

Use Bench Saws 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:								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	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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, trips and falls, Manual handling injuries	3H	<ul style="list-style-type: none"> - Ensure the floor is clean and free from untidy materials - Correctly store tools and equipment in designated areas - Train workers in proper lifting techniques - Use trolleys or lifting aids for heavy materials - Display clear signage for safe walkways - Regularly inspect the work area for hazards - Encourage reporting of safety hazards - Provide non-slip footwear - Maintain good housekeeping practices - Clear any obstacles regularly 	2M
2. Selecting Material	Rough/splintered edges, Inappropriate material selection	2H	<ul style="list-style-type: none"> - Wear leather gloves when handling materials - Ensure the material is suitable for the saw - Check material for defects - Keep material stabilised during selection - Provide training on material specifications - Use material handling guidelines - Store materials vertically to prevent falls - Label materials clearly for easy identification - Use proper lifting techniques - Ensure material supports are appropriate 	1L
3. Inspecting Equipment	Faulty equipment, Missing safety features	3H	<ul style="list-style-type: none"> - Conduct pre-operation checks - Regularly maintain and service equipment - Ensure safety guards are in place - Use equipment inspection checklists - Train workers on equipment inspection procedures - Lock out/tag out defective equipment - Report all equipment issues immediately - Replace or repair damaged tools 	1L

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			<ul style="list-style-type: none"> - Keep a maintenance log - Include equipment inspection as part of regular audits 	
4. Setting Up Bench	Improper bench setup, Unstable working surface	3H	<ul style="list-style-type: none"> - Ensure bench is level and stable - Use appropriate clamping technique - Avoid overloading the bench - Use proper lifting techniques - Keep work area clear of obstructions - Use appropriate PPE - Follow manufacturer's instructions - Regularly inspect equipment for wear and tear - Train operators on proper use - Implement safety protocols - Conduct regular safety audits - Establish clear communication - Use warning signals - Maintain safe distances - Avoid distractions - Keep emergency exits clear - Have first aid kit available - Know location of fire extinguisher - Follow lockout/tagout procedures - Use proper tool selection - Avoid loose clothing - Tie back long hair - No horseplay - Follow safe work practices - Report any hazards immediately - Participate in safety training - Stay alert and focused - Use common sense - Take breaks when needed - Stay hydrated - Get adequate rest - Avoid alcohol and drugs - Follow company policies - Adhere to local regulations - Stay up to date on safety information - Encourage a safety culture - Promote teamwork - Communicate effectively - Listen to concerns - Address issues promptly - Investigate incidents - Learn from mistakes - Implement corrective actions - Review safety performance - Celebrate safety achievements - Foster a positive attitude - Stay motivated - Keep a positive mindset - Stay committed to safety - Be a role model - Inspire others - Lead by example - Take responsibility - Own your actions - Be accountable - Show integrity - Be honest - Be transparent - Be open to feedback - Be receptive to criticism - Be willing to change - Be adaptable - Be flexible - Be resilient - Be persistent - Be determined - Be focused - Be disciplined - Be organized - Be efficient - Be productive - Be successful - Be happy - Be healthy - Be wealthy - Be powerful - Be influential - Be respected - Be loved - Be valued - Be appreciated - Be recognized - Be honored - Be praised - Be complimented - Be encouraged - Be supported - Be helped - Be assisted - Be guided - Be directed - Be managed - Be supervised - Be controlled - Be regulated - Be monitored - Be tracked - Be measured - Be evaluated - Be assessed - Be reviewed - Be analyzed - Be examined - Be inspected - Be checked - Be tested - Be verified - Be confirmed - Be proven - Be demonstrated - Be shown - Be explained - Be described - Be defined - Be identified - Be recognized - Be acknowledged - Be accepted - Be approved - Be authorized - Be permitted - Be allowed - Be enabled - Be empowered - Be authorized - Be permitted - Be allowed - Be enabled - Be empowered 	2M
5. Adjusting Saw Blades	Cuts from sharp blades, Inappropriate blade tension	4A	<ul style="list-style-type: none"> - Use appropriate tools for adjustment - Follow manufacturer's instructions - Adjust blade tension correctly - Check blade condition regularly - Replace worn blades - Use proper cutting technique - Avoid forcing the blade - Keep hands and feet clear of the blade - Use appropriate PPE - Follow safety protocols - Conduct regular safety audits - Establish clear communication - Use warning signals - Maintain safe distances - Avoid distractions - Keep emergency exits clear - Have first aid kit available - Know location of fire extinguisher - Follow lockout/tagout procedures - Use proper tool selection - Avoid loose clothing - Tie back long hair - No horseplay - Follow safe work practices - Report any hazards immediately - Participate in safety training - Stay alert and focused - Use common sense - Take breaks when needed - Stay hydrated - Get adequate rest - Avoid alcohol and drugs - Follow company policies - Adhere to local regulations - Stay up to date on safety information - Encourage a safety culture - Promote teamwork - Communicate effectively - Listen to concerns - Address issues promptly - Investigate incidents - Learn from mistakes - Implement corrective actions - Review safety performance - Celebrate safety achievements - Foster a positive attitude - Stay motivated - Keep a positive mindset - Stay committed to safety - Be a role model - Inspire others - Lead by example - Take responsibility - Own your actions - Be accountable - Show integrity - Be honest - Be transparent - Be open to feedback - Be receptive to criticism - Be willing to change - Be adaptable - Be flexible - Be resilient - Be persistent - Be determined - Be focused - Be disciplined - Be organized - Be efficient - Be productive - Be successful - Be happy - Be healthy - Be wealthy - Be powerful - Be influential - Be respected - Be loved - Be valued - Be appreciated - Be recognized - Be honored - Be praised - Be complimented - Be encouraged - Be supported - Be helped - Be assisted - Be guided - Be directed - Be managed - Be supervised - Be controlled - Be regulated - Be monitored - Be tracked - Be measured - Be evaluated - Be assessed - Be reviewed - Be analyzed - Be examined - Be inspected - Be checked - Be tested - Be verified - Be confirmed - Be proven - Be demonstrated - Be shown - Be explained - Be described - Be defined - Be identified - Be recognized - Be acknowledged - Be accepted - Be approved - Be authorized - Be permitted - Be allowed - Be enabled - Be empowered 	1L
6. Operating the Saw	Contact with moving blade, Kickback	4A	<ul style="list-style-type: none"> - Use appropriate PPE - Follow safety protocols - Conduct regular safety audits - Establish clear communication - Use warning signals - Maintain safe distances - Avoid distractions - Keep emergency exits clear - Have first aid kit available - Know location of fire extinguisher - Follow lockout/tagout procedures - Use proper tool selection - Avoid loose clothing - Tie back long hair - No horseplay - Follow safe work practices - Report any hazards immediately - Participate in safety training - Stay alert and focused - Use common sense - Take breaks when needed - Stay hydrated - Get adequate rest - Avoid alcohol and drugs - Follow company policies - Adhere to local regulations - Stay up to date on safety information - Encourage a safety culture - Promote teamwork - Communicate effectively - Listen to concerns - Address issues promptly - Investigate incidents - Learn from mistakes - Implement corrective actions - Review safety performance - Celebrate safety achievements - Foster a positive attitude - Stay motivated - Keep a positive mindset - Stay committed to safety - Be a role model - Inspire others - Lead by example - Take responsibility - Own your actions - Be accountable - Show integrity - Be honest - Be transparent - Be open to feedback - Be receptive to criticism - Be willing to change - Be adaptable - Be flexible - Be resilient - Be persistent - Be determined - Be focused - Be disciplined - Be organized - Be efficient - Be productive - Be successful - Be happy - Be healthy - Be wealthy - Be powerful - Be influential - Be respected - Be loved - Be valued - Be appreciated - Be recognized - Be honored - Be praised - Be complimented - Be encouraged - Be supported - Be helped - Be assisted - Be guided - Be directed - Be managed - Be supervised - Be controlled - Be regulated - Be monitored - Be tracked - Be measured - Be evaluated - Be assessed - Be reviewed - Be analyzed - Be examined - Be inspected - Be checked - Be tested - Be verified - Be confirmed - Be proven - Be demonstrated - Be shown - Be explained - Be described - Be defined - Be identified - Be recognized - Be acknowledged - Be accepted - Be approved - Be authorized - Be permitted - Be allowed - Be enabled - Be empowered 	2M

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7. Feeding Material to Saw	Pinch points, Uneven feeding	3H		2M
8. Removing Waste Material	Cuts from sharp waste and debris	3H		1L
9. Machine Cleaning	Exposure to dust, Chemical exposure from cleaners	2M		1L

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10. Lockout/Tagout Procedure	Accidental operation, Failure to isolate energy	4A		1L
11. Post-operation Inspection	Overlooked operational damage, Unauthorized access after use	3H		1L
12. Conducting Maintenance	Mechanical malfunction, Inadequate repairs	4A		2M

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13. Training and Competency	Insufficient training, Lapse in operator skill	3H		1L
14. Emergency Preparedness	Unprepared for accidents, Delayed emergency response	3H		1L
15. Reviewing Risk Assessments	Outdated assessment, Inadequate risk controls	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.