

Shrink Wrapping Heat Gun 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:								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 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	electric shock, burns	3H	<ul style="list-style-type: none"> - Ensure all equipment is PAT tested and in good working condition. - Verify the heat gun is suitable for the material being packaged. - Conduct a visual inspection of the heat gun for damage before use. - Ensure the work area is clean, dry, and free from trip hazards. - Check for any nearby flammable materials and remove them. - Confirm there is sufficient ventilation in the working area. - Ensure operators are trained in the safe use of heat guns. - Review the material safety data sheets for materials used. - Have appropriate PPE available and ensure it is worn, e.g., gloves and eye protection. - Establish a safe work procedure and communicate it to all workers. 	2M
2. Setting up the Workspace	trip hazards, fire risk	2M	<ul style="list-style-type: none"> - Clear the workspace of unnecessary items to prevent tripping. - Arrange power cables to avoid creating trip hazards. - Keep all flammable materials at a safe distance from the heat gun. - Ensure fire extinguishers are accessible and appropriate for the environment. - Mark a designated area for operating the heat gun. - Maintain emergency contact numbers nearby. - Ensure adequate lighting for clear visibility. - Implement a no-smoking policy in the area. - Conduct regular housekeeping to maintain an organised workspace. - Communicate setup arrangements with all involved personnel. 	1L
3. Gathering Materials	manual handling injuries, cuts	2M	<ul style="list-style-type: none"> - Use proper lifting techniques when handling materials. - Apply team lifting for heavy or awkward loads. - Ensure materials are stacked securely to prevent falling. - Provide training on safe manual handling practices. - Use appropriate gloves to protect against cuts and abrasions. - Inspect all materials for sharp edges before handling. - Provide appropriate tools, such as trolleys, for transporting materials. - Establish a safe working posture to minimise strain. 	1L

<p>ip hazards</p>	<p>3H</p>	<p>- Ensure access to first aid kits in case of injury.</p>
<p>nt functi</p>	<p>3H</p>	

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7. Operating the Heat Gun	burns, overheating	4A		2M
8. Cooling and Inspection	burns, structural damage	3H		1L
9. Assessing Final Product	cuts from sharp edges, insufficient wrapping	2M		1L

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10. Storage and Clean Up	trip hazards and clutter, chemical exposure from cleaning agents	2M		1L
11. Maintenance of Tools	mechanical failure, burns	3H		1L

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12. Training and Competency	lack of knowledge, improper use of equipment	4A	<div>1. Provide comprehensive training for all personnel involved in the work.</div> <div>2. Ensure all equipment is properly maintained and inspected before use.</div> <div>3. Implement a strict safety protocol for the use of equipment.</div> <div>4. Conduct regular safety drills and exercises.</div> <div>5. Assign experienced personnel to supervise the work.</div> <div>6. Use personal protective equipment (PPE) at all times.</div> <div>7. Establish clear communication channels and procedures.</div> <div>8. Document all safety incidents and near misses.</div> <div>9. Review and update safety procedures regularly.</div> <div>10. Provide ongoing training and refresher courses.</div>	1L
13. Emergency Procedures	inadequate emergency response, first aid delays	3L	<div>1. Develop and implement a clear emergency response plan.</div> <div>2. Ensure all personnel are trained in first aid and emergency procedures.</div> <div>3. Establish a designated meeting point for emergencies.</div> <div>4. Conduct regular emergency drills.</div> <div>5. Assign specific roles and responsibilities for emergency response.</div> <div>6. Maintain a list of emergency contacts and services.</div> <div>7. Ensure first aid kits are readily accessible and stocked.</div> <div>8. Establish a clear communication system for emergencies.</div> <div>9. Review and update emergency procedures regularly.</div> <div>10. Provide ongoing training and refresher courses.</div>	1L
14. Environmental Considerations	waste pollution, energy inefficiency	2M	<div>1. Implement a waste management plan to minimize pollution.</div> <div>2. Use energy-efficient equipment and practices.</div> <div>3. Recycle materials and waste whenever possible.</div> <div>4. Monitor and measure energy consumption.</div> <div>5. Optimize equipment and processes to reduce energy waste.</div> <div>6. Use eco-friendly cleaning products and materials.</div> <div>7. Implement a water conservation program.</div> <div>8. Regularly maintain equipment to ensure optimal efficiency.</div> <div>9. Educate personnel on environmental best practices.</div> <div>10. Review and update environmental procedures regularly.</div>	1L

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15. Review and Feedback	process inefficiencies, unidentified risks	3H		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 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.