

Unpacking Of Sensitive Components 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	Improper handling, poor posture leading to musculoskeletal disorders (MSD), Slippery surface causing falls	3H	<ul style="list-style-type: none"> - Ensure proper manual handling training for all workers. - Arrange anti-fatigue mats to improve posture. - Organise workspace to allow easy access to components. - Ensure proper lighting for clear visibility. - Use personal protective equipment such as gloves. - Conduct pre-work stretching exercises. - Maintain a dry and clean floor surface. - Provide grip enhancing shoes. - Implement a buddy system for heavy loads. - Enforce regular inspection of the workspace. 	2M
2. Receipt of Goods	Sharp objects causing cuts, heavy boxes causing strains, unstable stacks resulting in falls	3H	<ul style="list-style-type: none"> - Use puncture resistant gloves when handling. - Utilise trolleys and lifting devices. - Store items on stable surfaces. - Limit stack height to prevent instability. - Inspect goods upon receipt for damages. - Train workers in proper lifting techniques. - Use team lifting for heavy goods. - Provide clear pathways for movement. - Label stacks with safe load limits. - Supervise operations diligently. 	2M
3. Unpacking Tools Setup	Tool malfunction leading to injuries, electric shock from equipment, Trip hazards due to tool cables	3H	<ul style="list-style-type: none"> - Conduct regular tool maintenance and inspection. - Use power tools tested and tagged regularly. - Keep cables tidy and use cable protectors. - Provide RCDs for electrical safety. - Train workers on electric tool safety. - Enforce a clean as you go policy. - Assign a specific place for every tool. - Provide grounding for all electrical equipment. 	2M

<p>Issues leading to sharp increase in strain due to heavy lifting, Chemical exposure, and Repetitive strain</p>	<p>3H</p>	<p>- Delegate a safety officer for oversight.</p>
<p>Issues due to heavy lifting, Repetitive strain, and Computer use</p>	<p>2M</p>	

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7. Regular Monitoring	Complacency leading to neglected safety checks, small faults leading to major failures, Worn-out equipment causing inefficiency	3H		2M
8. Shipment Preparation	Strains from loading, slipping on unfinished surfaces, incorrect labeling leads to shipment errors	3H		2M
9. Waste Management	Improper disposal causing chemical exposure, sharp objects causing cuts, Trip hazards from waste accumulation	3H		1L

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10. Final Inspection and Quality Assurance	Undetected component faults leading to failure, improper records causing mix-ups, Miscommunication leading to quality lapses	4A		2M
11. Equipment Shutdown	Electrical hazards from improper shutdown, machinery entrapments, Pressure build-up causing system failure	4A		2M
12. Post-Operation Clean-Up	Slips from wet cleaning surfaces, exposure to cleaning chemicals, Improper disposal of cleaning materials	3H		1L

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13. Review and Feedback	Neglecting insights leading to repeated mistakes, miscommunication causing process errors, Fatigue from prolonged meetings	2M		1L
14. Training and Development	Skill gaps leading to inefficiencies, training fatigue impacting learning, Non-compliance with procedures	4A		2M
15. Emergency Preparedness	Delayed response leading to accidents, confusion during evacuations, Inaccessibility of emergency equipment	4A		2M

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			<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
16. Incident Reporting	Failure to report causing repeated accidents, unclear reporting system causing confusion, Data mismanagement	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
17. Maintenance Schedule	Deferred maintenance causing equipment failure, unsafe maintenance practices, Lack of records leads to repeated faults	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
18. Handling Returns	Inadequate labelling causing confusion, damaged returns causing injury, Unsorted returns causing clutter	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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19. Component Storage	Stack collapse causing injury, improper labelling leading to mix-ups, Humidity damage to sensitive components	3H		1L
20. Develop Exit Strategy	Delayed evacuation, unawareness of exit protocols, Inadequate facilities for disabled access	4A		2M

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.