinery, Exposed wires	3H	<ul style="list-style-type: none"> <li>- Conduct regular maintenance checks according to manufacturer specifications</li> <li>- Inspect electrical cords and replace if damaged</li> <li>- Use lockout/tagout system for faulty equipment</li> <li>- Ensure machinery guard is operational</li> <li>- Test emergency stop functions before use</li> <li>- Maintain an equipment logbook for inspection records</li> <li>- Train staff on proper equipment handling procedures</li> <li>- Replace damaged or worn parts immediately</li> <li>- Ensure all repairs are documented</li> <li>- Conduct visual inspections before each use</li> </ul>	1L
3. Set-Up	Incorrect blade installation, Misalignment of material	3H	<ul style="list-style-type: none"> <li>- Use only manufacturer-approved blades</li> <li>- Train operators in correct blade installation procedures</li> <li>- Verify blade tension and alignment before starting</li> <li>- Use alignment tools to ensure accurate positioning</li> <li>- Provide personal protective equipment (PPE) such as gloves</li> <li>- Calibrate machine settings according to material type</li> <li>- Use locking mechanisms to secure the material</li> <li>- Regularly check alignment during operations</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>- Stop the machine immediately if misalignment is detected</li> <li>- Display setup procedures near the machine</li> </ul>	
4. Operation	Entanglement with moving parts, Kickback	4A	<ul style="list-style-type: none"> <li>- Lock out/tag out the machine</li> <li>- Use proper lifting techniques</li> <li>- Wear appropriate PPE (hard hat, safety glasses, gloves)</li> <li>- Ensure all guards are in place and functioning</li> <li>- Follow manufacturer's instructions for operation</li> <li>- Keep work area clear of obstructions</li> <li>- Use correct tooling for the task</li> <li>- Avoid reaching over or under moving parts</li> <li>- Maintain a safe distance from the machine</li> <li>- Do not operate the machine if you are impaired</li> <li>- Regularly inspect the machine for wear and damage</li> <li>- Report any issues to a supervisor immediately</li> </ul>	3H
5. Shutdown and Cleanup	Residual energy release, Sharp edges and debris	3H	<ul style="list-style-type: none"> <li>- Disconnect the machine from the power source</li> <li>- Release any stored energy (e.g., capacitors, springs)</li> <li>- Use proper techniques for handling sharp edges and debris</li> <li>- Wear appropriate PPE (gloves, safety glasses)</li> <li>- Dispose of debris properly</li> <li>- Clean the work area thoroughly</li> <li>- Inspect the machine for damage before reuse</li> <li>- Report any issues to a supervisor immediately</li> </ul>	2M
6. Maintenance	Lack of lubrication, Unsecured machine during maintenance	3H	<ul style="list-style-type: none"> <li>- Follow the manufacturer's maintenance schedule</li> <li>- Use the correct lubricants and tools</li> <li>- Secure the machine properly before maintenance</li> <li>- Lock out/tag out the machine</li> <li>- Wear appropriate PPE (gloves, safety glasses)</li> <li>- Inspect the machine for wear and damage</li> <li>- Report any issues to a supervisor immediately</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
7. Tool Changeover	Pinch points, Incorrect installation	3H		2M
8. Emergency Response	Delayed medical assistance, Panic during incidents	4A		2M
9. Communication	Misunderstood instructions, Lack of awareness	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. Training and Competency	Inadequate skill level, Overconfidence	3H		1L
11. Monitoring and Reviewing	Unnoticed wear and tear Non-compliance	3H		2M
12. Material Handling	Heavy lifting, Trip hazards	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. Environmental Conditions	Exposure to noise, Dust inhalation	3H		2M
14. Ergonomics and Posture	Repetitive strain injuries, Fatigue	3H		1L
15. Housekeeping	Cluttered workspace, Unidentified minor hazards	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
			<div></div> <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.