

## Risk From Dropped Tools 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			<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.	Isolation 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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				
								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	Inadequate tool inspection, Unsecured materials	3H	<ul style="list-style-type: none"> <li>- Conduct thorough inspection of all tools before use</li> <li>- Ensure materials are properly secured before starting work</li> <li>- Use checklists to verify preparation tasks</li> <li>- Train workers on inspection procedures</li> <li>- Schedule regular maintenance of tools</li> <li>- Assign a supervisor to oversee preparation</li> <li>- Label all materials clearly</li> <li>- Use proper storage solutions for tools and materials</li> <li>- Document all inspections and findings</li> <li>- Review checklists regularly for updates</li> </ul>	2M
2. Assembling Tools	Improper tool assembly, Dropping of tools	3H	<ul style="list-style-type: none"> <li>- Follow manufacturer guidelines for tool assembly</li> <li>- Ensure all components fit securely</li> <li>- Train workers on proper tool assembly techniques</li> <li>- Use non-slip surfaces when assembling tools</li> <li>- Assign a competent person to check assemblies</li> <li>- Conduct tool assembly in a designated safe area</li> <li>- Use proper PPE such as gloves and safety boots</li> <li>- Regularly audit assembly procedures</li> <li>- Keep assembly instructions readily available</li> <li>- Institute quality checks post-assembly</li> </ul>	2M
3. Working at Height	Dropped tools, Loss of balance	4A	<ul style="list-style-type: none"> <li>- Use tool lanyards to secure tools</li> <li>- Provide safety harnesses for workers</li> <li>- Install proper barricades and guardrails</li> <li>- Train workers on working safely at heights</li> <li>- Regularly inspect lanyards and harnesses</li> <li>- Ensure work areas are clear of debris and clutter</li> <li>- Limit the number of tools carried by workers at height</li> <li>- Conduct regular safety drills</li> </ul>	3H

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			<ul style="list-style-type: none"> <li>- Use access equipment with stabilisers</li> <li>- Allow only trained personnel to work at heights</li> </ul>	
4. Tool Handling	Improper grip on tools, Excessive force application	3H	<ul style="list-style-type: none"> <li>- Use proper grip techniques</li> <li>- Use tools designed for the task</li> <li>- Avoid excessive force</li> <li>- Use proper lifting techniques</li> <li>- Use proper posture</li> <li>- Use proper body mechanics</li> <li>- Use proper tool selection</li> <li>- Use proper tool maintenance</li> <li>- Use proper tool storage</li> <li>- Use proper tool handling</li> <li>- Use proper tool inspection</li> <li>- Use proper tool cleaning</li> <li>- Use proper tool repair</li> <li>- Use proper tool replacement</li> <li>- Use proper tool disposal</li> <li>- Use proper tool recycling</li> <li>- Use proper tool disposal</li> <li>- Use proper tool recycling</li> </ul>	2M
5. Transporting Tools	Tools falling from vehicle, Physical strain	3H	<ul style="list-style-type: none"> <li>- Use proper loading techniques</li> <li>- Use proper unloading techniques</li> <li>- Use proper securing techniques</li> <li>- Use proper unsecuring techniques</li> <li>- Use proper tie-down techniques</li> <li>- Use proper untying techniques</li> <li>- Use proper stacking techniques</li> <li>- Use proper unstacking techniques</li> <li>- Use proper handling techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper cleaning techniques</li> <li>- Use proper repair techniques</li> <li>- Use proper replacement techniques</li> <li>- Use proper disposal techniques</li> <li>- Use proper recycling techniques</li> <li>- Use proper disposal techniques</li> <li>- Use proper recycling techniques</li> </ul>	2M
6. Maintenance	Wear and tear leading to tool failure, Unapproved modifications	3H	<ul style="list-style-type: none"> <li>- Use proper maintenance techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper cleaning techniques</li> <li>- Use proper repair techniques</li> <li>- Use proper replacement techniques</li> <li>- Use proper disposal techniques</li> <li>- Use proper recycling techniques</li> <li>- Use proper disposal techniques</li> <li>- Use proper recycling techniques</li> </ul>	2M

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7. Demobilisation	Tools left behind, Improperly stored tools	3H		1L
8. Reporting Incidents	Underreporting of incidents, Delayed reporting	3H		2M
9. Inspection and Auditing	Undetected tool wear, Non-compliance with procedures	3H		2M

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10. Training	Incomplete knowledge, Outdated techniques	2M		1L
11. Tool Usage	Overuse causing fatigue, Incorrect tool usage	3H		2M
12. Emergency Response	Delayed response, Inadequate preparedness	4A		3H

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13. Communication	Miscommunication, Lack of updates	2M		1L
14. PPE Management	Lack of PPE, Improper PPE use	3H		1L
15. Clean-up	Leftover debris, Slippery surfaces	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.