

## Interlocking Task Using Fasteners 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 the 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	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> 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				
								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	slips and trips, incorrect tools usage	3H	<ul style="list-style-type: none"> <li>- Conduct site inspection to identify hazards</li> <li>- Ensure all tools are checked for safety compliance</li> <li>- Provide non-slip mats on floors</li> <li>- Train workers on proper tool usage</li> <li>- Ensure good housekeeping practices</li> <li>- Provide appropriate PPE such as gloves</li> <li>- Ensure adequate lighting in work area</li> <li>- Implement clear work instruction documents</li> <li>- Designate a safety officer to oversee task</li> <li>- Use taped signs to warn of slippery surfaces</li> </ul>	2M
2. Assembling Work Materials	manual handling injuries, strains and sprains	3H	<ul style="list-style-type: none"> <li>- Arrange materials at waist height to minimize bending</li> <li>- Use mechanical aids for lifting heavy objects</li> <li>- Train workers in correct manual handling techniques</li> <li>- Encourage team lifting for bulky items</li> <li>- Regular breaks to prevent fatigue</li> <li>- Ensure appropriate footwear to provide support and stability</li> <li>- Limit the weight of loads carried</li> <li>- Provide adjustable workstations</li> <li>- Conduct ergonomic assessments</li> <li>- Use trolleys for moving materials</li> </ul>	2M
3. Selecting Appropriate Fasteners	incorrect fastener selection, sharp edges	2M	<ul style="list-style-type: none"> <li>- Provide training on fastener specification requirement</li> <li>- Use fastener selector tools</li> <li>- Ensure fasteners are stored in clearly marked bins</li> <li>- Provide gloves to protect from sharp edges</li> <li>- Keep work area tidy and free from sharp objects</li> <li>- Validate fastener selections with a supervisor</li> <li>- Regular toolbox talks about fastener hazards</li> <li>- Offer first aid kits in case of cuts</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>- Use safety data sheets for all fasteners</li> <li>- Replace defective fasteners immediately</li> </ul>	
4. Pre-Task Briefing	miscommunication, lack of task clarity	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-task briefing with all workers involved</li> <li>- Assign specific roles and responsibilities to each worker</li> <li>- Ensure all workers understand the task and the hazards involved</li> <li>- Use clear and concise language when communicating</li> <li>- Repeat key information to ensure understanding</li> <li>- Encourage workers to ask questions if they are unsure</li> <li>- Provide a visual aid if possible</li> <li>- Confirm that all workers are ready to proceed</li> <li>- Establish a clear line of communication</li> <li>- Assign a designated point of contact for any questions</li> <li>- Review the task and hazards before starting</li> <li>- Ensure all workers have the necessary PPE</li> <li>- Establish a safe work area</li> <li>- Remove any obstacles or tripping hazards</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Follow the manufacturer's instructions for all equipment</li> <li>- Use proper tool handling techniques</li> <li>- Avoid distractions</li> <li>- Keep the work area clean and organized</li> <li>- Report any hazards or incidents immediately</li> <li>- Stop work if a hazard is identified</li> <li>- Follow the company's safety policies and procedures</li> <li>- Participate in safety training and drills</li> <li>- Stay alert and focused at all times</li> <li>- Use common sense and good judgment</li> <li>- Do not drink or use alcohol while working</li> <li>- Get adequate rest and sleep</li> <li>- Eat a healthy diet</li> <li>- Stay in good physical condition</li> <li>- Wear your seat belt while driving to and from work</li> <li>- Do not use a cell phone while driving</li> <li>- Follow traffic rules and regulations</li> <li>- Use proper parking techniques</li> <li>- Lock your car when leaving it unattended</li> <li>- Do not leave valuables in your car</li> <li>- Be aware of your surroundings at all times</li> <li>- Avoid walking on wet or slippery surfaces</li> <li>- Use proper stair and ladder safety</li> <li>- Do not run or play in the workplace</li> <li>- Keep aisles clear of clutter</li> <li>- Use proper fire safety procedures</li> <li>- Know the location of fire extinguishers and exits</li> <li>- Do not smoke in the workplace</li> <li>- Follow the company's emergency response plan</li> <li>- Participate in emergency drills</li> <li>- Stay calm in an emergency</li> <li>- Follow the instructions of emergency personnel</li> <li>- Report any accidents or incidents to your supervisor</li> <li>- Cooperate with the investigation of any accidents</li> <li>- Learn from your mistakes and share them with others</li> <li>- Stay committed to safety at all times</li> </ul>	1L
5. Marking Work Area	errors in marking, trip hazards from marking tools	2M	<ul style="list-style-type: none"> <li>- Use proper marking techniques</li> <li>- Ensure marking tools are in good condition</li> <li>- Use clear and visible marking materials</li> <li>- Mark the work area before starting</li> <li>- Use caution when using marking tools</li> <li>- Avoid tripping over marking tools or materials</li> <li>- Keep the work area clear of clutter</li> <li>- Use proper lifting techniques when moving marking materials</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Follow the manufacturer's instructions for all marking equipment</li> <li>- Use proper tool handling techniques</li> <li>- Avoid distractions</li> <li>- Keep the work area clean and organized</li> <li>- Report any hazards or incidents immediately</li> <li>- Stop work if a hazard is identified</li> <li>- Follow the company's safety policies and procedures</li> <li>- Participate in safety training and drills</li> <li>- Stay alert and focused at all times</li> <li>- Use common sense and good judgment</li> <li>- Do not drink or use alcohol while working</li> <li>- Get adequate rest and sleep</li> <li>- Eat a healthy diet</li> <li>- Stay in good physical condition</li> <li>- Wear your seat belt while driving to and from work</li> <li>- Do not use a cell phone while driving</li> <li>- Follow traffic rules and regulations</li> <li>- Use proper parking techniques</li> <li>- Lock your car when leaving it unattended</li> <li>- Do not leave valuables in your car</li> <li>- Be aware of your surroundings at all times</li> <li>- Avoid walking on wet or slippery surfaces</li> <li>- Use proper stair and ladder safety</li> <li>- Do not run or play in the workplace</li> <li>- Keep aisles clear of clutter</li> <li>- Use proper fire safety procedures</li> <li>- Know the location of fire extinguishers and exits</li> <li>- Do not smoke in the workplace</li> <li>- Follow the company's emergency response plan</li> <li>- Participate in emergency drills</li> <li>- Stay calm in an emergency</li> <li>- Follow the instructions of emergency personnel</li> <li>- Report any accidents or incidents to your supervisor</li> <li>- Cooperate with the investigation of any accidents</li> <li>- Learn from your mistakes and share them with others</li> <li>- Stay committed to safety at all times</li> </ul>	1L
6. Drilling Pilot Holes	tool malfunction, eye injuries from debris	4A	<ul style="list-style-type: none"> <li>- Inspect the drill bit and tool before use</li> <li>- Use proper drilling techniques</li> <li>- Wear eye protection at all times</li> <li>- Avoid reaching into the drill</li> <li>- Do not touch the drill bit while it is rotating</li> <li>- Use caution when removing the drill bit</li> <li>- Keep the work area clear of clutter</li> <li>- Use proper lifting techniques when moving the drill</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Follow the manufacturer's instructions for all drilling equipment</li> <li>- Use proper tool handling techniques</li> <li>- Avoid distractions</li> <li>- Keep the work area clean and organized</li> <li>- Report any hazards or incidents immediately</li> <li>- Stop work if a hazard is identified</li> <li>- Follow the company's safety policies and procedures</li> <li>- Participate in safety training and drills</li> <li>- Stay alert and focused at all times</li> <li>- Use common sense and good judgment</li> <li>- Do not drink or use alcohol while working</li> <li>- Get adequate rest and sleep</li> <li>- Eat a healthy diet</li> <li>- Stay in good physical condition</li> <li>- Wear your seat belt while driving to and from work</li> <li>- Do not use a cell phone while driving</li> <li>- Follow traffic rules and regulations</li> <li>- Use proper parking techniques</li> <li>- Lock your car when leaving it unattended</li> <li>- Do not leave valuables in your car</li> <li>- Be aware of your surroundings at all times</li> <li>- Avoid walking on wet or slippery surfaces</li> <li>- Use proper stair and ladder safety</li> <li>- Do not run or play in the workplace</li> <li>- Keep aisles clear of clutter</li> <li>- Use proper fire safety procedures</li> <li>- Know the location of fire extinguishers and exits</li> <li>- Do not smoke in the workplace</li> <li>- Follow the company's emergency response plan</li> <li>- Participate in emergency drills</li> <li>- Stay calm in an emergency</li> <li>- Follow the instructions of emergency personnel</li> <li>- Report any accidents or incidents to your supervisor</li> <li>- Cooperate with the investigation of any accidents</li> <li>- Learn from your mistakes and share them with others</li> <li>- Stay committed to safety at all times</li> </ul>	2M

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7. Positioning Fasteners	misalignment, pinching hazards	3H		2M
8. Securing Fasteners	over-tightening, vibration	4A		2M
9. Verifying Fastening	missed inspections, loose fasteners	3H		1L

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10. Cleaning Up Work Area	contact with sharp debris, trip hazards from tools	2M		1L
11. Final Inspection and Handover	missed faults, communication errors	3H		1L
12. Documentation and Reporting	loss of records, inaccurate reporting	2M		1L

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13. Reviewing and Revising Procedures	outdated procedures, resistance to change	3H		1L
14. finalSafety and Security Check	unauthorised access, equipment tampering	3H		2M
15. Debrief and Lessons Learned	miscommunication, lack of follow-up	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.