

### Tenoner Use 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>	

### Risk Rating & Required Action:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

### Consequence Scale:

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

### Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.*

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	Electrical shock, Slips and trips	3H	<ul style="list-style-type: none"> <li>- Ensure electrical equipment is inspected and tagged by a qualified technician</li> <li>- Keep the work area free of clutter to prevent tripping hazards</li> <li>- Use non-slip mats in the work area</li> <li>- Train staff in safe handling of electrical equipment</li> <li>- Ensure the work area is well lit</li> <li>- Check for any exposed wires and repair them immediately</li> <li>- Ensure personal protective equipment (PPE) is worn, including non-slip footwear</li> <li>- Use caution signage around wet areas</li> <li>- Regularly inspect and maintain flooring</li> <li>- Provide adequate breaks to reduce fatigue</li> </ul>	2M
2. Machine Setup	Entanglement, Manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Use lockout/tagout procedures before setup</li> <li>- Provide training on proper manual handling techniques</li> <li>- Ensure the machine is switched off and unplugged during setup</li> <li>- Use mechanical aids for lifting heavy components</li> <li>- Ensure PPE is worn, including gloves and safety glasses</li> <li>- Keep hands clear of moving parts during setup</li> <li>- Use clear signage to indicate machine status</li> <li>- Ensure setup is conducted by trained personnel</li> <li>- Use adjustable work platforms to minimise awkward postures</li> <li>- Conduct regular manual handling assessments</li> </ul>	2M
3. Loading Material	Crush injuries, Back strain	3H	<ul style="list-style-type: none"> <li>- Use lifting aids like hoists or forklifts where possible</li> <li>- Train workers in proper lifting techniques</li> <li>- Ensure material is stable and secure before handling</li> <li>- Keep the loading area clear of obstacles</li> <li>- Assign team lifting tasks when handling heavy materials</li> <li>- Provide ergonomic training for suitable posture</li> <li>- Regularly service lifting equipment</li> <li>- Have a spotter on standby during material handling</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Conduct regular safety briefings on manual handling</li> <li>- Ensure PPE such as steel-toed boots are worn</li> </ul>	
4. Machine Operation	Contact with rotating blades, Noise-induced hearing loss	4A	<ul style="list-style-type: none"> <li>- Ensure machine is properly guarded</li> <li>- Use proper cutting technique</li> <li>- Maintain safe distance from rotating parts</li> <li>- Use appropriate PPE (earplugs, earmuffs)</li> <li>- Regular maintenance and inspection of machine</li> <li>- Avoid distractions while operating machine</li> <li>- Use designated cutting area</li> <li>- Follow manufacturer's instructions</li> <li>- Use proper tool for the job</li> <li>- Keep work area clean and free of clutter</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Use proper tool storage</li> <li>- Use proper tool handling</li> <li>- Use proper tool selection</li> <li>- Use proper tool maintenance</li> <li>- Use proper tool inspection</li> <li>- Use proper tool cleaning</li> <li>- Use proper tool storage</li> <li>- Use proper tool handling</li> <li>- Use proper tool selection</li> <li>- Use proper tool maintenance</li> <li>- Use proper tool inspection</li> <li>- Use proper tool cleaning</li> </ul>	2M
5. Material Cutting	Flying debris, Cut injuries	4A	<ul style="list-style-type: none"> <li>- Use proper cutting technique</li> <li>- Maintain safe distance from cutting area</li> <li>- Use appropriate PPE (goggles, face shield)</li> <li>- Regular maintenance and inspection of cutting tool</li> <li>- Avoid distractions while cutting</li> <li>- Use designated cutting area</li> <li>- Follow manufacturer's instructions</li> <li>- Use proper tool for the job</li> <li>- Keep work area clean and free of clutter</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Use proper tool storage</li> <li>- Use proper tool handling</li> <li>- Use proper tool selection</li> <li>- Use proper tool maintenance</li> <li>- Use proper tool inspection</li> <li>- Use proper tool cleaning</li> <li>- Use proper tool storage</li> <li>- Use proper tool handling</li> <li>- Use proper tool selection</li> <li>- Use proper tool maintenance</li> <li>- Use proper tool inspection</li> <li>- Use proper tool cleaning</li> </ul>	2M
6. Adjusting Machine Settings	Access to moving parts, Manual tool injuries	3H	<ul style="list-style-type: none"> <li>- Use proper adjustment technique</li> <li>- Maintain safe distance from moving parts</li> <li>- Use appropriate PPE (gloves, safety glasses)</li> <li>- Regular maintenance and inspection of machine</li> <li>- Avoid distractions while adjusting</li> <li>- Use designated adjustment area</li> <li>- Follow manufacturer's instructions</li> <li>- Use proper tool for the job</li> <li>- Keep work area clean and free of clutter</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Use proper posture</li> <li>- Take regular breaks</li> <li>- Use proper tool storage</li> <li>- Use proper tool handling</li> <li>- Use proper tool selection</li> <li>- Use proper tool maintenance</li> <li>- Use proper tool inspection</li> <li>- Use proper tool cleaning</li> <li>- Use proper tool storage</li> <li>- Use proper tool handling</li> <li>- Use proper tool selection</li> <li>- Use proper tool maintenance</li> <li>- Use proper tool inspection</li> <li>- Use proper tool cleaning</li> </ul>	1L

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7. Quality Check	Repetitive strain injuries, Distraction from noise	2M		1L
8. Cleaning	Chemical exposure, Slips	3H		1L
9. Maintenance	Electrical hazards, Tool misuse	3H		1L

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10. Disposal of Waste	Environmental hazard, Cut injuries from sharp materials	3H		1L
11. End of Day Procedures	Fatigue, Accident from knock down	2M		1L
12. Emergency Response	Panic leading to mistakes, Delayed emergency response	3H		1L

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13. Review and Evaluation	Complacency, Overlooking safety improvements	2M		1L
14. Outdoor Operations (if applicable)	Sun exposure, Uneven terrain	3H		1L
15. Transportation of Equipment	Vehicle collision, Load shift	3H		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.