

Saw Kickback Incidents Cuts. 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:	

SAMPLE

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																									
Risk Rating & Required Action: <table border="1"> <tr> <td>4A</td> <td>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.</td> </tr> <tr> <td>3H</td> <td>Review and approve additional controls before task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td>2M</td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td>1L</td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>										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.	3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.	2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.	1L	Proceed, following standard operating procedures. Monitor and keep records.																
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.																																
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.																																
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.																																
1L	Proceed, following standard operating procedures. Monitor and keep records.																																
Notes on Hierarchy of Controls: Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> 1. Eliminate 2. Substitute 3. Isolate 4. Engineering 5. Administrative 6. PPE <p>Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.</p> <p><i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i></p>																																	
Consequence Scale: <table border="1"> <thead> <tr> <th>Consequence</th> <th>People (injury/illness)</th> <th>Project / Assets</th> <th>Compliance / Reputation</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>Fatality or permanent total disability</td> <td>project shutdown</td> <td>Significant regulator intervention; criminal prosecution</td> </tr> <tr> <td>Major</td> <td>Serious injury/illness (hospital > 5 days)</td> <td>critical delay</td> <td>Improvement notice; major media coverage</td> </tr> <tr> <td>Moderate</td> <td>Medical-treatment injury; lost-time > 1 day</td> <td>moderate delay</td> <td>Minor breach; adverse client comment</td> </tr> <tr> <td>Minor</td> <td>First-aid only, no lost time</td> <td>negligible delay</td> <td>Isolated non-conformance</td> </tr> <tr> <td>Insignificant</td> <td>No injury</td> <td>no schedule impact</td> <td>Deviation caught and corrected on site</td> </tr> </tbody> </table>										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
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																														

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 surface, poor lighting	3H	<ul style="list-style-type: none"> - Ensure the floor is dry and clean before starting work. - Install adequate lighting in the work area to improve visibility. - Operators should conduct a visual inspection of the area before commencing work. - Use anti-slip mats in areas prone to spills. - Maintain a clear and organised workspace. - Ensure easy access to the emergency exit. - Place warning signs in areas with lower visibility. - Implement cleaning schedules to maintain area safety. - Use work lights where necessary. - Train employees in recognising potential hazards. - Conduct regular inspections of work surfaces. 	2M
2. Inspect Equipment	damaged saw blade, loose fittings	3H	<ul style="list-style-type: none"> - Check the saw blade for signs of wear and damage before use. - Tighten nuts and bolts to ensure stability. - Conduct regular equipment maintenance schedules. - Inspect the saw body for any structural damage. - Replace faulty or damaged parts immediately. - Maintain a log of equipment inspections. - Ensure only trained personnel handle the equipment inspection. - Use manufacturer's guidelines as reference for inspections. - Arrange for professional servicing periodically. - Keep spare parts readily available for immediate replacement. 	2M
3. Setup Work Area	obstructions, inadequate space	3H	<ul style="list-style-type: none"> - Clear the area of any unnecessary equipment or materials. - Arrange tools and materials systematically for easy access. - Implement marked walkways around the worksite. - Ensure emergency access routes remain unobstructed. - Allocate enough space for safe equipment operation. - Regularly review layout for efficiency and safety. - Monitor work area compliance regularly. 	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
			[REDACTED]	
7. Conduct Trial Run	unintended motion, unexpected sound	2M	[REDACTED]	1L
8. Perform Cutting Operation	kickback, contact with blade	4A	[REDACTED]	2M
9. Monitor and Adjust as Necessary	incorrect settings, wear and tear	3H	[REDACTED]	2M

SAMPLE

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
			[REDACTED]	
10. Complete Final Inspection	sharp edges, incomplete cuts	2M	[REDACTED]	1L
11. Clean Up Work Area	debris, tools left out	2M	[REDACTED]	1L

SAMPLE

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. Conduct Post-Operation Review	unknown issues, operator feedback	2M	[REDACTED]	1L
13. Maintenance and Repair Schedule	battery depletion, component failure	3H	[REDACTED]	2M
14. Incident Reporting Protocols	unreported hazards, delayed reporting	3H	[REDACTED]	2M

SAMPLE

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
			[REDACTED]	
15. Review and Revise Risk Assessment	outdated procedures, unforeseen hazards	2M	[REDACTED]	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 FOR 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-of-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/workplaces-and-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>

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>

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

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.

