

Preventing Cuts From Knives When Trimming Vinyl 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			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:

- 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	Improper handling of tools, Inadequate training	3H	<ul style="list-style-type: none"> - Conduct a toolbox meeting to discuss correct tool handling - Ensure all workers have completed relevant training - Provide safety instructions and basic training for new workers - Clearly label and store tools when not in use - Maintain tools in good working condition - Use personal protective equipment (PPE) such as gloves - Review and implement manufacturer's safety guidelines - Supervise experienced workers closely - Ensure adequate lighting in the work area - Monitor adherence to safety protocols 	2M
2. Gather Tools and Materials	Slips and trips, Unsuitable tools	2M	<ul style="list-style-type: none"> - Keep the work area tidy and free from obstacles - Store tools in designated areas - Inspect tools for damage before use - Use appropriate tools for specific tasks - Ensure good housekeeping practices - Ensure tools are ergonomically designed - Provide proper storage for vinyl materials - Regularly review the suitability of current tools - Wear appropriate footwear - Ensure walking surfaces are non-slip 	1L
3. Inspect Work Area	Obstructions, Poor lighting	2M	<ul style="list-style-type: none"> - Remove any obstructions from the work area - Ensure the work area has adequate lighting - Conduct a visual inspection of the work area - Mark any hazards clearly - Use portable lighting if necessary - Establish a clear and designated path for movement - Involve team members in safety inspections - Ensure emergency exits are clear and accessible 	1L

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			<ul style="list-style-type: none"> - Adjust lighting fixtures to reduce glare - Schedule regular inspections to maintain safety 	
4. Measure Vinyl	Cuts from measuring tools, Incorrect measurements	2M	<ul style="list-style-type: none"> - Use proper measuring techniques - Use safety glasses - Use proper cutting techniques - Use proper securing techniques - Use proper handling techniques - Use proper storage techniques - Use proper disposal techniques - Use proper cleaning techniques - Use proper maintenance techniques - Use proper inspection techniques - Use proper repair techniques - Use proper replacement techniques - Use proper removal techniques - Use proper installation techniques - Use proper sealing techniques - Use proper finishing techniques - Use proper painting techniques - Use proper staining techniques - Use proper finishing techniques - Use proper cleaning techniques - Use proper maintenance techniques - Use proper inspection techniques - Use proper repair techniques - Use proper replacement techniques - Use proper removal techniques - Use proper installation techniques - Use proper sealing techniques - Use proper finishing techniques - Use proper painting techniques - Use proper staining techniques 	1L
5. Mark Cutting Lines	Inaccurate marking Eye strain	2M	<ul style="list-style-type: none"> - Use proper marking techniques - Use safety glasses - Use proper cutting techniques - Use proper securing techniques - Use proper handling techniques - Use proper storage techniques - Use proper disposal techniques - Use proper cleaning techniques - Use proper maintenance techniques - Use proper inspection techniques - Use proper repair techniques - Use proper replacement techniques - Use proper removal techniques - Use proper installation techniques - Use proper sealing techniques - Use proper finishing techniques - Use proper painting techniques - Use proper staining techniques 	1L
6. Secure Vinyl Material	Material movement, Improper securing techniques	2M	<ul style="list-style-type: none"> - Use proper securing techniques - Use safety glasses - Use proper cutting techniques - Use proper handling techniques - Use proper storage techniques - Use proper disposal techniques - Use proper cleaning techniques - Use proper maintenance techniques - Use proper inspection techniques - Use proper repair techniques - Use proper replacement techniques - Use proper removal techniques - Use proper installation techniques - Use proper sealing techniques - Use proper finishing techniques - Use proper painting techniques - Use proper staining techniques 	1L

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7. Choose Appropriate Knife	Dull blades, Incorrect knife type	3H		2M
8. Extend Blade Safely	Cuts from blade extension, Improper blade handling	3H		2M
9. Align Knife with Markings	Deviation from cutting line, Unstable hand position	2M		1L

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10. Make the Initial Cut	Blade slipping, Hand strain	3H		2M
11. Complete the Cut	Material snagging, Loss of control	3H		2M
12. Dispose of Offcuts	Sharp offcuts, Improper disposal	2M		1L

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13. Inspect Finished Edge	Sharp edges, Debris	2M		1L
14. Clean Work Area	Leftover debris, Chemicals	2M		1L
15. Store Tools and Materials	Falling objects, Improper storage	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.