

Reshape Metal Edging 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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	Slippery surfaces, Loose objects	3H	<ul style="list-style-type: none"> - Ensure area is clean and free from obstruction - Use non-slip mats in designated work areas - Wear appropriate non-slip footwear - Conduct site orientation for new staff - Review previous risk assessments for updates - Maintain clear communication during preparation - Limit access to work area to authorised personnel - Conduct pre-work briefing - Ensure adequate lighting in the work area - Inspect tools and equipment for serviceability 	2M
2. Securing Materials	Material slipping, Unexpected movement	3H	<ul style="list-style-type: none"> - Use clamps, devices to secure materials firmly - Maintain regular checks on securing devices - Ensure proper handling techniques are used - Apply correct force when tightening clamps - Provide training on securing methods - Utilise mechanical assistance if required - Position materials in stable positions before securing - Implement isolation techniques during securing - Select appropriate size and type of securing tool - Limit access during material handling 	1L
3. Measuring Metal Edging	Incorrect measurements, Sharp edges	3H	<ul style="list-style-type: none"> - Use calibrated measuring tools - Double-check all measurements before proceeding - Wear cut resistant gloves - Implement buddy system for verification - Clean measuring tools before use - Mark measurements clearly with visible markers - Provide training on accurate measurement techniques - Keep a record of all measurements 	1L

Task		Duration (min)	Resources
Preparation and Setup	1. Check equipment and materials	15	1 worker
	2. Prepare work area	10	1 worker
	3. Safety briefing	5	1 worker
	4. Material inspection	10	1 worker
	5. Tool inspection	10	1 worker
	6. Equipment calibration	15	1 worker
	7. Material handling	10	1 worker
	8. Setup verification	10	1 worker
	9. Safety check	5	1 worker
	10. Start of production	10	1 worker
Production	11. Material processing	20	1 worker
	12. Quality control	10	1 worker
	13. Material handling	10	1 worker
	14. Equipment maintenance	10	1 worker
	15. Material inspection	10	1 worker
	16. Tool inspection	10	1 worker
	17. Equipment calibration	15	1 worker
	18. Material handling	10	1 worker
	19. Setup verification	10	1 worker
	20. Safety check	5	1 worker
Post-Production	21. Material handling	10	1 worker
	22. Equipment maintenance	10	1 worker
	23. Material inspection	10	1 worker
	24. Tool inspection	10	1 worker
	25. Equipment calibration	15	1 worker
	26. Material handling	10	1 worker
	27. Setup verification	10	1 worker
	28. Safety check	5	1 worker
	29. End of production	10	1 worker
	30. Cleanup	10	1 worker

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7. Grinding Edges	Spark generation, High noise levels	4A		2M
8. Finishing Touches	Chemical exposure, Skin irritation	3H		1L
9. Transporting Finished Product	Back injury, Product damage	2M		1L

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10. Quality Inspection	Missed defects, Non-compliance	3H		1L
11. Packaging	Packaging material cuts, Product misplacement	2M		1L
12. Labelling	Incorrect labelling, Adhesive exposure	2M		1L

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13. Storage	Stack collapse, Pest contamination	3H		1L
14. Waste Disposal	Environmental pollution, Exposure to dangerous substances	3H		1L
15. Clean-Up	Slips and falls, Incorrect waste handling	3H		1L

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			<div>SAMPLE</div>	
16. Incident Reporting	Incomplete reports, Delayed reporting	2M	<div>SAMPLE</div>	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>

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.