

Tenon Cutter 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	Slips and trips, Incorrect PPE	3H	<ul style="list-style-type: none"> - Ensure a clean and tidy work area free of obstacles. - Conduct a visual inspection for potential slip hazards. - Ensure all appropriate PPE (gloves, goggles, ear protection) is available and used. - Confirm all team members are trained in manual handling procedures. - Review SWMS prior to commencing work. - Verify clear access for emergency exits and equipment. - Test alarm system before starting. - Record any hazards found and actions taken. - Assign tasks based on experience and skill level. - Prohibit running in work areas. 	2M
2. Inspect Equipment	Faulty machinery, Electrical hazards	3H	<ul style="list-style-type: none"> - Ensure machinery maintenance is up to date before use. - Inspect power cables for damage before connecting. - Ensure that machines are in 'off' position before connecting to power. - Tag out any defective equipment for repair. - Ensure all protective guards are intact and functional. - Perform a test run on equipment before use. - Utilize lockout/tagout procedures during inspection. - Keep a list of authorised operators for machinery use. - Wear rubber-soled shoes to mitigate electrical risk. - Prohibit use of equipment by untrained personnel. 	1L
3. Material Handling	Manual handling injuries, Material drops	3H	<ul style="list-style-type: none"> - Conduct manual handling training regularly. - Use mechanical aids for lifting wherever possible. - Store materials at appropriate heights to minimise lifting strain. - Ensure adequate lighting for handling clarity. - Engage team lifts for heavy materials. - Regularly stop and stretch for prolonged tasks. - Clearly label materials for proper handling. - Securely stack materials to prevent shifting. 	2M

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			<ul style="list-style-type: none"> - Ensure appropriate footwear is worn to prevent foot injuries. - Train staff on emergency response for handling accidents. 	
4. Setup and Calibration	Calibration errors, Tool misuse	3H	<ul style="list-style-type: none"> - Verify calibration of all measuring instruments before use. - Use correct tooling for the task. - Follow standard operating procedures (SOPs) for setup. - Perform a test run before final production. - Ensure all safety guards are in place. - Use proper lifting techniques. - Keep work area clean and free of obstructions. - Wear appropriate PPE (safety glasses, gloves). - Ensure adequate lighting. - Communicate clearly with team members. - Perform regular maintenance on equipment. 	1L
5. Machine Operation	Operator error, Mechanical malfunction	4A	<ul style="list-style-type: none"> - Read and understand the machine manual. - Perform a pre-operation check. - Use correct feed rates and speeds. - Monitor the machine closely during operation. - Stop the machine immediately if an abnormality is detected. - Do not reach into the machine while it is running. - Use proper tooling and techniques. - Keep hands and clothing away from moving parts. - Ensure all safety features are functional. - Follow lockout/tagout procedures for maintenance. - Report any issues to a supervisor. 	2M
6. Tenon Cutting	Flying debris, Cutting tool injury	4A	<ul style="list-style-type: none"> - Use a dedicated tool for cutting tenons. - Secure the workpiece properly. - Use a slow, controlled feed. - Wear eye protection (safety glasses or face shield). - Keep hands and feet clear of the cutting area. - Stop the machine if the tool binds or kicks back. - Use proper technique to guide the tool. - Ensure the workpiece is supported. - Use a dust extraction system if available. - Keep the work area clear of debris. 	2M

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7. Monitoring Quality	Inaccuracy, Rework hazards	3H		2M
8. Cleaning and Maintenance	Chemical exposure, Maintenance related injuries	3H		1L
9. Tool and Equipment Storage	Trip and fall injuries, Improper storage leading to tool damage	3H		1L

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10. Dismantling Workspaces	Unsecured items leading to injury, Manual handling strains	3H		1L
11. Incident Reporting	Non-compliance with protocols, Delayed response	3H		1L
12. Training and Compliance	Lack of knowledge, Training fatigue	3H		1L

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13. PPE Provision and Use	Inadequate protection, Unawareness	3H		1L
14. First Aid and Emergency Procedures	Delayed response, Incorrect first treatment	3H		1L
15. Workplace Environment	Poor lighting, Noise disturbances	3H		1L

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16. Reporting and Documentation	Inaccurate records, Missed follow-ups	3H		1L
17. Review and Improvement	Inefficient processes, Stagnant procedures	3H		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.