

## Metal Wire Bending 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<br>HIGH                                   | 3<br>HIGH     | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY   | 2<br>MODERATE                               | 3<br>HIGH     | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.   |  |
| POSSIBLE   | 1<br>LOW                                    | 2<br>MODERATE | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>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 leading to falls, Failure to use PPE   | 3H           | <ul style="list-style-type: none"> <li>- Ensure the floor is free of spills and debris</li> <li>- Conduct a safety briefing with all operators regarding PPE use</li> <li>- Verify operators wear appropriate PPE including gloves and safety glasses</li> <li>- Implement a check-in/check-out system for PPE</li> <li>- Provide non-slip mats in work areas</li> <li>- Display clear signage for PPE requirements</li> <li>- Schedule regular PPE audits</li> <li>- Train staff on slip hazard identification</li> <li>- Maintain walkways clear of obstruction</li> <li>- Review PPE use compliance weekly</li> </ul>   | 1L            |
| 2. Machine Setup    | Exposure to moving parts, Electrical hazards | 3A           | <ul style="list-style-type: none"> <li>- Lockout/tagout procedures in place before any maintenance</li> <li>- Provide training on machine guarding</li> <li>- Check electrical connections are secure and intact</li> <li>- Conduct pre-operation checklist inspections</li> <li>- Ensure machine guards are in place and functional</li> <li>- Install emergency stop buttons accessible to all operators</li> <li>- Regularly inspect electrical systems for wear or damage</li> <li>- Maintain a clean and dry environment around electrical outlets</li> <li>- Use protective barriers to prevent access to moving parts</li> <li>- Provide first aid and emergency response training</li> <li>- Implement routine machine maintenance schedule</li> </ul> | 2M            |
| 3. Loading Material | Manual handling injuries, Pinch points       | 3H           | <ul style="list-style-type: none"> <li>- Use mechanical aids for lifting where possible</li> <li>- Train staff in correct manual handling techniques</li> <li>- Ensure clear communication between team members during loading</li> <li>- Identify and mark pinch point hazards</li> <li>- Utilise buddy systems for loading tasks</li> <li>- Provide back support braces for manual lifting</li> <li>- Hold regular safety drills focused on manual handling</li> </ul>   | 1L            |

|                                |    |  |
|--------------------------------|----|--|
|                                |    | <ul style="list-style-type: none"> <li>- Issue protective gloves to reduce pinch injuries</li> <li>- Maintain operational diagrams near machines to highlight hazards</li> <li>- Employ job rotation to limit repetitive strain</li> </ul> |
| leading to errors, Noise       | 4A |  |
| activation, leading to defects | 4A |  |

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|-----------------------|--|--------------|--|---------------|
| SPECIFIC WORK STEPS   | HAZARDS THAT MAY ARISE   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                       |  |              |  |               |
| 7. Shutdown Procedure | Residual energy leading to injury, Poor communication causing errors | 3H           |  | 1L            |
| 8. Emergency Response | Inadequate emergency access, Improper first aid response             | 4A           |  | 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 |
| 9. Transporting Finished Product | Load instability, Collisions during transport                               | 3H           | [Redacted]   | 1L            |
| 10. Cleaning and Housekeeping    | Slip hazards from cleaning solutions, Moving machinery during cleaning      | 3H           | [Redacted]   | 1L            |
| 11. Waste Management             | Injury from handling waste, Improper disposal leading to environmental harm | 3H           | [Redacted]   | 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 |
|                                    |  |              |  |               |
| 12. Receiving Raw Materials        | Forklift collisions, Incorrect material storage              | 4A           |  | 2M            |
| 13. Inspection and Quality Control | Repetitive strain injuries, Eye strain from inspection tasks | 3H           |  | 1L            |
| 14. Documentation and Reporting    | Data entry errors, Compliance breaches                       | 2M           |  | 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 |
|                                |   |              |  |               |
| 15. Safety Audits and Training | Lack of preparedness, Inadequate training | 4A           |  | 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 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.