

## Mitre Guillotine 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>	
<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	Inadequate training, Lack of personal protective equipment	3H	<ul style="list-style-type: none"> <li>- Conduct comprehensive training sessions for operators</li> <li>- Mandate the use of PPE such as gloves and safety glasses</li> <li>- Implement a buddy system for new operators</li> <li>- Ensure availability of operation manuals on-site</li> <li>- Conduct regular safety refresher courses</li> <li>- Display safety signage prominently</li> <li>- Confirm understanding of SOPs for all staff</li> <li>- Ensure PPE compliance through supervision</li> <li>- Keep training records updated</li> <li>- Establish communication channels for reporting issues</li> </ul>	2M
2. Machine Inspection	Faulty equipment, Obstructions around the machine	3H	<ul style="list-style-type: none"> <li>- Perform pre-operation checks for equipment integrity</li> <li>- Maintain a clear area around the guillotine</li> <li>- Conduct regular inspections by a certified technician</li> <li>- Implement a reporting system for defective components</li> <li>- Ensure safety guards are in place and functional</li> <li>- Test emergency stop controls before use</li> <li>- Use checklists to document inspections</li> <li>- Remove any obstructions immediately</li> <li>- Keep maintenance records for trackability</li> <li>- Schedule periodic comprehensive inspections</li> </ul>	2M
3. Material Handling	Manual handling injuries, Slips and trips	2M	<ul style="list-style-type: none"> <li>- Use mechanical aids like lifts for heavy materials</li> <li>- Ensure floors are clean and dry</li> <li>- Train staff in proper lifting techniques</li> <li>- Ensure adequate lighting</li> <li>- Provide anti-slip mats around work areas</li> <li>- Mark walkways clearly</li> <li>- Implement a 2-person lift rule for heavy objects</li> <li>- Ensure materials are stored safely</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Regularly review handling procedures</li> <li>- Ensure the workstation is at an ergonomic height</li> </ul>	
4. Loading Material	Pinch points, Unexpected machine start	3H	<ul style="list-style-type: none"> <li>- Lockout/tagout procedure before maintenance or clearing jams</li> <li>- Emergency stop button accessible from all operator positions</li> <li>- Safety interlocks to prevent movement if doors are open</li> <li>- Comprehensive safety training for operators</li> <li>- Clear warning signals (lights, sirens) before cycle starts</li> <li>- Regular inspection of pinch points and moving parts</li> <li>- Use of safety shields where applicable</li> <li>- Prohibition of reaching into moving machinery</li> <li>- Adequate lighting in the work area</li> <li>- Maintenance schedule to ensure safe operation</li> <li>- Clear communication protocols between operators</li> </ul>	2M
5. Cutting Operation	Flying debris, Operator distraction	3H	<ul style="list-style-type: none"> <li>- Enclosed cutting chamber with transparent viewing windows</li> <li>- Debris containment system (vacuum or collection bin)</li> <li>- Interlocked safety doors</li> <li>- Anti-distraction measures (e.g., no mobile phone use while operating)</li> <li>- Clear floor space around the machine</li> <li>- Warning lights and sounds during cutting process</li> <li>- Proper disposal method for cut material</li> <li>- Personal protective equipment (PPE) requirements clearly stated</li> <li>- Regular cleaning of the machine to prevent buildup</li> <li>- Training on recognizing and avoiding distractions</li> </ul>	2M
6. Removing Finished Material	Sharp edges, Repetitive strain injuries	3H	<ul style="list-style-type: none"> <li>- Smooth edges on finished parts</li> <li>- Ergonomic lifting techniques training</li> <li>- Use of mechanical aids (hoists, trolleys)</li> <li>- Clear designated area for finished materials</li> <li>- PPE requirements (gloves, eye protection)</li> <li>- Rotation of tasks to reduce repetitive strain</li> <li>- Regular maintenance of material handling equipment</li> <li>- Clear signage for material flow</li> <li>- Safe disposal or storage instructions</li> <li>- First aid kit readily available</li> </ul>	2M

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7. Cleaning the Work Area	Chemical exposure, Slip hazards from cleaning liquids	2M		1L
8. Machine Maintenance	Electrical hazards, Moving exposure	3H		2M
9. Waste Disposal	Cuts from sharp waste, Improper disposal leading to environmental harm	2M		1L

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10. Emergency Procedures	Inadequate response to incidents, Lack of first aid knowledge	3H		2M
11. Decommissioning	Uncontrolled release of energy, Manual handling injuries	3H		2M
12. Staff Briefing and Review	Missing critical safety updates, Lack of engagement	2M		1L

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13. Equipment Upgrades	Outdated equipment, Incorrect installation	3H		2M
14. Contractor Management	Contractor unfamiliarity with site Inconsistent safety practice	3H		2M
15. Documentation and Record Keeping	Data loss, Compliance breaches	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Review of Risk Assessment	Use of outdated risk data, Oversight of new hazards	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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.