

Sharpening Blades And Cutters 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:	

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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								Always document why 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	slip on wet floor, cutting equipment mishandling	3H	<ul style="list-style-type: none"> - Clean and dry the floor before work begins - Wear non-slip footwear - Conduct equipment handling training prior to tasks - Ensure proper lighting in the work area - Prohibit unauthorised personnel in the area - Use signage to indicate wet floors - Verify the work area is clear of clutter - Perform a pre-task risk assessment - Maintain a clean and organised workstation - Review Safe Work Procedures (SWP) 	2M
2. Acquiring Tools	strains from heavy lifting, collisions with objects	3H	<ul style="list-style-type: none"> - Use mechanical aids for lifting - Assess tools for weight and size before moving - Implement a buddy system for heavy lifting - Ensure clear pathways for movement - Use appropriate Personal Protective Equipment (PPE) - Educate workers on proper lifting techniques - Store tools securely to prevent falls - Inspect tools for damage before use - Designate tool storage areas - Plan the layout to minimise travel distance 	2M
3. Inspect Equipment	sharp edges causing injury, faulty equipment	4A	<ul style="list-style-type: none"> - Wear cut-resistant gloves - Use protective eyewear - Regularly maintain and service equipment - Tag out defective equipment - Provide training on equipment inspection - Ensure all guards are in place and functional - Conduct visual inspections before each use - Keep inspection logs 	2M

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			<ul style="list-style-type: none"> - Use checklists for inspection - Maintain up-to-date certifications for equipment inspection 	
4. Secure Work Area	unauthorised access, equipment tampering	3H	<ul style="list-style-type: none"> - Establish and maintain a secure work area using barriers and signage. - Restrict access to the work area to authorized personnel only. - Lock out and tag out (LOTO) all energy sources before starting work. - Use proper lifting techniques to avoid injury. - Wear appropriate personal protective equipment (PPE) such as hard hats, safety glasses, and gloves. - Communicate with team members to ensure everyone is aware of the work area and any changes. - Keep the work area clean and free of clutter to prevent tripping hazards. - Use caution when working near moving equipment or machinery. - Follow all safety protocols and procedures for the specific task. - Stop work immediately if you observe any unsafe conditions or practices. 	1L
5. Blade Removal	cuts from sharp blades, equipment dropping	4A	<ul style="list-style-type: none"> - Turn off the equipment and disconnect the power source before removing the blade. - Use proper lifting techniques to avoid injury. - Wear appropriate personal protective equipment (PPE) such as hard hats, safety glasses, and gloves. - Communicate with team members to ensure everyone is aware of the work area and any changes. - Keep the work area clean and free of clutter to prevent tripping hazards. - Use caution when working near moving equipment or machinery. - Follow all safety protocols and procedures for the specific task. - Stop work immediately if you observe any unsafe conditions or practices. 	2M
6. Blade Inspection	exposure to contaminants, visual strain	2M	<ul style="list-style-type: none"> - Wear appropriate personal protective equipment (PPE) such as hard hats, safety glasses, and gloves. - Use proper lifting techniques to avoid injury. - Communicate with team members to ensure everyone is aware of the work area and any changes. - Keep the work area clean and free of clutter to prevent tripping hazards. - Use caution when working near moving equipment or machinery. - Follow all safety protocols and procedures for the specific task. - Stop work immediately if you observe any unsafe conditions or practices. 	1L

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7. Blade Sharpening	noise exposure, flying debris	4A		2M
8. Checking Sharpness	accidental cuts, repetitive strain injury	3H		1L
9. Blade Reattachment	fingers caught in closing mechanisms, slips from loose fittings	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Clean Up	exposure to cleaning chemicals, trip hazards from waste	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. Maintenance Documentation	errors in records, data handling issues	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
12. Communication with Team	misunderstandings, miscommunication	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Review and Feedback	insufficient feedback coverage, overlooked issues	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
14. Emergency Preparedness	inadequate response procedures, panic in emergencies	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
15. Debrief	unresolved issues, poor team morale	2M	<div></div> <div></div> <div></div> <div></div>	1L

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16. Reporting	non-compliance, data loss	2M		1L
17. Continuous Improvement	resistance to change, inconsistent implementation	2M		1L
18. Resource Evaluation	inadequate resources, inefficient allocation	2M		1L

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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.