

Unique Part Fabrication 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:

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	Manual handling injuries, Slips, trips, and falls	3H	<ul style="list-style-type: none"> - Conduct a pre-task safety briefing - Ensure work area is clean and tidy - Use appropriate PPE such as gloves and safety boots - Implement a 'clear floor space' policy - Check all equipment for safety compliance before use - Develop a manual handling plan with ergonomic considerations - Ensure proper storage of tools and materials - Provide training on manual handling techniques - Use signs to highlight wet or slippery floors - Limit the number of personnel in congested areas 	2M
2. Material Selection	Exposure to hazardous substances, Cuts and abrasions	3H	<ul style="list-style-type: none"> - Use materials with the least hazard potential where possible - Provide material safety data sheets (MSDS) and training on substance handling - Ensure proper ventilation and respiratory protective equipment - Use appropriate tools and equipment for cutting - Implement safe handling procedures for sharp materials - Provide first aid facilities and trained personnel on site - Keep work area well organized to avoid accidental contact with sharp edges - Store hazardous substances in designated areas - Regularly inspect tools for wear and damage - Conduct regular safety audits to ensure compliance 	1L
3. Cutting	Noise-induced hearing loss, Fire hazards	4A	<ul style="list-style-type: none"> - Use noise-dampening tools where possible - Ensure all personnel wear ear protection - Establish fire-watch protocols - Have fire extinguishers readily available and checked - Use spark-resistant tools in flammable areas - Implement a 'report and repair' system for tool damage - Schedule regular breaks from noisy environments - Train workers on fire safety procedures 	2M

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
			<ul style="list-style-type: none"> - Conduct regular tool maintenance and assessment - Store flammable materials away from heat sources 	
4. Assembly	Repetitive strain injuries, Pinching hazards	3H	<ul style="list-style-type: none"> - Use ergonomic tools and equipment - Rotate tasks to avoid repetitive movements - Take regular breaks and stretch - Use proper lifting techniques - Wear appropriate PPE (e.g., gloves) - Ensure work area is clear of clutter - Use safety barriers to prevent pinching - Train workers on safe assembly procedures - Implement a safety culture - Regularly inspect equipment for wear and tear - Use safety signage to warn of hazards - Establish a clear communication system - Provide ongoing safety training - Conduct regular safety audits - Encourage workers to report hazards - Use fall protection equipment when working at heights - Implement a permit-to-work system for high-risk tasks - Use lockout/tagout procedures for maintenance - Ensure proper ventilation in enclosed spaces - Use fire extinguishers and fire alarms - Establish a clear evacuation route - Conduct regular fire drills - Use gas detectors for toxic gas leaks - Implement a confined space entry protocol - Use proper electrical safety procedures - Ensure all electrical equipment is properly grounded - Use safety harnesses and fall arrest systems - Implement a safe work zone protocol - Use safety cones and barriers to mark off work areas - Establish a clear communication system for workers in the field - Provide ongoing safety training for all workers - Conduct regular safety audits and inspections - Encourage workers to report hazards and near misses - Use a safety culture to promote safe work practices - Implement a safety management system - Use a risk assessment process to identify and control hazards - Establish a clear chain of command for safety - Use a safety committee to oversee safety activities - Implement a safety incentive program - Use a safety scorecard to track safety performance - Establish a safety reporting system - Use a safety toolbox talk to reinforce safety messages - Implement a safety observation program - Use a safety audit checklist to ensure compliance with safety standards - Establish a safety training program for all workers - Use a safety assessment tool to evaluate safety risks - Implement a safety plan to address identified risks - Use a safety communication system to keep workers informed of safety issues - Establish a safety culture that values safety over speed - Implement a safety management system that integrates safety with other business functions - Use a safety performance indicator to measure safety performance - Establish a safety reporting system that encourages workers to report hazards and near misses - Use a safety audit checklist to ensure compliance with safety standards - Establish a safety training program for all workers - Use a safety assessment tool to evaluate safety risks - Implement a safety plan to address identified risks - Use a safety communication system to keep workers informed of safety issues - Establish a safety culture that values safety over speed - Implement a safety management system that integrates safety with other business functions - Use a safety performance indicator to measure safety performance - Establish a safety reporting system that encourages workers to report hazards and near misses 	2M
5. Welding	Burns, Exposure to harmful fumes	4A	<ul style="list-style-type: none"> - Use proper welding techniques - Wear appropriate PPE (e.g., welding mask, gloves, clothing) - Ensure proper ventilation in the work area - Use safety barriers to prevent sparks from reaching other workers - Train workers on safe welding procedures - Implement a safety culture - Regularly inspect equipment for wear and tear - Use safety signage to warn of hazards - Establish a clear communication system - Provide ongoing safety training - Conduct regular safety audits - Encourage workers to report hazards - Use fall protection equipment when working at heights - Implement a permit-to-work system for high-risk tasks - Use lockout/tagout procedures for maintenance - Ensure proper ventilation in enclosed spaces - Use fire extinguishers and fire alarms - Establish a clear evacuation route - Conduct regular fire drills - Use gas detectors for toxic gas leaks - Implement a confined space entry protocol - Use proper electrical safety procedures - Ensure all electrical equipment is properly grounded - Use safety harnesses and fall arrest systems - Implement a safe work zone protocol - Use safety cones and barriers to mark off work areas - Establish a clear communication system for workers in the field - Provide ongoing safety training for all workers - Conduct regular safety audits and inspections - Encourage workers to report hazards and near misses - Use a safety culture to promote safe work practices - Implement a safety management system - Use a risk assessment process to identify and control hazards - Establish a clear chain of command for safety - Use a safety committee to oversee safety activities - Implement a safety incentive program - Use a safety scorecard to track safety performance - Establish a safety reporting system - Use a safety toolbox talk to reinforce safety messages - Implement a safety observation program - Use a safety audit checklist to ensure compliance with safety standards - Establish a safety training program for all workers - Use a safety assessment tool to evaluate safety risks - Implement a safety plan to address identified risks - Use a safety communication system to keep workers informed of safety issues - Establish a safety culture that values safety over speed - Implement a safety management system that integrates safety with other business functions - Use a safety performance indicator to measure safety performance - Establish a safety reporting system that encourages workers to report hazards and near misses 	2M
6. Inspection	Exposure to moving parts, Falls from height	3H	<ul style="list-style-type: none"> - Use proper inspection techniques - Wear appropriate PPE (e.g., safety harness, fall arrest system) - Ensure proper ventilation in the work area - Use safety barriers to prevent sparks from reaching other workers - Train workers on safe inspection procedures - Implement a safety culture - Regularly inspect equipment for wear and tear - Use safety signage to warn of hazards - Establish a clear communication system - Provide ongoing safety training - Conduct regular safety audits - Encourage workers to report hazards - Use fall protection equipment when working at heights - Implement a permit-to-work system for high-risk tasks - Use lockout/tagout procedures for maintenance - Ensure proper ventilation in enclosed spaces - Use fire extinguishers and fire alarms - Establish a clear evacuation route - Conduct regular fire drills - Use gas detectors for toxic gas leaks - Implement a confined space entry protocol - Use proper electrical safety procedures - Ensure all electrical equipment is properly grounded - Use safety harnesses and fall arrest systems - Implement a safe work zone protocol - Use safety cones and barriers to mark off work areas - Establish a clear communication system for workers in the field - Provide ongoing safety training for all workers - Conduct regular safety audits and inspections - Encourage workers to report hazards and near misses - Use a safety culture to promote safe work practices - Implement a safety management system - Use a risk assessment process to identify and control hazards - Establish a clear chain of command for safety - Use a safety committee to oversee safety activities - Implement a safety incentive program - Use a safety scorecard to track safety performance - Establish a safety reporting system - Use a safety toolbox talk to reinforce safety messages - Implement a safety observation program - Use a safety audit checklist to ensure compliance with safety standards - Establish a safety training program for all workers - Use a safety assessment tool to evaluate safety risks - Implement a safety plan to address identified risks - Use a safety communication system to keep workers informed of safety issues - Establish a safety culture that values safety over speed - Implement a safety management system that integrates safety with other business functions - Use a safety performance indicator to measure safety performance - Establish a safety reporting system that encourages workers to report hazards and near misses 	1L

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7. Testing	Electrocution, Accidental activation of machinery	4A		2M
8. Packaging	Manual handling injuries, Use of power packaging tools	3H		2M
9. Transportation	Vehicle accidents, Load shifts	4A		2M

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10. Waste Disposal	Chemical exposure, Uncontrolled release of waste	3H		1L
11. Documentation	Data breach, Poor record management	2M		1L
12. Maintenance	Electrical shocks, Slips and trips	3H		1L

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13. Quality Control	Defective products, Incorrect measurements	3H		2M
14. Communication	Miscommunication, Misinterpretation of instructions	2M		1L
15. Continuous Improvement	Neglect of feedback, Resistance to change	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>

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.