

Tile Cutter Risk Assessment

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS 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 upon entering work area, Incorrect use of personal protective equipment (PPE)	3H	<ul style="list-style-type: none"> - Conduct site inspection for hazards before beginning work - Ensure all workers are trained in PPE use - Establish a clean and dry entry point to the work area - Provide proper signage to indicate work area entrance - Monitor compliance with PPE protocols - Instruct workers to double-check PPE for safety and fit - Provide non-slip mats in key areas of concern - Designate preparation zones to avoid congestion - Ensure lighting is adequate to see potential slip hazards - Confirm that PPE is intact and free from damage 	2M
2. Tool Inspection	Faulty tools leading to malfunction, Electrical hazards from damaged cords	3H	<ul style="list-style-type: none"> - Perform a visual inspection of the tile cutter before use - Test all tools for proper function before operation - Ensure that cords are insulated and free from damage - Carry out regular maintenance according to manufacturer guidance - Keep logs of all inspections and maintenance activities - Use only tools that meet Australian safety standards - Train workers in identifying and reporting faults - Provide replacement equipment promptly if issues are found - Use a tag-out system for faulty equipment - Ensure equipment is used only by trained workers 	1L
3. Workspace Setup	Trip hazards from loose objects, Crowding in workspace	3H	<ul style="list-style-type: none"> - Remove unnecessary tools and materials from the work area - Clearly define work zones with barriers or tape - Store unused materials in designated areas - Ensure power cords do not cross walkways - Arrange workflow to avoid crossing paths - Use signs to direct foot traffic around the cutting area - Limit the number of workers in the area - Educate workers on maintaining clear workspaces 	2M

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			<ul style="list-style-type: none"> - Conduct regular housekeeping checks - Use carts or stands for organizing tools and materials 	
4. Preparing Materials	Manual handling injuries from lifting, Sharp edges on tiles	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Wear gloves - Use tools to handle tiles - Keep work area clean and free of clutter - Use carts or stands for organizing tools and materials - Use proper storage techniques - Use proper disposal techniques - Use proper cleaning techniques - Use proper maintenance techniques - Use proper safety techniques - Use proper PPE techniques - Use proper training techniques - Use proper supervision techniques - Use proper communication techniques - Use proper documentation techniques - Use proper record keeping techniques - Use proper reporting techniques - Use proper investigation techniques - Use proper corrective action techniques - Use proper prevention techniques - Use proper control techniques - Use proper elimination techniques - Use proper substitution techniques - Use proper engineering techniques - Use proper administrative techniques - Use proper personal techniques - Use proper safety techniques - Use proper PPE techniques - Use proper training techniques - Use proper supervision techniques - Use proper communication techniques - Use proper documentation techniques - Use proper record keeping techniques - Use proper reporting techniques - Use proper investigation techniques - Use proper corrective action techniques - Use proper prevention techniques - Use proper control techniques - Use proper elimination techniques - Use proper substitution techniques - Use proper engineering techniques - Use proper administrative techniques - Use proper personal techniques 	1L
5. Tile Cutting	Flying debris, Noise exposure	4A	<ul style="list-style-type: none"> - Use proper cutting techniques - Wear eye protection - Use proper ventilation - Use proper noise reduction techniques - Use proper dust control techniques - Use proper disposal techniques - Use proper cleaning techniques - Use proper maintenance techniques - Use proper safety techniques - Use proper PPE techniques - Use proper training techniques - Use proper supervision techniques - Use proper communication techniques - Use proper documentation techniques - Use proper record keeping techniques - Use proper reporting techniques - Use proper investigation techniques - Use proper corrective action techniques - Use proper prevention techniques - Use proper control techniques - Use proper elimination techniques - Use proper substitution techniques - Use proper engineering techniques - Use proper administrative techniques - Use proper personal techniques 	2M
6. Cleaning Up	Cuts from sharp tile fragments, Respiratory issues from dust	3H	<ul style="list-style-type: none"> - Use proper cleaning techniques - Wear eye protection - Use proper ventilation - Use proper dust control techniques - Use proper disposal techniques - Use proper cleaning techniques - Use proper maintenance techniques - Use proper safety techniques - Use proper PPE techniques - Use proper training techniques - Use proper supervision techniques - Use proper communication techniques - Use proper documentation techniques - Use proper record keeping techniques - Use proper reporting techniques - Use proper investigation techniques - Use proper corrective action techniques - Use proper prevention techniques - Use proper control techniques - Use proper elimination techniques - Use proper substitution techniques - Use proper engineering techniques - Use proper administrative techniques - Use proper personal techniques 	1L

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7. Storage Post-Use	Improper tool storage, Fire hazards from flammable substances	3H		1L
8. Maintenance Scheduling	Equipment failure due to poor maintenance, Compromised safety from missed inspections	3H		1L
9. Emergency Procedures	Unfamiliarity with emergency exits, Inadequate emergency first aid supplies	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Training and Supervision	Lack of competence leading to errors, Insufficient supervision leading to incidents	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Personal Protective Equipment (PPE)	Improper PPE for the task, Non-compliance with PPE use	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Dust Management	Respiratory issues due to dust inhalation, Visibility problems from excessive dust	4A	<div></div> <div></div> <div></div> <div></div>	2M

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13. Tile Measurement	Incorrect measurements leading to material wastage, Strain injuries from awkward positions	3H		1L
14. Communication	Miscommunication leading to accidents, Language barriers	3H		1L
15. Waste Disposal	Improper disposal leading to environmental harm, Hazardous materials not recognised	3H		1L

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16. Weather Considerations	Heat stress during outdoor operations, Wet surfaces due to rain leading to slips	3H		2M
17. Security Measures	Theft of tools or materials, Unauthorised persons entering work areas	3H		1L
18. Transportation of Materials	Vehicle roll-overs, Load shift during transportation	4A		2M

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19. Power Supply Management	Electrical shock from improper connections, Overloading circuits	4A		2M
20. Final Inspection	Missed hazards leading to accidents, Non-compliance with safety procedures	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.