

## Router Table Operation 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>	
<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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
<b>3H</b> Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
<b>2M</b> Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
<b>1L</b> 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				
								<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	Lack of knowledge of the equipment, Unorganised workspace	3H	<ul style="list-style-type: none"> <li>- Ensure the worker is trained in router table operation</li> <li>- Maintain a clean and organised work environment</li> <li>- Review and understand the equipment manual</li> <li>- Conduct a briefing session before using the equipment</li> <li>- Ensure all required personal protective equipment (PPE) is available and used appropriately</li> <li>- Verify that the operator has no impairments such as fatigue or intoxication</li> <li>- Provide emergency contact information and procedures</li> <li>- Regularly update training programs with the latest safety information</li> <li>- Perform a visual check of equipment before use</li> <li>- Keep a documented checklist for preparation tasks</li> </ul>	2M
2. Inspect workpiece	Loose materials, Foreign objects in the workpiece	2M	<ul style="list-style-type: none"> <li>- Inspect the workpiece for any loose knots or defects</li> <li>- Remove or secure any loose materials before starting</li> <li>- Visual check for any metal or other foreign objects</li> <li>- Mark unsuitable areas to avoid during operation</li> <li>- Use non-destructive testing methods if necessary</li> <li>- Communicate findings to all relevant personnel</li> <li>- Utilize a workpiece support plan</li> <li>- Conduct routine checks for quality assurance</li> <li>- Avoid handling wood with insect damage</li> <li>- Keep a record of inspection outcomes</li> </ul>	1L
3. Setup	Incorrect tool setup, Unsecured router table	3H	<ul style="list-style-type: none"> <li>- Follow manufacturer guidelines for setting up the router</li> <li>- Use calibrated tools for measurement</li> <li>- Check and secure all fixtures and fittings</li> <li>- Ensure router table is on stable ground</li> <li>- Use appropriate fastening techniques to secure the router table</li> <li>- Don high-visibility clothing during setup</li> <li>- Verification with a second person post-setup</li> <li>- Conduct a functionality test before operation</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Document the setup process in case of anomalies</li> <li>- Provide immediate feedback on setup improvements</li> </ul>	
4. Adjust fence	Misalignment, Injury from sharp edges	3H	<ul style="list-style-type: none"> <li>- Verify fence alignment with workpiece</li> <li>- Use proper clamping technique</li> <li>- Wear appropriate PPE</li> <li>- Ensure work area is clear</li> <li>- Use correct feed rates</li> <li>- Monitor tool wear</li> <li>- Stop machine if unusual sounds occur</li> <li>- Keep hands clear of cutting area</li> <li>- Use proper tool selection</li> <li>- Maintain safe distance from machine</li> </ul>	2M
5. Secure workpiece	Improper clamping, Slippage	3H	<ul style="list-style-type: none"> <li>- Use proper clamping technique</li> <li>- Verify workpiece is secure</li> <li>- Use appropriate clamping force</li> <li>- Check for slippage during operation</li> <li>- Use proper tool selection</li> <li>- Maintain safe distance from machine</li> <li>- Stop machine if unusual sounds occur</li> <li>- Keep hands clear of cutting area</li> <li>- Use proper tool selection</li> <li>- Maintain safe distance from machine</li> </ul>	2M
6. Start router	Unexpected machine start, Electric shock	4A	<ul style="list-style-type: none"> <li>- Verify machine is properly grounded</li> <li>- Use proper tool selection</li> <li>- Maintain safe distance from machine</li> <li>- Stop machine if unusual sounds occur</li> <li>- Keep hands clear of cutting area</li> <li>- Use proper tool selection</li> <li>- Maintain safe distance from machine</li> <li>- Stop machine if unusual sounds occur</li> <li>- Keep hands clear of cutting area</li> </ul>	2M

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7. Operate router	Flying debris, Noise pollution	4A		2M
8. Guide workpiece	Kickback, Hand injury	4A		2M
9. Monitor progress	Inattentive operation, Unexpected jamming	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Shutdown	Residual energy, Accidental start	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Clean area	Slip hazard from debris, Dust inhalation	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Inspect and store tools	Tool degradation, Improper storage	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Maintenance	Failure to maintain components, Chemical exposure	3H		2M
14. Review	Overlooking critical updates, Non compliance with safety pr	3H		1L
15. Documentation	Loss of key documents, Misinformation spread	2M		1L

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			<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.