

Tighten Fasteners 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:

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	slip on uneven surface, incorrect use of tools	3H	<ul style="list-style-type: none"> - Conduct a site inspection to ensure the area is free of slipping hazards - Provide training on correct tool usage before commencing work - Ensure all workers are wearing appropriate footwear with good grip - Use anti-slip mats where needed - Use tools only for their intended purpose - Ensure the work area is well-lit - Keep work area organized and free of clutter - Set up signs to alert others of the work in progress - Ensure employees have necessary PPE such as gloves and eye protection - Store tools safely when not in use 	2M
2. Obtain Tools and Equipment	lifting heavy equipment, tripping over tools	3H	<ul style="list-style-type: none"> - Use correct lifting techniques to pick up equipment - Utilize mechanical aids for lifting heavy items - Keep tools organized and stored properly - Identify and mark any trip hazards in advance - Ensure pathways are clear of cables and debris - Wear PPE such as gloves and steel-capped boots - Have a spotter to assist when carrying awkward items - Arrange tools on a trolley for easier transport - Train workers in correct manual handling techniques - Ensure all tools are secured when not in use 	1L
3. Secure Work Area	unauthorized access, fall hazards	3H	<ul style="list-style-type: none"> - Use barriers or tape to delineate the work area - Post warning signs around the perimeter - Implement a lockout/tagout system if required - Ensure all workers sign in before entering the work zone - Supervise unauthorized personnel around the site - Install guardrails where there is a risk of falling - Provide fall restraint systems as needed - Train workers in managing falls and emergency response 	2M

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			- Regularly review site security measures - Allocate a safety officer to monitor site	
4. Gather Fasteners	wrong selection of fasteners, misplacement of fasteners	2M	[REDACTED]	1L
5. Inspect Tools	tool malfunction, using defective tools	4A	[REDACTED]	2M
6. Set Up Ladder or Platform	fall from height, incorrect setup	4A	[REDACTED]	1L

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7. Position Fasteners	repetitive strain, strain from awkward posture	3H		1L
8. Align Components	pinch points, sharp edges	3H		2M
9. Tighten Fasteners Using Hand Tools	over-torque, brittle fracture	4A		2M

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10. Tighten Fasteners Using Power Tools	noise pollution, vibration exposure	4A		1L
11. Perform Quality Check	undetected fastening errors, oversight	3H		1L
12. Conduct Final Inspection	missed safety checks, equipment oversight	3H		1L

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13. Clean Work Area	contact with hazardous substances, trip hazards from debris	3H		1L
14. Store Tools and Equipment	improper storage, equipment damage	3H		1L
15. Sign-off and Document Completion	incomplete documentation, unauthorised sign-off	2M		1L

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			<ul style="list-style-type: none"> 1. Use proper lifting techniques: bend at the knees, not the back. 2. Wear slip-resistant shoes. 3. Keep work area clean and free of clutter. 4. Use proper body mechanics: avoid twisting the torso. 5. Take regular breaks to stretch and rest. 6. Use mechanical aids (e.g., pallet jacks) to move heavy loads. 7. Communicate with coworkers when lifting or moving loads. 8. Inspect equipment before use. 9. Follow all safety protocols and procedures. 10. Report any injuries or hazards immediately. 	
16. Report Any Issues	communication breakdown, delayed reporting	3H	<ul style="list-style-type: none"> 1. Establish clear communication channels. 2. Use standardized reporting forms. 3. Assign specific roles for reporting. 4. Implement a "stop work" protocol for safety issues. 5. Conduct regular safety meetings. 6. Encourage a culture of safety and reporting. 7. Provide training on reporting procedures. 8. Document all incidents and near misses. 9. Investigate the root cause of incidents. 10. Implement corrective actions to prevent recurrence. 	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.