Manually Drilling Screw Holes Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF 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:

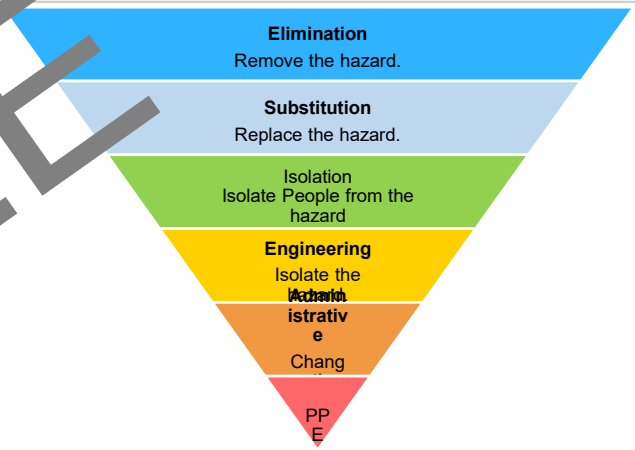
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

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

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	Inadequate tools and equipment, Insufficient lighting	3H	Ensure all tools and equipment are appropriate and functional for the task Replace any faulty equipment prior to commencing work Ensure adequate lighting is available in the working area Conduct a pre-task briefing to identify hazards and controls Verify electrical outlets and lighting are accessible and operational Use only tools tested and tagged according to safety requirements Secure the work area to prevent unauthorized access Ensure PPE (Personal Protective Equipment) is accessible and used as instructed Test all safety equipment before beginning the task Establish communication protocols	2M
2. Securing the Workpiece	Workpiece instability, Pinch points	3H	Use a clamp or vice to secure the workpiece firmly Inspect securing devices for wear and damage before use Position hands away from potential pinch points Check for stability by applying gentle pressure before beginning Ensure the workpiece surface is clean and free of debris Train workers on the safe use of clamping devices Supervise less experienced workers during setup Store clamps and vices correctly after use to prevent damage Use only approved securing tools and methods Conduct regular maintenance on securing devices	1L
3. Inspecting the Drill	Faulty drill operation, Electrical hazards	3H	Ensure drill is tested and tagged before use Conduct a visual inspection for damage or wear Check the power cord for any nicks or frays Verify the drill bit is appropriate for the task and material Inspect chuck for secure bit alignment Ensure electrical outlets are situated away from water Test drill operation at low speed to ensure functionality Provide training on emergency stop procedures	2M

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			Ensure RCD (Residual Current Device) protection is active Check drill controls are working properly	
4. Setting Drill Speed	Incorrect speed setting, Unexpected drill movement	3H	[redacted]	2M
5. Marking Drill Points	Injury during marki[redacted], Errors in marking	2M	[redacted]	1L
6. Checking PPE	Inadequate protection, PPE failure	3H	[redacted]	1L

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			[redacted]	
7. Starting the Drill	Unexpected drill startup, Drill recoil	3H	[redacted]	2M
8. Drilling Holes	Overheating of drill, Kickback	4A	[redacted]	2M
9. Clearing Debris	Flying particles, Slips on debris	3H	[redacted]	2M

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			[redacted]	
10. Inspecting Completed Work	Missed defects, Improper hole size	2M	[redacted]	1L
11. Tool Maintenance	Broken tools, Improper lubricants	3H	[redacted]	1L
12. Stowing Equipment	Unsecured equipment, Falling objects	2M	[redacted]	1L

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			[redacted]	
13. Removing PPE	Contaminated PPE transfer, PPE mishandling injuries	2M	[redacted]	1L
14. Post-Operation Review	Missed safety protocols, Inadequa documentation	2M	[redacted]	1L
15. Training and Reinforcement	Inadequate knowledge, Non-compliance	3H	[redacted]	2M

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			[redacted]	
16. Emergency Procedures	Inadequate emergency response, Confusion during emergencies	4A	[redacted]	2M
17. Incident Reporting	Unreported incidents, Delayed response	3H	[redacted]	1L
18. Health Monitoring	Missed health warning signs, Delayed response to health changes	3H	[redacted]	1L

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			[redacted]	
19. Re-evaluation of Process	Process inefficiencies, Compliance shortfalls	2M	[redacted]	1L
20. Continuous Improvement	Stagnation in safety procedures, Slow adaptation to new techniques	3H	[redacted]	2M

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 FOR 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-of-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/forms-and-resources/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