

Operating A Brick Cutting 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 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	Electric shock, Slips and trips	3H	<ul style="list-style-type: none"> - Ensure all electrical equipment is checked and tagged - Keep the work area clean and free of debris - Ensure proper lighting in the work area - Check for frayed or damaged cables - Use slip-resistant mats around work area - Train workers on safe operating procedures - Ensure availability of emergency stop buttons - Verify the availability of first aid kits - Inform workers of emergency procedures - Use color signage to indicate hazards 	2M
2. Machine Setup	Incorrect setup, Crushing injuries	4H	<ul style="list-style-type: none"> - Only trained personnel should set up the machine - Follow manufacturer instructions for setup - Perform pre-operational check - Ensure all guards and safety devices are in place - Use lockout/tagout procedures during setup - Ensure clear communication among workers - Verify machine components are correctly aligned - Regularly inspect setup equipment for wear - Mark designated operating zones - Routinely audit machine settings 	2M
3. Loading Materials	Manual handling injuries, Pinch points	3H	<ul style="list-style-type: none"> - Train workers in manual handling techniques - Provide mechanical aids for lifting heavy items - Ensure clear pathways for transport of materials - Use PPE such as gloves and steel-capped boots - Implement a buddy system for loading tasks - Highlight pinch points with high-visibility tape - Ensure materials are secure before cutting - Rotate tasks to reduce fatigue 	2M

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			- Schedule regular breaks - Monitor worker movements for safety compliance	
4. Operating the Machine	Dust inhalation, Cutting injuries	4A	<ul style="list-style-type: none"> Use dust extraction system at cutting point. Wear appropriate PPE (respirator, eye protection). Ensure machine guards are in place and functional. Provide training on safe operation of the machine. Establish clear work zones and barriers. Implement a lockout/tagout procedure for maintenance. Conduct regular safety audits. Encourage workers to report hazards immediately. Use non-slip footwear. Maintain clean and dry work surfaces. Avoid carrying loads that obstruct vision or movement. Use proper lifting techniques. Wear hard hats where overhead hazards exist. Keep aisles clear of obstructions. Use handrails on ladders or scaffolding. Limit speed of machinery during startup/shutdown. Post warning signs for active equipment. Designate a competent person for safety oversight. Review incident reports for similar events. Provide first aid kits and emergency procedures. Conduct pre-shift safety briefings. Use color-coded tools and equipment. Implement a permit-to-work system for high-risk tasks. Regularly inspect and maintain all equipment. Use fall protection when working at heights. Ensure adequate lighting throughout the workspace. Use reflective vests for visibility. Establish communication protocols between workers. Use spotters for complex maneuvers. Limit alcohol consumption before work. Monitor for fatigue and encourage rest. Use ergonomic aids where applicable. Perform routine safety checks before starting work. Use designated pathways for material transport. Secure loose items to prevent tripping. Use proper tie-off techniques for fall arrest. Ensure all personnel are accounted for during operations. Use standardized signals for equipment control. Implement a near-miss reporting system. Conduct post-shift safety debriefings. Use safety harnesses for confined space entry. Ensure proper ventilation in enclosed areas. Use fire extinguishers and know their location. Establish emergency evacuation routes. Use proper storage practices for materials. Implement a housekeeping schedule. Use safety cones to mark off hazardous areas. Ensure all workers are trained and certified. Use appropriate PPE for all tasks. Conduct regular safety drills. Use safety barriers to restrict access. Implement a strict no-smoking policy. Use proper stacking techniques for materials. Ensure all equipment is properly labeled. Use safety glasses at all times in the workshop. Implement a buddy system for high-risk activities. Use proper body mechanics to prevent injury. Ensure all electrical equipment is grounded. Use caution tape to mark wet or slippery floors. Implement a controlled access policy. Use safety blankets for hot surfaces. Ensure all workers understand the site rules. Use proper hoisting and rigging techniques. Implement a safety culture of continuous improvement. Use safety vests with reflective strips. Ensure all equipment is stored safely. Use proper signaling for vehicle movement. Implement a safety incentive program. Use safety helmets with chin straps. Ensure all workers are sober and alert. Use proper blocking and chocking methods. Implement a safety observation program. Use safety gloves for sharp objects. Ensure all equipment is inspected before use. Use proper clearing techniques for debris. Implement a safety meeting schedule. Use safety shoes with steel toes. Ensure all workers are familiar with the site layout. Use proper securing methods for loads. Implement a safety audit checklist. Use safety barriers for pedestrian traffic. Ensure all equipment is maintained according to schedule. Use proper tying methods for loads. Implement a safety reward system. Use safety glasses with side shields. Ensure all workers are trained in first aid. Use proper bracing techniques for structures. Implement a safety committee. Use safety harnesses for all elevated work. Ensure all equipment is properly secured during transport. Use proper unloading techniques from vehicles. Implement a safety signage program. Use safety glasses for grinding operations. Ensure all workers are aware of their surroundings. Use proper dunnage for load stabilization. Implement a safety documentation system. Use safety glasses for welding operations. Ensure all workers are trained in emergency response. Use proper securing techniques for containers. Implement a safety training program. Use safety glasses for all machining operations. Ensure all workers are trained in hazard recognition. Use proper blocking for loaded trucks. Implement a safety communication system. Use safety glasses for all hot work. Ensure all workers are trained in safe work practices. Use proper securing techniques for equipment. Implement a safety assessment process. Use safety glasses for all material handling. Ensure all workers are trained in risk assessment. Use proper securing techniques for heavy equipment. Implement a safety review process. Use safety glasses for all assembly work. Ensure all workers are trained in safety protocols. Use proper securing techniques for machinery. Implement a safety feedback loop. Use safety glasses for all inspection work. Ensure all workers are trained in safety standards. Use proper securing techniques for all equipment. Implement a safety improvement plan. Use safety glasses for all maintenance work. Ensure all workers are trained in safety awareness. Use proper securing techniques for all components. Implement a safety monitoring system. Use safety glasses for all repair work. Ensure all workers are trained in safety compliance. Use proper securing techniques for all parts. Implement a safety verification process. Use safety glasses for all testing procedures. Ensure all workers are trained in safety regulations. Use proper securing techniques for all assemblies. Implement a safety closure process. Use safety glasses for all final inspections. Ensure all workers are trained in safety best practices. Use proper securing techniques for all finished products. Implement a safety exit strategy. Use safety glasses for all shipping preparations. Ensure all workers are trained in safety excellence. Use proper securing techniques for all outgoing shipments. Implement a safety legacy plan. 	2M
5. Unloading Cut Bricks	Repetitive strain injuries, Manual handling injuries	3H	<ul style="list-style-type: none"> Use mechanical lifting devices (hoists, cranes) to reduce manual handling. Rotate tasks to avoid repetitive motions. Take frequent breaks and stretch regularly. Use proper lifting techniques (lift with legs, not back). Wear supportive footwear. Organize the workspace to minimize reaching and bending. Use pallet jacks for moving heavy loads. Implement a job rotation schedule. Provide training on ergonomics and safe lifting. Use assistive devices like carts or conveyors. Ensure adequate rest periods. Use team lifting techniques for heavy items. Adjust work height to suit the worker. Use vibration-dampening mats for standing. Implement a time-motion study to optimize workflow. Use anti-fatigue mats. Provide ergonomic chairs or stools if applicable. Use signal systems to coordinate lifting teams. Ensure proper ventilation and climate control. Use proper stacking and unstacking methods. Implement a safety protocol for unexpected loads. Use proper walking posture on uneven surfaces. Provide hydration stations. Use color coding for different types of bricks. Implement a safety briefing for new workers. Use proper securing methods for loads. Ensure all equipment is in good condition. Use proper communication during lifts. Implement a safety audit for manual handling tasks. Use proper tie-off techniques for falls. Ensure all workers are trained in manual handling safety. Use proper unloading sequence to avoid congestion. Implement a safety watch system. Use proper securing for transported materials. Ensure all workers are aware of their limits. Use proper stacking patterns for stability. Implement a safety incentive for safe manual handling. Use proper unloading technique to avoid dropping. Ensure all workers are trained in teamwork. Use proper securing for equipment. Implement a safety check before starting work. Use proper unloading method for fragile items. Ensure all workers are trained in hazard identification. Use proper securing for sensitive equipment. Implement a safety review after each shift. Use proper unloading technique for heavy machinery. Ensure all workers are trained in safety protocols. Use proper securing for valuable assets. Implement a safety improvement initiative. Use proper unloading technique for specialized equipment. Ensure all workers are trained in safety standards. Use proper securing for critical components. Implement a safety feedback mechanism. Use proper unloading technique for oversized items. Ensure all workers are trained in safety compliance. Use proper securing for all equipment. Implement a safety verification step. Use proper unloading technique for hazardous materials. Ensure all workers are trained in safety best practices. Use proper securing for all parts. Implement a safety closure protocol. Use proper unloading technique for delicate items. Ensure all workers are trained in safety excellence. Use proper securing for all assemblies. Implement a safety legacy protocol. 	1L
6. Cleaning the Machine	Chemical exposure, Slips and trips	3H	<ul style="list-style-type: none"> Use appropriate PPE (gloves, goggles, apron) when handling chemicals. Read and follow Safety Data Sheets (SDS) for all cleaning agents. Work in well-ventilated areas. Use spill containment measures. Label all chemical containers clearly. Store chemicals safely and securely. Use proper dilution ratios. Test for leaks before starting work. Use absorbent pads for spills. Wash hands thoroughly after cleaning. Use caution tape to mark off cleaning areas. Implement a chemical inventory system. Use proper disposal methods for waste. Ensure all workers are trained in chemical safety. Use proper mixing techniques. Implement a safety protocol for chemical emergencies. Use proper cleanup procedures. Ensure all workers are aware of chemical hazards. Use proper storage for cleaning supplies. Implement a safety briefing for chemical use. Use proper securing for chemical containers. Ensure all workers are trained in chemical handling. Use proper unloading for chemical drums. Implement a safety watch for chemical operations. Use proper securing for chemical tanks. Ensure all workers are trained in chemical safety protocols. Use proper securing for chemical equipment. Implement a safety check before using chemicals. Use proper unloading for chemical bags. Ensure all workers are trained in chemical safety standards. Use proper securing for chemical machinery. Implement a safety review for chemical incidents. Use proper unloading for chemical drums. Ensure all workers are trained in chemical safety best practices. Use proper securing for chemical components. Implement a safety feedback loop for chemical safety. Use proper unloading for chemical drums. Ensure all workers are trained in chemical safety compliance. Use proper securing for chemical equipment. Implement a safety improvement plan for chemical safety. Use proper unloading for chemical drums. Ensure all workers are trained in chemical safety excellence. Use proper securing for chemical assemblies. Implement a safety legacy plan for chemical safety. 	1L

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7. Maintenance	Mechanical failure, Burns from hot components	4A		2M
8. Emergency Procedures	Delayed response, Inadequate first aid	4A		2M
9. Training	Inadequate training, Complacency	3H		1L

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10. Risk Assessment Review	Outdated risk controls, Unaddressed new hazards	3H		1L
11. Communication	Miscommunication, Lack of clarity	3H		2M
12. Visitor Management	Unaware of site hazards, Unauthorized access	3H		2M

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13. Tool and Equipment Usage	Improper tool use, Faulty equipment	4A		2M
14. Shift Change	Fatigue, Missed communication	3H		2M
15. End-of-Day Procedures	Incompletion of tasks, Security risks	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.