

Sawdust Extraction System Maintenance 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:

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.

Consequence Scale:

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

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	Incorrect shutdown procedure, Electrical shock	3H	<ul style="list-style-type: none"> - Confirm system is off and power disconnected at source - Display 'Out of Service' signage - Wear insulated gloves and safety boots - Use lockout/tagout procedures for electrical panels - Ensure all operators have undergone safety briefings - Remove all flammable materials from the area - Confirm no unauthorized personnel are in the hazard zone - Use voltage detection devices to confirm no live electricity - Update maintenance log before beginning - Inspect all tools for damage prior to use 	2M
2. Inspection	Exposure to moving parts, Inspection from height	3H	<ul style="list-style-type: none"> - Use protective barriers around moving parts during operation check - Inspect safety barriers for effectiveness - Utilise fall protection harnesses for elevated areas - Perform inspection using stable ladders or platforms - Wear appropriate PPE including hard hats and goggles - Maintain three-point contact on ladders - Inspect guards and covers for wear or damage - Provide supervision during elevated inspections - Establish communication protocol for emergency - Use signage to indicate inspection activity 	1L
3. Removal of Filters	Inhalation of dust, Sharp edges on filters	4A	<ul style="list-style-type: none"> - Wear respiratory protection fitted for particulate matter - Double-check ventilation systems are operational - Utilise disposable gloves to avoid cuts - Carefully remove filters using appropriate tools - Place used filters into sealed waste bags immediately - Ensure disposal procedures for hazardous waste are followed - Avoid sudden movements to prevent stirring up dust - Clean surrounding area with wet methods to prevent dust dispersion 	2M

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			- Remain clean-shaven for effective respirator fit - Arrange first aid presence onsite during task	
4. Cleaning Components	Chemical exposure from cleaning agents, Contact with hot surfaces	3H	1. Wear appropriate PPE (gloves, goggles, apron) 2. Use proper cleaning technique 3. Avoid contact with hot surfaces 4. Use designated cleaning area 5. Follow manufacturer instructions 6. Use proper ventilation 7. Have first aid kit available 8. Report any incidents immediately 9. Clean up spills properly 10. Store cleaning agents properly	1L
5. Reassembly	Incorrect component fitting, Manual handling injuries	2M	1. Follow assembly instructions 2. Use proper lifting technique 3. Use proper tools 4. Avoid overexertion 5. Use proper storage for components 6. Use proper labeling for components 7. Use proper communication 8. Use proper documentation 9. Use proper safety protocols 10. Use proper safety equipment	1L
6. Testing System	Unexpected equipment start, Noise hazards	3H	1. Use proper safety protocols 2. Use proper safety equipment 3. Use proper safety procedures 4. Use proper safety training 5. Use proper safety awareness 6. Use proper safety communication 7. Use proper safety documentation 8. Use proper safety equipment 9. Use proper safety procedures 10. Use proper safety training	2M

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7. Final Inspection	Slips, trips, and falls, Tools left in equipment	2M		1L
8. Documentation	Incorrect recording of data records	2M		1L
9. Debrief	Lack of communication, Misunderstanding of issues	2M		1L

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10. Maintenance Schedule Update	Overlooking tasks, Outdated schedules	2M		1L
11. Reporting and Monitoring	Inaccurate reporting, Delays in issue detection	3H		1L
12. Toolbox Talk	Lack of engagement, Inconsistent safety messages	2M		1L

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13. PPE Management	Poor PPE fit, Damaged PPE	2M		1L
14. Equipment Calibration	Calibration errors, Use of uncalibrated devices	3H		1L
15. Post-Maintenance Audit	Missed non-compliance issues, Inadequate audit pace	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Feedback Evaluation	Ignoring critical feedback, Bias in evaluations	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></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.