

## Spot Welding For Auto Body Repairs 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<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 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	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	slips and trips, incorrect use of tools	3H	<ul style="list-style-type: none"> <li>- Ensure workspace is clean and free from obstructions.</li> <li>- Provide training on the proper use of tools.</li> <li>- Wear appropriate non-slip footwear.</li> <li>- Conduct pre-operation safety briefings.</li> <li>- Confirm all tools are in good working condition.</li> <li>- Use signs to indicate wet floors.</li> <li>- Monitor work area for new hazards regularly.</li> <li>- Keep tools organised on a workbench.</li> <li>- Enforce proper storage of materials and equipment.</li> <li>- Schedule regular maintenance for equipment.</li> </ul>	2M
2. Checking Equipment	electrical faults, use of faulty equipment	3H	<ul style="list-style-type: none"> <li>- Inspect electrical devices before use for any visible damage.</li> <li>- Tag out and replace any faulty equipment immediately.</li> <li>- Test equipment for safe operation before starting.</li> <li>- Use a qualified electrician for repairs and maintenance.</li> <li>- Encourage reporting of equipment issues immediately.</li> <li>- Provide training on identifying electrical risks.</li> <li>- Install residual current devices (RCDs).</li> <li>- Ensure equipment has current inspection and test tags.</li> <li>- Prohibit use of homemade or unapproved tools.</li> <li>- Develop and enforce a comprehensive tagging system.</li> </ul>	1L
3. Material Handling	manual handling injuries, dropping materials	3H	<ul style="list-style-type: none"> <li>- Train workers on proper lifting techniques.</li> <li>- Use mechanical aids like hoists and trolleys.</li> <li>- Plan tasks to minimise manual handling.</li> <li>- Keep pathways clear to reduce trip hazards.</li> <li>- Utilise team lifting for heavy items.</li> <li>- Conduct regular manual handling assessments.</li> <li>- Provide appropriate personal protective equipment (PPE).</li> <li>- Position materials to minimise carrying distances.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Label weight of heavy items clearly.</li> <li>- Schedule regular manual handling training.</li> </ul>	
4. Setting Up Work Area	fire hazards, poor ventilation	3H	<ul style="list-style-type: none"> <li>- Ensure fire extinguishers are readily accessible and employees are trained in their use.</li> <li>- Use proper welding techniques to minimize sparks and fumes.</li> <li>- Ensure adequate ventilation is in place, such as using a fume extractor or working in a well-ventilated area.</li> <li>- Store flammable materials properly and away from heat sources.</li> <li>- Use appropriate PPE, including fire-resistant clothing and eye protection.</li> <li>- Regularly inspect equipment for leaks or malfunctions.</li> <li>- Establish a clear safety protocol for emergency situations.</li> <li>- Provide training on fire safety and evacuation procedures.</li> <li>- Use non-flammable materials where possible.</li> <li>- Maintain a clean and organized work area.</li> <li>- Use proper storage for flammable liquids.</li> <li>- Ensure proper disposal of waste materials.</li> <li>- Use proper welding techniques to minimize sparks and fumes.</li> <li>- Ensure adequate ventilation is in place, such as using a fume extractor or working in a well-ventilated area.</li> <li>- Store flammable materials properly and away from heat sources.</li> <li>- Use appropriate PPE, including fire-resistant clothing and eye protection.</li> <li>- Regularly inspect equipment for leaks or malfunctions.</li> <li>- Establish a clear safety protocol for emergency situations.</li> <li>- Provide training on fire safety and evacuation procedures.</li> <li>- Use non-flammable materials where possible.</li> <li>- Maintain a clean and organized work area.</li> <li>- Use proper storage for flammable liquids.</li> <li>- Ensure proper disposal of waste materials.</li> </ul>	2M
5. Adjusting Welding Equipment	electric shock, incorrect settings leading to poor welds	4A	<ul style="list-style-type: none"> <li>- Ensure all electrical connections are secure and properly insulated.</li> <li>- Use proper welding techniques to minimize sparks and fumes.</li> <li>- Ensure adequate ventilation is in place, such as using a fume extractor or working in a well-ventilated area.</li> <li>- Store flammable materials properly and away from heat sources.</li> <li>- Use appropriate PPE, including fire-resistant clothing and eye protection.</li> <li>- Regularly inspect equipment for leaks or malfunctions.</li> <li>- Establish a clear safety protocol for emergency situations.</li> <li>- Provide training on fire safety and evacuation procedures.</li> <li>- Use non-flammable materials where possible.</li> <li>- Maintain a clean and organized work area.</li> <li>- Use proper storage for flammable liquids.</li> <li>- Ensure proper disposal of waste materials.</li> <li>- Use proper welding techniques to minimize sparks and fumes.</li> <li>- Ensure adequate ventilation is in place, such as using a fume extractor or working in a well-ventilated area.</li> <li>- Store flammable materials properly and away from heat sources.</li> <li>- Use appropriate PPE, including fire-resistant clothing and eye protection.</li> <li>- Regularly inspect equipment for leaks or malfunctions.</li> <li>- Establish a clear safety protocol for emergency situations.</li> <li>- Provide training on fire safety and evacuation procedures.</li> <li>- Use non-flammable materials where possible.</li> <li>- Maintain a clean and organized work area.</li> <li>- Use proper storage for flammable liquids.</li> <li>- Ensure proper disposal of waste materials.</li> </ul>	2M
6. PPE Usage	inadequate protection, allergic reactions to materials	3H	<ul style="list-style-type: none"> <li>- Ensure all PPE is properly inspected and maintained.</li> <li>- Use proper welding techniques to minimize sparks and fumes.</li> <li>- Ensure adequate ventilation is in place, such as using a fume extractor or working in a well-ventilated area.</li> <li>- Store flammable materials properly and away from heat sources.</li> <li>- Use appropriate PPE, including fire-resistant clothing and eye protection.</li> <li>- Regularly inspect equipment for leaks or malfunctions.</li> <li>- Establish a clear safety protocol for emergency situations.</li> <li>- Provide training on fire safety and evacuation procedures.</li> <li>- Use non-flammable materials where possible.</li> <li>- Maintain a clean and organized work area.</li> <li>- Use proper storage for flammable liquids.</li> <li>- Ensure proper disposal of waste materials.</li> <li>- Use proper welding techniques to minimize sparks and fumes.</li> <li>- Ensure adequate ventilation is in place, such as using a fume extractor or working in a well-ventilated area.</li> <li>- Store flammable materials properly and away from heat sources.</li> <li>- Use appropriate PPE, including fire-resistant clothing and eye protection.</li> <li>- Regularly inspect equipment for leaks or malfunctions.</li> <li>- Establish a clear safety protocol for emergency situations.</li> <li>- Provide training on fire safety and evacuation procedures.</li> <li>- Use non-flammable materials where possible.</li> <li>- Maintain a clean and organized work area.</li> <li>- Use proper storage for flammable liquids.</li> <li>- Ensure proper disposal of waste materials.</li> </ul>	1L

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7. Performing the Weld	exposure to fumes, burns from weld spatter	4A		2M
8. Cleaning up Post-Weld	cuts from sharp edges, contact with hot surfaces	3H		1L
9. Inspecting Weld Quality	structural failures, incomplete welds	3H		1L

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10. Handling Waste Materials	chemical exposure, environmental damage	4A		2M
11. Maintenance of Welding Equipment	equipment malfunction, fire	3H		1L
12. Emergency Procedures	fire outbreaks, injuries from accidents	4A		2M

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13. Training and Competence	unqualified operators, lack of knowledge	3H		1L
14. Monitoring and Review	non-compliance, new risks arising	3H		1L
15. Documentation and Reporting	loss of records, inaccurate information	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Safety Signage	incorrectly placed signs, lack of hazard awareness	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Controlling Noise Exposure	hearing damage, communication barriers	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Managing Fatigue	reduced alertness, accidents due to drowsiness	3H	<div></div> <div></div>	1L



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19. Chemical Handling	chemical burns, inhalation of toxic substances	4A		2M
20. Stress Management	mental health issues, decreased productivity	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>

### 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