

## Sewing Machine 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<br>HIGH                                   | 3<br>HIGH   | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE | DO NOT PROCEED   | Elimination<br>Remove the hazard.  |  |
| LIKELY                                    | 2<br>MODERATE                               | 3<br>HIGH   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   |             |  | Substitution<br>Replace the hazard.  |  |
| POSSIBLE                                  | 1<br>LOW                                    | 2<br>MODERATE   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   |             |  | Isolation<br>Isolate People from the hazard                                      |  |
| UNLIKELY                                  | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   |             |  | Engineering<br>Isolate the hazard  |  |
| RARE                                      | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  |             |  | Administrative<br>Change   |  |
|   |   |   |                    |            |  | 1L<br>LOW   | Monitor and keep records.  | PPE  |  |
| <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 the 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   |  |
| <b>Consequence Scale:</b>                 |   |   |                    |            |  |             |  | 4. Engineering   |  |
| Consequence                               | People (injury/illness)                     |   | Project / Assets   |            | Compliance / Reputation                                  |             | 5. Administrative  |  |  |
| Catastrophic                              | Fatality or permanent total disability      |   | project shutdown   |            | Significant regulator intervention; criminal prosecution |             | 6. PPE   |  |  |
| Major                                     | Serious injury/illness (hospital > 5 days)  |   | critical delay     |            | Improvement notice; major media coverage                 |             | Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable. |  |  |
| Moderate                                  | Medical-treatment injury; lost-time > 1 day |   | moderate delay     |            | Minor breach; adverse client comment                     |             | aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.             |  |  |
| 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          | Tripping over cables, Sharp tools                   | 3H           | <ul style="list-style-type: none"> <li>Ensure workspace is organised</li> <li>Remove unnecessary cables</li> <li>Ensure all tools are sheathed when not in use</li> <li>Maintain clear walkways</li> <li>Conduct pre-work briefings</li> <li>Check floors for obstructions</li> <li>Store tools at proper station</li> <li>Wear appropriate footwear</li> <li>Signage to indicate work in progress</li> <li>Provide training on hazard awareness</li> </ul> | 2M            |
| 2. Threading the Needle | Eye injury from needle, Strain from awkward posture | 3H           | <ul style="list-style-type: none"> <li>Use appropriate lighting</li> <li>Keep face clear from machine parts</li> <li>Use tool aided threading</li> <li>Position chair ergonomically</li> <li>Take regular breaks</li> <li>Provide ergonomic training</li> <li>Supply magnifying glasses as needed</li> <li>Ensure adjustable chair and table</li> <li>Supervise initial threading attempts</li> <li>Encourage reporting of discomfort</li> </ul>            | 2M            |
| 3. Winding the Bobbin   | Injury from moving parts, Hearing damage            | 2M           | <ul style="list-style-type: none"> <li>Use guards on moving parts</li> <li>Ensure machine maintenance</li> <li>Provide ear protection if noise exceeds safe levels</li> <li>Establish safe zones for operational areas</li> <li>Provide training on machine operation</li> <li>Enforce use of hearing protection</li> <li>Conduct regular noise level assessments</li> <li>Review and update safety procedures</li> </ul>                                   | 1L            |

| JOB STEP                     | POTENTIAL HAZARDS                          | IR           | CONTROL MEASURES   | RR            |
|------------------------------|--|--------------|--|---------------|
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|                              |  |              | Utilise automatic stop features if possible<br>Use equipment according to manufacturer's instructions                                    |               |
| 4. Sewing Fabric             | Injury from needle, Entanglement           | 3H           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED] | 2M            |
| 5. Foot Pedal Operation      | Electric shock, Fatigue from prolonged use | 3H           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]               | 2M            |
| 6. Adjusting Stitch Settings | Pinching, Manual handling injuries         | 2M           | [REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]<br>[REDACTED]   | 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 |
|                       |  |              |  |               |
| 7. Changing Needles   | Puncture injuries, Falling objects     | 3H           |  | 2M            |
| 8. Machine Cleaning   | Chemical exposure, Slips, Trips, Falls | 3H           |  | 2M            |
| 9. Bobbin Replacement | Entanglement, Injury from moving parts | 2M           |  | 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 |
|                              |  |              |  |               |
| 10. Fabric Feed Adjustment   | Strain injuries, Pinching              | 3H           |  | 2M            |
| 11. Inspecting Finished Work | Eye strain, Cuts from sharp edges      | 2M           |  | 1L            |
| 12. Training and Supervision | Knowledge gaps, Inadequate supervision | 3H           |  | 2M            |

| 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 |
|                            |   |              |  |               |
| 13. Reporting Malfunctions | Delayed maintenance, Inaccurate reporting     | 3H           |  | 1L            |
| 14. Storing Equipment      | Tripping hazards, Equipment damage            | 2M           |  | 1L            |
| 15. Emergency Procedures   | Inadequate response, Panic during emergencies | 4A           |  | 2M            |

| JOB STEP            | POTENTIAL HAZARDS      | IR           | CONTROL MEASURES  | RR            |
|---------------------|------------------------|--------------|---|---------------|
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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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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