

## Loading Unloading Grinder 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	
								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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	Manual handling injuries, Slips and trips	3H	<ul style="list-style-type: none"> <li>- Conduct a toolbox talk to discuss safe practices.</li> <li>- Ensure ground is clear of obstacles.</li> <li>- Use anti-slip mats in work areas.</li> <li>- Provide proper training for manual handling tasks.</li> <li>- Use mechanical aids for lifting heavy items.</li> <li>- Implement a buddy system for moving bulky items.</li> <li>- Ensure appropriate footwear is worn.</li> <li>- Check weather conditions and plan for wet weather.</li> <li>- Designate specific paths for walking and transporting items.</li> <li>- Regularly inspect and maintain walkways and floors.</li> </ul>	2M
2. Identification of Equipment	Misidentification of equipment, Equipment falling	3H	<ul style="list-style-type: none"> <li>- Label all equipment clearly with identifiable markers.</li> <li>- Provide a checklist for equipment identification.</li> <li>- Conduct training sessions on equipment categorisation.</li> <li>- Use appropriate storage racks and holders for equipment.</li> <li>- Regularly audit equipment storage areas.</li> <li>- Ensure all staff understand equipment-specific risks.</li> <li>- Conduct pre-task checks to confirm appropriate equipment use.</li> <li>- Maintain clear visual line-of-sight in storage areas.</li> <li>- Implement a double-check system before equipment handling.</li> <li>- Clearly mark zones for different equipment types.</li> </ul>	1L
3. Inspection of Equipment	Faulty equipment, Inadequate inspection	4A	<ul style="list-style-type: none"> <li>- Develop a regular inspection schedule for all equipment.</li> <li>- Use an equipment check list during inspections.</li> <li>- Train staff on identifying common equipment faults.</li> <li>- Ensure all inspections are documented and reviewed.</li> <li>- Use a qualified inspector for high-risk equipment.</li> <li>- Apply lockout/tagout procedures for faulty items.</li> <li>- Use brightly coloured tags to mark inspected equipment.</li> <li>- Provide feedback loops for reporting inspection concerns.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Ensure immediate repair or disposal of faulty equipment.</li> <li>- Conduct spot audits to ensure inspection compliance.</li> </ul>	
4. Setup Work Area	Incorrect setup leading to equipment failure, Tripping hazards	3H	<ul style="list-style-type: none"> <li>- Establish a safety perimeter around the work area.</li> <li>- Use proper lifting techniques.</li> <li>- Ensure all equipment is properly secured.</li> <li>- Use caution when working near overhead power lines.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use proper tie-off techniques when working at heights.</li> <li>- Ensure all personnel are properly trained and certified.</li> <li>- Use proper communication techniques.</li> <li>- Establish a clear line of sight.</li> <li>- Use proper fall protection techniques.</li> <li>- Ensure all equipment is properly inspected and maintained.</li> <li>- Use proper storage techniques.</li> <li>- Establish a clear path for equipment movement.</li> <li>- Use proper tie-off techniques when working at heights.</li> <li>- Ensure all personnel are properly trained and certified.</li> <li>- Use proper communication techniques.</li> <li>- Establish a clear line of sight.</li> <li>- Use proper fall protection techniques.</li> <li>- Ensure all equipment is properly inspected and maintained.</li> <li>- Use proper storage techniques.</li> </ul>	2M
5. Select Appropriate PPE	Incorrect PPE, PPE not used	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment.</li> <li>- Select the appropriate PPE for the task.</li> <li>- Ensure PPE is properly fitted and maintained.</li> <li>- Use PPE consistently and correctly.</li> <li>- Replace PPE as needed.</li> <li>- Establish a PPE inspection and maintenance schedule.</li> <li>- Provide PPE training to all personnel.</li> <li>- Establish a PPE inventory system.</li> <li>- Use proper storage techniques for PPE.</li> <li>- Establish a clear path for PPE movement.</li> <li>- Use proper tie-off techniques when working at heights.</li> <li>- Ensure all personnel are properly trained and certified.</li> <li>- Use proper communication techniques.</li> <li>- Establish a clear line of sight.</li> <li>- Use proper fall protection techniques.</li> <li>- Ensure all equipment is properly inspected and maintained.</li> <li>- Use proper storage techniques.</li> </ul>	1L
6. Loading Equipment	Overloading, Equipment falling during loading	4A	<ul style="list-style-type: none"> <li>- Establish a maximum load limit.</li> <li>- Use proper lifting techniques.</li> <li>- Ensure equipment is properly secured.</li> <li>- Use caution when working near overhead power lines.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use proper tie-off techniques when working at heights.</li> <li>- Ensure all personnel are properly trained and certified.</li> <li>- Use proper communication techniques.</li> <li>- Establish a clear line of sight.</li> <li>- Use proper fall protection techniques.</li> <li>- Ensure all equipment is properly inspected and maintained.</li> <li>- Use proper storage techniques.</li> <li>- Establish a clear path for equipment movement.</li> <li>- Use proper tie-off techniques when working at heights.</li> <li>- Ensure all personnel are properly trained and certified.</li> <li>- Use proper communication techniques.</li> <li>- Establish a clear line of sight.</li> <li>- Use proper fall protection techniques.</li> <li>- Ensure all equipment is properly inspected and maintained.</li> <li>- Use proper storage techniques.</li> </ul>	2M

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7. Secure Equipment Post Loading	Unsecured equipment moving, Equipment tipping over	4A		1L
8. Transport to Grinding Area	Collision, Equipment dropped during transport	3H		2M
9. Arrival at Grinding Area	Incorrect placement of equipment, Congested work area	3H		1L

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10. Unload Equipment	Pinching or crushing injuries, Dropped equipment	4A		2M
11. Set Up Grinder	Incorrect assembly, Electrical hazard	4A		2M
12. Operate Grinder	Grinding wheel burst, Noise-induced hearing loss	4A		2M

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13. Pause or Cease Operations	Inadequate shutdown, Unexpected restart	3H		1L
14. Maintenance of Grinder	Electric shock, Injuries from moving parts	4A		2M
15. Clean Up and Inspection	Chemical exposure from cleaning agents, Improper waste disposal	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Post-Operation Review	Missed discrepancies, Inadequate reporting	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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>

### 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.