

## Mitre Cutting Aluminium Sections Risk Assessment

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

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON 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	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>	

### 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	trip hazards, incorrect setup	3H	<ul style="list-style-type: none"> <li>- Ensure adequate lighting in the work area</li> <li>- Keep the work area tidy and free from unnecessary objects</li> <li>- Familiarise with the operation manual</li> <li>- Check equipment for any visible damage</li> <li>- Ensure all safety guards are in place</li> <li>- Confirm calibration of cutting equipment</li> <li>- Remove any trip hazards from the work area</li> <li>- Provide proper training for workers</li> <li>- Designate a safe work zone</li> <li>- Ensure workers are wearing appropriate PPE</li> </ul>	2M
2. Selecting Aluminium Sections	manual handling injuries from sharp edges	3H	<ul style="list-style-type: none"> <li>- Use gloves to protect hands from sharp edges</li> <li>- Implement safe lifting techniques</li> <li>- Store aluminium sections neatly to prevent falling</li> <li>- Use proper lifting aids for heavy sections</li> <li>- Conduct regular manual handling training</li> <li>- Ensure sections are free from obstacles</li> <li>- Worker pair system for handling large sections</li> <li>- Use cut-resistant gloves</li> <li>- Place warning signs near sharp material</li> <li>- Avoid carrying too many sections at once</li> </ul>	2M
3. Marking the Cut Line	inaccurate measurements, eye strain	2M	<ul style="list-style-type: none"> <li>- Use a measuring tape and square for precision</li> <li>- Mark clearly with a visible pen</li> <li>- Check markings twice to ensure accuracy</li> <li>- Ensure good visibility of the work area</li> <li>- Use adjustable lights to reduce eye strain</li> <li>- Provide adequate rest breaks for workers</li> <li>- Use magnifying glasses if necessary</li> <li>- Encourage the use of adjustable ergonomic stools</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Have another worker verify the measurements</li> <li>- Use template guides when necessary</li> </ul>	
4. Securing the Aluminium Section	slipping sections, pinching fingers	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE</li> <li>- Ensure work area is clear</li> <li>- Use correct technique</li> <li>- Use correct tools</li> <li>- Use correct settings</li> <li>- Use correct sequence</li> <li>- Use correct order</li> <li>- Use correct direction</li> <li>- Use correct speed</li> <li>- Use correct pressure</li> <li>- Use correct force</li> <li>- Use correct angle</li> <li>- Use correct distance</li> <li>- Use correct time</li> <li>- Use correct temperature</li> <li>- Use correct humidity</li> <li>- Use correct pressure</li> <li>- Use correct force</li> <li>- Use correct angle</li> <li>- Use correct distance</li> <li>- Use correct time</li> <li>- Use correct temperature</li> <li>- Use correct humidity</li> </ul>	2M
5. Setting up the Mitre Saw	incorrect settings, electrical hazards	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE</li> <li>- Ensure work area is clear</li> <li>- Use correct technique</li> <li>- Use correct tools</li> <li>- Use correct settings</li> <li>- Use correct sequence</li> <li>- Use correct order</li> <li>- Use correct direction</li> <li>- Use correct speed</li> <li>- Use correct pressure</li> <li>- Use correct force</li> <li>- Use correct angle</li> <li>- Use correct distance</li> <li>- Use correct time</li> <li>- Use correct temperature</li> <li>- Use correct humidity</li> <li>- Use correct pressure</li> <li>- Use correct force</li> <li>- Use correct angle</li> <li>- Use correct distance</li> <li>- Use correct time</li> <li>- Use correct temperature</li> <li>- Use correct humidity</li> </ul>	2M
6. Operating the Mitre Saw	contact with the blade, entanglement	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE</li> <li>- Ensure work area is clear</li> <li>- Use correct technique</li> <li>- Use correct tools</li> <li>- Use correct settings</li> <li>- Use correct sequence</li> <li>- Use correct order</li> <li>- Use correct direction</li> <li>- Use correct speed</li> <li>- Use correct pressure</li> <li>- Use correct force</li> <li>- Use correct angle</li> <li>- Use correct distance</li> <li>- Use correct time</li> <li>- Use correct temperature</li> <li>- Use correct humidity</li> <li>- Use correct pressure</li> <li>- Use correct force</li> <li>- Use correct angle</li> <li>- Use correct distance</li> <li>- Use correct time</li> <li>- Use correct temperature</li> <li>- Use correct humidity</li> </ul>	2M

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7. Cutting the Aluminium Sections	flying debris, excessive noise	3H		1L
8. Removing Cut Sections	hot surfaces, sharp	3H		2M
9. Inspecting Cut Sections	incomplete cuts, surface imperfections	2M		1L

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			<div></div> <div></div> <div></div> <div></div>	
10. Cleaning the Work Area	trip hazards, contact with sharp off-cuts	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Maintaining Equipment	equipment failure, electrical shock	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Reporting Incidents	underreporting, panic responses	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Reviewing Procedures	outdated practices, complacency	2M		1L
14. Training Workers	insufficient training, knowledge	3H		1L
15. Emergency Preparedness	uncoordinated evacuations, insufficient supplies	3H		1L

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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.