

Metal Shear 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:

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.

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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Manual handling injury, Slip, trip, and fall	3H	<ul style="list-style-type: none"> - Conduct a pre-work briefing to discuss the tasks and associated hazards. - Ensure all workers wear appropriate PPE, including steel-capped boots and gloves. - Inspect the flooring for any potential trip hazards and ensure it is clear and dry. - Train employees in proper manual handling techniques. - Provide anti-slip mats or surfaces where necessary. - Ensure proper lighting in the work area. - Place warning signs around wet or slippery areas. - Limit manual handling loads to manageable heights. - Conduct regular inspections of the work environment. - Use mechanical aids where possible to reduce manual handling. 	2M
2. Equipment Inspection	Equipment malfunction, Electrical hazard	3H	<ul style="list-style-type: none"> - Ensure all equipment is inspected and tagged before use. - Verify that all safety guards are in place and functioning. - Conduct regular maintenance checks of electrical components. - Ensure all staff are trained in equipment operation and fault recognition. - Implement a lockout/tagout procedure for faulty equipment. - Keep inspection records up-to-date and readily available. - Ensure electrical connections are secure and free from damage. - Use tools that are properly insulated. - Conduct a test run of the equipment without load. - Provide staff with access to equipment manuals. 	2M
3. Material Loading	Crush injury, Struck by object	3H	<ul style="list-style-type: none"> - Use appropriate lifting techniques or mechanical aids. - Ensure materials are secured before lifting. - Clearly mark all pinch points on the equipment. - Implement a buddy system for material handling. - Confirm operators are trained in correct loading procedures. - Install safety barriers around the work area. - Brief staff on emergency procedures in case of an incident. - Ensure all workers are aware of the load path. 	2M

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			<ul style="list-style-type: none"> - Have a spotter guide large or cumbersome loads. - Keep non-essential personnel clear during loading operations. 	
4. Machine Operation	Entanglement, Noise exposure	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. Cutting Process	Blade contact, Flying chips	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
6. Monitoring and Adjustments	Mechanical failure, Burns	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Quality Inspection	Sharp edges, Repetitive strain injury	3H		1L
8. Waste Management	Environmental hazard, Hazardous waste exposure	2M		1L
9. Shutdown Procedure	Residual energy release, Slips, trips, and falls	3H		1L

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10. Maintenance	Fall from height, Electrocution	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Emergency Response	Inability to access emergency equipment, Panic during evacuation	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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12. Housekeeping	Slips, trips and falls, Fire hazards	2M	<ul style="list-style-type: none"> 1. Keep walkways clear of clutter and debris. 2. Use proper lifting techniques to avoid injury. 3. Report any spills or leaks immediately. 4. Use caution when working near fire hazards. 5. Keep fire extinguishers accessible and functional. 6. Use slip-resistant footwear. 7. Maintain proper housekeeping standards. 8. Use caution when working on ladders or scaffolding. 9. Keep emergency exits clear. 10. Use proper storage techniques for materials. 	1L
13. Record Keeping	Data loss, Improper documentation	2M	<ul style="list-style-type: none"> 1. Implement a backup system for all data. 2. Use secure storage for sensitive information. 3. Follow proper documentation procedures. 4. Regularly review and update records. 5. Use standardized forms and templates. 6. Ensure all records are legible and accurate. 7. Implement access controls for sensitive data. 8. Train staff on proper record keeping practices. 9. Use secure communication channels. 10. Regularly audit records for completeness. 	1L
14. Training and Competency	Lack of awareness, Skill gaps	4A	<ul style="list-style-type: none"> 1. Provide comprehensive training for all staff. 2. Conduct regular safety drills and exercises. 3. Implement a competency assessment program. 4. Provide ongoing training and development opportunities. 5. Use a variety of training methods (e.g., classroom, hands-on). 6. Encourage a culture of continuous learning. 7. Provide clear instructions and procedures. 8. Monitor staff performance and provide feedback. 9. Use real-world scenarios for training. 10. Keep training records up-to-date. 	2M

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15. Incident Reporting	Non-reporting of incidents, Inadequate response	3H		1L

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.