

Prevention Of Musculoskeletal Disorders 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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								4. Engineering	
Consequence		People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic		Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major		Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate		Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
Minor		First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant		No injury		no schedule impact		Deviation caught and corrected on site			

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	lack of proper tools, poor posture	3H	<ul style="list-style-type: none"> - Conduct a tool inventory to ensure all necessary equipment is available and in good condition - Provide ergonomic training sessions focusing on proper workplace posture - Arrange tools and materials to minimise unnecessary movement - Ensure adjustable chairs and desks are available - Educate workers on the importance of taking regular breaks to stretch - Implement a buddy system to monitor each other's posture - Schedule regular equipment maintenance - Encourage feedback regarding tool usability - Install signage illustrating correct posture - Organise regular workplace environment assessments 	2M
2. Task Analysis	unclear task instructions for complex tasks	3H	<ul style="list-style-type: none"> - Develop detailed job instructions and procedures - Break tasks into smaller, manageable components - Provide training on new procedures and tasks - Ensure that instructions are clear and concise - Use visual aids such as diagrams and flowcharts - Conduct team meetings to discuss task challenges - Allow workers to ask questions to clarify doubts - Use checklists to ensure consistency - Organise workshops for difficult tasks - Promote teamwork and support culture 	2M
3. Equipment Handling	incorrect manual handling, slippery surfaces	4A	<ul style="list-style-type: none"> - Implement manual handling training regularly - Use non-slip mats in high-risk areas - Provide lifting aids such as hoists or trolleys where possible - Supervise equipment handling practices - Ensure adequate staffing for heavy lifting tasks - Regularly inspect equipment for defects - Use signage to indicate weight limits on equipment - Encourage team lifts when necessary 	2M

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			<ul style="list-style-type: none"> - Monitor conditions for potential hazards - Establish incident reporting protocols 	
4. Workspace Arrangement	cluttered workspaces, inadequate lighting	3H	<ul style="list-style-type: none"> - Clear workspaces of clutter - Ensure adequate lighting - Use proper storage for tools and materials - Maintain clear aisles - Use proper height for work surfaces - Avoid overhead work - Use proper footing - Avoid distractions - Use proper posture - Take regular breaks - Use proper lifting techniques - Avoid repetitive motions - Use proper body mechanics - Avoid awkward postures - Use proper ergonomics - Adjust work surfaces to fit the worker - Use proper footwear - Avoid slippery surfaces - Use proper hand tools - Avoid excessive force - Use proper grip - Avoid vibration - Use proper breathing equipment - Avoid dust and fumes - Use proper ventilation - Avoid noise - Use proper hearing protection - Avoid heat and cold - Use proper clothing - Avoid heavy lifting - Use proper lifting techniques - Avoid repetitive motions - Use proper body mechanics - Avoid awkward postures - Use proper ergonomics - Adjust work surfaces to fit the worker - Use proper footwear - Avoid slippery surfaces - Use proper hand tools - Avoid excessive force - Use proper grip - Avoid vibration - Use proper breathing equipment - Avoid dust and fumes - Use proper ventilation - Avoid noise - Use proper hearing protection - Avoid heat and cold - Use proper clothing 	1L
5. Lifting Techniques	poor lifting techniques, heavy loads	4A	<ul style="list-style-type: none"> - Use proper lifting techniques - Avoid heavy lifting - Use proper body mechanics - Avoid awkward postures - Use proper ergonomics - Adjust work surfaces to fit the worker - Use proper footwear - Avoid slippery surfaces - Use proper hand tools - Avoid excessive force - Use proper grip - Avoid vibration - Use proper breathing equipment - Avoid dust and fumes - Use proper ventilation - Avoid noise - Use proper hearing protection - Avoid heat and cold - Use proper clothing 	2M
6. Repetitive Tasks	repetitive motion injuries, tedious workflows	3H	<ul style="list-style-type: none"> - Rotate tasks - Take regular breaks - Use proper posture - Use proper ergonomics - Adjust work surfaces to fit the worker - Use proper footwear - Avoid slippery surfaces - Use proper hand tools - Avoid excessive force - Use proper grip - Avoid vibration - Use proper breathing equipment - Avoid dust and fumes - Use proper ventilation - Avoid noise - Use proper hearing protection - Avoid heat and cold - Use proper clothing 	2M

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7. Tool Use	improper tool use, tool malfunctions	3H		2M
8. Workstation Ergonomics	improper chair height, awkward keyboard positions	3H		1L
9. Employee Training	insufficient training sessions, outdated procedures	3H		2M

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10. Workload Management	work overload, stress	4A		2M
11. Break Management	insufficient break times, lack of rest areas	3H		1L
12. Workplace Design	poor layout design, restricted space	3H		1L

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13. Human Factors	cognitive overload, fatigue	4A		2M
14. Health Monitoring	undetected health issues, poor health management	3H		1L
15. Communication	miscommunication, information overload	3H		1L

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16. Incident Response	inadequate response planning, unreported incidents	3H		1L
17. Supervision	insufficient oversight, inexperienced supervisors	3H		1L
18. Sustainability Practices	resource wastage, inefficient processes	3H		1L

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19. Performance Monitoring	lack of performance metrics, uncoordinated efforts	3H		1L
20. Continuous Improvement	stagnation, resistance to change	3H		1L

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>

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>

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>

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.

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>

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>

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