

Morticer 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			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:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. 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	Electrical shock, Trip hazards	3H	<ul style="list-style-type: none"> - Conduct a pre-work safety briefing - Ensure all electrical cords are intact and tested - Keep the work area tidy to avoid trips - Verify all PPE is worn correctly, including electrical gloves and safety boots - Ensure first aid kit is accessible - Display warning signs around the work area - Check lighting is adequate in the working area - Review emergency contact numbers with team members - Conduct a visual inspection of equipment before use - Restrict access to authorised personnel only 	2M
2. Set up the morticer	Manual handling injury, Equipment malfunction	3H	<ul style="list-style-type: none"> - Apply correct manual handling techniques while lifting - Use mechanical aids for heavy components - Ensure screws and bolts are tightened - Confirm equipment is correctly assembled - Calibrate equipment according to manufacturer's guidelines - Train staff on the correct use of equipment - Place checks on equipment maintenance logs - Verify there are no visible damages to the equipment components - Assign an experienced operator for the setup task - Conduct a test run of the equipment before starting 	2M
3. Operating the morticer	Cut injuries, Noise-induced hearing loss	4A	<ul style="list-style-type: none"> - Mandate the use of approved eye protection and hearing protection - Regularly sharpen and maintain cutting tools - Implement a lockout/tagout procedure during maintenance - Provide operator training on safe operation techniques - Ensure guards are in place and functional - Supervise inexperienced operators closely - Ensure the blade is adequately secured before starting - Limit exposure time by rotating operators regularly 	2M

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			<ul style="list-style-type: none"> - Follow manufacturer's operating instructions - Maintain appropriate lighting levels to view the workpiece clearly 	
4. Material handling	Manual handling injury, Splinters	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Use mechanical aids (pallet jacks, forklifts) to move heavy loads - Wear appropriate PPE (gloves, safety glasses) - Inspect work area for tripping hazards - Keep work area clean and free of clutter - Use designated lifting zones - Communicate with team members - Avoid overexertion - Use proper body mechanics - Inspect equipment for damage - Report any issues immediately 	2M
5. Cleaning up	Slips and trips, Chemical exposure	3H	<ul style="list-style-type: none"> - Use proper cleaning techniques - Wear appropriate PPE (gloves, safety glasses) - Inspect work area for tripping hazards - Keep work area clean and free of clutter - Use designated cleaning zones - Communicate with team members - Avoid overexertion - Use proper body mechanics - Inspect equipment for damage - Report any issues immediately 	1L
6. Maintenance	Unexpected equipment start-up, Chemical injury	3H	<ul style="list-style-type: none"> - Lockout/tagout procedures - Use proper maintenance techniques - Wear appropriate PPE (gloves, safety glasses) - Inspect work area for tripping hazards - Keep work area clean and free of clutter - Use designated maintenance zones - Communicate with team members - Avoid overexertion - Use proper body mechanics - Inspect equipment for damage - Report any issues immediately 	2M

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7. Emergency procedures	Inadequate evacuation response, First aid mismanagement	4A		2M
8. Tool inspection	Equipment failure, incorrect calibration	3H		1L
9. Workpiece securing	Workpiece ejection, Pinch points	3H		1L

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10. Switching off equipment	Inadvertent reactivation, Residual energy discharge	3H		2M
11. Transport	Vehicle collision, Load shifting	4A		3H
12. Training	Inadequate training, Non-compliance with procedures	4A		2M

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13. Assessment	Inaccurate risk assessment, Neglected safety updates	3H		2M
14. Monitoring	Unrecognised hazards, Under-reporting of incidents	4A		2M
15. Documentation	Incomplete records, Document falsification	3H		2M

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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.