

## Mitring Corners 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<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         | slippery floor, sharp tools      | 3H           | <ul style="list-style-type: none"> <li>- Ensure the floor is dry and non-slippery</li> <li>- Keep tools organised in a toolbox</li> <li>- Use signs to alert to any wet areas</li> <li>- Conduct a pre-work safety briefing</li> <li>- Wear non-slip shoes</li> <li>- Check the condition of the tools for damage</li> <li>- Use appropriate Personal Protective Equipment (PPE)</li> <li>- Arrange adequate lighting</li> <li>- Limit access to work area to authorised personnel</li> <li>- Conduct a visual inspection of the environment</li> </ul> | 2M            |
| 2. Measuring Materials | inaccuracy, sharp measuring tape | 2M           | <ul style="list-style-type: none"> <li>- Use a calibrated measuring tool</li> <li>- Double check measurements before cutting</li> <li>- Keep measuring tape retracted when not in use</li> <li>- Handle the measuring tape carefully</li> <li>- Ensure adequate light for visibility</li> <li>- Use protective gloves</li> <li>- Maintain a clean work surface</li> <li>- Follow a systematic measurement procedure</li> <li>- Use a sturdy ladder if measuring overhead</li> <li>- Regularly check equipment for wear and tear</li> </ul>              | 1L            |
| 3. Marking Cut Lines   | eye strain, inaccurate markings  | 2M           | <ul style="list-style-type: none"> <li>- Use a straight edge to ensure accurate lines</li> <li>- Mark lines clearly and visibly</li> <li>- Take regular breaks to avoid eye strain</li> <li>- Use an appropriate marking tool, like a pencil</li> <li>- Ensure a steady hand for precision</li> <li>- Re-check marked lines against measurements</li> <li>- Properly clean the surface before marking</li> <li>- Use appropriate eyewear</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>- Ensure adequate lighting</li> <li>- Keep tools readily accessible</li> </ul>                                                                                 |               |
| 4. Setting Up Saw                 | electrical hazards, improper setup | 3H           | <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 Material               | contact with the s blade, kickback | 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. Turning Off and Unplugging Saw | accidental start, electrical shock | 2M           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>                                                       | 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 |
|                     |                                 |              |                                                                        |               |
| 7. Sanding Edges    | dust inhalation, abrasions      | 3H           |                                                                        | 2M            |
| 8. Final Inspection | missed defects, too             | 2M           |                                                                        | 1L            |
| 9. Clean Up         | tripping hazards, sharp objects | 3H           |                                                                        | 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 |
|                         |                                     |              |                                                                        |               |
| 10. Reviewing Work Area | overlooked tools, secured materials | 2M           |                                                                        | 1L            |
| 11. Storing Tools       | tool damage, unauthorised access    | 2M           |                                                                        | 1L            |
| 12. Sharpening Tools    | metal shards, overheating           | 3H           |                                                                        | 2M            |

| 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 |
|                                |                                      |              |                                                                        |               |
| 13. Conducting Safety Training | knowledge gaps, non-compliance       | 3H           |                                                                        | 1L            |
| 14. Handling Waste Disposal    | chemical exposure, improper disposal | 3H           |                                                                        | 2M            |
| 15. Maintenance and Upkeep     | equipment failure, safety breaches   | 3H           |                                                                        | 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 |
|                     |                        |              | <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.