

Manual Carving Tasks 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 | | | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution 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. | Engineering Isolate the hazard | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records. | Administrative Change | |
| | | | | | | | | PPE | |
| Risk Rating & Required Action: | | | | | | | | Notes on Hierarchy of Controls: | |
| 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. Eliminate | |
| 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 | |
| Consequence Scale: | | | | | | | | 4. Engineering | |
| Consequence | | People (injury/illness) | | Project / Assets | | Compliance / Reputation | | 5. Administrative | |
| Catastrophic | | Fatality or permanent total disability | | project shutdown | | Significant regulator intervention; criminal prosecution | | 6. PPE | |
| Major | | Serious injury/illness (hospital > 5 days) | | critical delay | | Improvement notice; major media coverage | | Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable. | |
| Moderate | | Medical-treatment injury; lost-time > 1 day | | moderate delay | | Minor breach; adverse client comment | | <i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i> | |
| Minor | | First-aid only, no lost time | | negligible delay | | Isolated non-conformance | | | |
| Insignificant | | No injury | | no schedule impact | | Deviation caught and corrected on site | | | |

| 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, trips, and falls, Inadequate lighting | 4A | <ul style="list-style-type: none"> - Ensure work area is well-lit and organized before starting. - Clear all obstacles from the workspace to prevent trips and falls. - Regularly check floor condition and ensure it is non-slippery. - Use appropriate signage if there are wet or slippery areas. - Conduct routine maintenance of lighting fixtures. - Wear anti-slip footwear. - Provide training on cleaning with better efficiency. - Implement cleaning schedule for the work area. - Maintain an inventory management system for tools used in this area. - Perform ergonomic assessments regularly. | 3H |
| 2. Tool Selection | Using incorrect tools, Strain from lifting heavy tools | 3M | <ul style="list-style-type: none"> - Train workers on selecting the right tool for the task. - Label tools clearly and store appropriately. - Provide mechanical aids for lifting heavy tools. - Regularly inspect and maintain tools in good condition. - Develop and display tool selection guide near the worksite. - Encourage operators to report any tool defects immediately. - Ensure that tools are ergonomically designed. - Implement a tool lock-out verification system before use. - Daily check on the condition of hand tools. - Rotate staff regularly to prevent fatigue from heavy lifting. | 2M |
| 3. Material Handling | Musculoskeletal disorders, Cuts and abrasions | 4A | <ul style="list-style-type: none"> - Provide manual handling training to all workers. - Use PPE, such as gloves to protect against cuts. - Supply assistive lifting devices where possible. - Set weight limits for manual handling tasks. - Encourage a buddy system for lifting heavy items. - Maintain sharpness of cutting tools to ensure efficient work. - Install warning signs in areas where manual handling is frequent. - Develop a safe working procedure for lifting. | 2M |

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| | | | <ul style="list-style-type: none"> - Conduct regular manual handling risk assessments. - Ensure first aid kits are fully stocked and accessible. | |
| 4. Workspace Arrangement | Poor posture, Restricted movement space | 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> | 2M |
| 5. Equipment Use | Equipment malfunction, Electric shocks | 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> | 2M |
| 6. Positioning Sculptures | Falls from ladders, Object instability | 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> | 1L |

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| | | | | |
| 7. Carving Techniques | Repetitive stress injuries, Chisel slipping | 4A | | 2M |
| 8. Fine Detailing | Eye strain, Tool breakage | 3H | | 2M |
| 9. Surface Finishing | Dust inhalation, Chemical exposure | 4A | | 3H |

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| | | | | |
| 10. Quality Control | Distraction accidents, Repetitive strain | 3H | | 2M |
| 11. Cleaning and Maintenance | Chemical burns, Manual handling injuries | 4A | | 3H |
| 12. Waste Disposal | Contact with sharp waste, Improper disposal of hazardous waste | 4A | | 2M |

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| | | | | |
| 13. Record Keeping | Data entry errors, Unsecured sensitive information | 2M | | 1L |
| 14. Training and Inductions | Lack of awareness, Non-compliance | 3H | | 1L |
| 15. Emergency Procedures | Panic during emergencies, Undirected evacuations | 4A | | 1L |

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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>

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.