

## Metal Chamfering Machine 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	Slips, Strains	3H	<ul style="list-style-type: none"> <li>- Ensure floor is clean and dry before work begins</li> <li>- Use correct posture when lifting equipment and tools</li> <li>- Provide training on ergonomic practices</li> <li>- Check equipment for damages before use</li> <li>- Wear appropriate footwear to prevent slipping</li> <li>- Arrange work area to minimize need for lifting</li> <li>- Use mechanical aids when possible</li> <li>- Conduct a pre-start safety briefing with workers</li> <li>- Display safety information clearly</li> <li>- Provide non-slip mats in high-traffic areas</li> </ul>	2M
2. Machine Setup	Electrical Shock, Pinch	4H	<ul style="list-style-type: none"> <li>- Ensure machine is powered off before setup</li> <li>- Provide training on machine-specific hazards</li> <li>- Install emergency stop controls within reach</li> <li>- Use insulated tools for electrical work</li> <li>- Follow lockout/tagout procedures</li> <li>- Inspect cables and connections for wear</li> <li>- Wear personal protective equipment including gloves</li> <li>- Display warning signs near moving parts</li> <li>- Assign a supervisor to oversee setup</li> <li>- Prohibit jewellery and loose clothing during setup</li> </ul>	2M
3. Loading Material	Back Injury, Material Jamming	3H	<ul style="list-style-type: none"> <li>- Use correct lifting techniques to handle material</li> <li>- Provide mechanical aids for heavy loads</li> <li>- Ensure material size fits machine capability</li> <li>- Keep hands clear from moving parts</li> <li>- Follow manual handling training guidelines</li> <li>- Provide clear labeling on storage locations</li> <li>- Plan loading sequence before starting</li> <li>- Use team lifts where necessary</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>- Conduct routine maintenance checks on machine</li> <li>- Ensure operators are trained on jam resolution protocols</li> </ul>	
4. Operating Machine	Noise Exposure, Eye Injuries	4A	<ul style="list-style-type: none"> <li>- Use earplugs or earmuffs to protect hearing</li> <li>- Wear safety glasses or face shields</li> <li>- Maintain safe distance from moving parts</li> <li>- Use proper lifting techniques</li> <li>- Avoid distractions while operating</li> <li>- Follow lockout/tagout procedures</li> <li>- Use proper tool selection and use</li> <li>- Keep work area clean and organized</li> <li>- Use proper body mechanics</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid alcohol and drugs</li> <li>- Get adequate rest</li> <li>- Stay alert</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper hand signals</li> <li>- Avoid sudden movements</li> <li>- Use proper grip</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid alcohol and drugs</li> <li>- Get adequate rest</li> <li>- Stay alert</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper hand signals</li> <li>- Avoid sudden movements</li> <li>- Use proper grip</li> </ul>	2M
5. Adjustments During Use	Entanglement, Burns	3H	<ul style="list-style-type: none"> <li>- Use proper tool selection and use</li> <li>- Keep work area clean and organized</li> <li>- Use proper body mechanics</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid alcohol and drugs</li> <li>- Get adequate rest</li> <li>- Stay alert</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper hand signals</li> <li>- Avoid sudden movements</li> <li>- Use proper grip</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid alcohol and drugs</li> <li>- Get adequate rest</li> <li>- Stay alert</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper hand signals</li> <li>- Avoid sudden movements</li> <li>- Use proper grip</li> </ul>	1L
6. Unloading Material	Cuts, Trip Hazards	3H	<ul style="list-style-type: none"> <li>- Use proper tool selection and use</li> <li>- Keep work area clean and organized</li> <li>- Use proper body mechanics</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid alcohol and drugs</li> <li>- Get adequate rest</li> <li>- Stay alert</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper hand signals</li> <li>- Avoid sudden movements</li> <li>- Use proper grip</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid alcohol and drugs</li> <li>- Get adequate rest</li> <li>- Stay alert</li> <li>- Use proper communication</li> <li>- Follow safety protocols</li> <li>- Use proper hand signals</li> <li>- Avoid sudden movements</li> <li>- Use proper grip</li> </ul>	1L

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7. Shutdown	Machine Overrun, Residual Energy Release	3H		1L
8. Cleaning	Chemical Exposure	3H		1L
9. Maintenance	Machinery Failures, Tool Misuse	4A		2M

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10. Emergency Situations	Fire, Evacuation Hazards	3H		2M
11. Inspection	Faulty Equipment, Inspection Oversight	3H		2M
12. Training	Insufficient Safeguarding Knowledge, Operational Errors	3H		2M

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13. Supervision	Non-compliance, Inadequate Response	3H		2M
14. Waste Disposal	Waste Contamination, Spills, Materials	3H		1L
15. Review and Audit	Procedure Gaps, Outdated Policies	3H		2M

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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.