

## Levelling With Surface Jointers 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.	<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>
<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.		
3H						Review and approve additional controls before task starts. Senior supervisor sign-off needed.		
2M						Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.		
1L						Proceed, following standard operating procedures. Monitor and keep records.		
<b>Consequence Scale:</b>								
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			
						Always document <b>why</b> 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	Slips due to wet surface, Trip hazards from equipment	3H	<ul style="list-style-type: none"> <li>- Conduct site inspection to identify and remove trip hazards.</li> <li>- Ensure good lighting in the work area to enhance visibility.</li> <li>- Establish a clean and dry work surface before commencing work.</li> <li>- Provide slip-resistant footwear to all workers.</li> <li>- Place warning signs to alert about wet areas.</li> <li>- Train workers on awareness and best practices for movement around equipment.</li> <li>- Use barricades to restrict access to non-essential personnel.</li> <li>- Set up a clear and organised work station.</li> <li>- Mark walkways clearly.</li> <li>- Regularly mop up any spills immediately.</li> </ul>	2M
2. Equipment Inspection	Faulty equipment leading to injuries, Improper functioning leading to inaccurate work	3H	<ul style="list-style-type: none"> <li>- Conduct routine checks on all equipment before use.</li> <li>- Ensure guards and protective devices on equipment are operational.</li> <li>- Implement a tag-out system for faulty equipment.</li> <li>- Provide training for workers to recognise faulty equipment.</li> <li>- Schedule regular maintenance and servicing of equipment.</li> <li>- Maintain a logbook for inspection and maintenance records.</li> <li>- Ensure only trained personnel perform equipment inspection.</li> <li>- Replace worn out or damaged parts promptly.</li> <li>- Follow manufacturer's instructions for equipment handling.</li> <li>- Use only company-approved equipment.</li> </ul>	1L
3. Power Connection	Electric shock from improper connection, Trip hazards from cables	4A	<ul style="list-style-type: none"> <li>- Use only certified electricians for main power connections.</li> <li>- Inspect cords and connections for damage before use.</li> <li>- Route cables away from traffic areas to prevent tripping.</li> <li>- Use cable covers where cables cross walkways.</li> <li>- Disconnect power when not in use.</li> <li>- Install residual current devices (RCDs) on all power outlets used.</li> <li>- Educate workers on safe handling of electrical cords.</li> <li>- Ensure tools are designed for the electrical system of the worksite.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Label all power points clearly.</li> <li>- Implement lockout/tagout procedures for maintenance.</li> </ul>	
4. Setting up Surface Jointer	Cuts from sharp blades, Pinch points during setup	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>	2M
5. Material Handling	Manual handling injuries, Hazardous splinters from materials	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>	2M
6. Operation	Contact with rotating blades, Noise hazards causing hearing damage	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Dust Control	Respiratory issues from inhaling dust, Dust explosion hazards	4A		1L
8. Maintenance	Injuries from unexpected startup, Exposure to hazardous substances	3H		1L
9. Cleaning	Chemical exposure during cleaning, Slips from wet surfaces	3H		2M

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10. Emergency Response	Injuries from delayed response, Inadequate emergency equipment	4A		1L
11. Waste Management	Environmental harm from improper disposal, Injuries from handling waste	3H		2M
12. Communication	Miscommunication leading to accidents, Inadequate reporting of hazards	3H		2M

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13. Training	Inadequate skills leading to errors, Lack of awareness of safety protocols	4A		1L
14. Personal Protective Equipment (PPE)	Inadequate protection from hazards, Incorrect use of PPE leading to exposure	4A		2M

<p>ment of safety protocols, monitoring of work practices</p>	<p>4A</p>
<p>to trip hazards, materials, risks</p>	<p>3H</p>



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18. Incident Reporting	Delayed reporting causing repeated incidents, Incomplete data collection impacting prevention strategies	3H		1L
19. Access Control	Unauthorised access leading to potential harm, Restricted areas being breached unintentionally	3H		1L
20. Stress Management	Mental fatigue causing lack of concentration, High stress levels leading to poor decision making	3H		2M

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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>

### 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