

## Remove Sharp Edges 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			<b>Elimination</b> Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change
								<b>PPE</b>

## Risk Rating & Required Action:

<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

## Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	sharp tools, inadequate PPE	3H	<ul style="list-style-type: none"> <li>- Conduct a toolbox talk to discuss the work plan and associated risks.</li> <li>- Ensure all workers have the appropriate PPE including gloves and protective eyewear.</li> <li>- Inspect tools for any damage prior to use and to ensure they are suitable for the task.</li> <li>- Remove unnecessary items from work area to avoid clutter.</li> <li>- Set up safety signage to alert others to potential hazards.</li> <li>- Ensure first-aid kit is stocked and readily accessible.</li> <li>- Verify that all workers have access to communication devices for emergency contact.</li> <li>- Assign a supervisor to oversee the progress and safety measures.</li> <li>- Provide training/refreshers on the use of specific tools to relevant workers.</li> <li>- Clear the work area to remove flammable materials or any potential obstructions.</li> </ul>	2M
2. Site Assessment	unstable surfaces, unknown hazards	3H	<ul style="list-style-type: none"> <li>- Perform a thorough walkthrough of the site to identify potential hazards.</li> <li>- Place hazard tape and barriers to mark identified danger areas.</li> <li>- Conduct stability test on all surfaces before stepping onto them.</li> <li>- Document all identified hazards and communicate them to the entire team.</li> <li>- Implement environmental controls for hazardous areas.</li> <li>- Ensure that access to unstable surfaces is restricted until secured.</li> <li>- Have a qualified person assess the structural integrity of any temporary structures.</li> <li>- Update the site map to reflect newly marked hazards.</li> <li>- Establish an emergency evacuation plan based on site layout.</li> <li>- Use caution signs to inform workers and visitors of specific risks.</li> </ul>	2M
3. Tool Selection	inappropriate tool selection, tool malfunction	3H	<ul style="list-style-type: none"> <li>- Only use tools that are specifically designed for removing sharp edges.</li> <li>- Conduct regular tool maintenance and inspections.</li> <li>- Check that all tools are compliant with manufacturer's standards.</li> <li>- Train workers on correct tool usage procedures.</li> <li>- Provide visual aids for proper tool operation and safety.</li> <li>- Ensure spare tools are available to prevent use of faulty ones.</li> <li>- Prohibit the use of damaged or worn-out tools.</li> <li>- Assign a competent person to oversee tool distribution and usage.</li> </ul>	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
			<ul style="list-style-type: none"> <li>- Maintain a record of tool inspections and issues.</li> <li>- Establish a reporting mechanism for tool-related hazards.</li> </ul>	
4. Edge Detection	invisible sharp edges, incorrect marking	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. Tool Operation	tool slips, operator fatigue	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
6. Edge Removal	flying debris, material resistance	3H	<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. Debris Management	slips from debris, inhalation of dust	3H		1L
8. Work Area Maintenance	tripping hazards, poor visibility	2M		1L
9. Continuous Monitoring	unreported hazards, equipment failure	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> <div></div> <div></div>	
10. Task Completion	sharp edge reoccurrence, incomplete documentation	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Equipment Storage	incorrect storage, unauthorised access	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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
12. Document Update	outdated procedures, incomplete records	2M	<ul style="list-style-type: none"> <li>Establish a regular schedule for reviewing and updating documents.</li> <li>Assign responsibility for document maintenance to specific personnel.</li> <li>Implement a system to track document versions and ensure the latest are used.</li> <li>Conduct training to ensure all staff are aware of the importance of up-to-date documents.</li> <li>Perform periodic audits to verify document accuracy and completeness.</li> <li>Establish a process for promptly incorporating feedback and new information.</li> <li>Use a centralized database or repository for easy access and control.</li> <li>Implement a change control system to manage updates effectively.</li> <li>Ensure documents are clearly labeled and organized.</li> <li>Conduct regular communication with stakeholders to identify needed updates.</li> </ul>	1L
13. Feedback Collection	ignored feedback, miscommunication	2M	<ul style="list-style-type: none"> <li>Establish a formal feedback mechanism, such as surveys or suggestion boxes.</li> <li>Assign a dedicated role or team to collect and analyze feedback.</li> <li>Implement a system to track and respond to feedback in a timely manner.</li> <li>Conduct regular communication sessions to discuss feedback and improvements.</li> <li>Use feedback to identify areas for improvement and implement changes.</li> <li>Establish a process for escalating and addressing concerns.</li> <li>Implement a system to monitor and measure the effectiveness of improvements.</li> <li>Ensure feedback is collected from a diverse range of stakeholders.</li> <li>Communicate the results of feedback collection to all relevant parties.</li> <li>Establish a process for regularly reviewing and updating feedback collection methods.</li> </ul>	1L
14. Review and Improve	ineffective improvements, stagnation	2M	<ul style="list-style-type: none"> <li>Establish a regular schedule for reviewing and evaluating improvements.</li> <li>Assign responsibility for improvement review to specific personnel.</li> <li>Implement a system to track the effectiveness of implemented improvements.</li> <li>Conduct training to ensure all staff are aware of the importance of continuous improvement.</li> <li>Perform periodic audits to verify the effectiveness of improvements.</li> <li>Establish a process for promptly incorporating feedback and new information.</li> <li>Use a centralized database or repository for easy access and control.</li> <li>Implement a change control system to manage updates effectively.</li> <li>Ensure improvements are clearly labeled and organized.</li> <li>Conduct regular communication with stakeholders to identify needed improvements.</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
15. Worker Training	insufficient knowledge, lack of skills	3H		1L

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>

### 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