

## Use Of Lathes 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<br>HIGH                                   | 3<br>HIGH     | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY   | 2<br>MODERATE                               | 3<br>HIGH     | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.   |  |
| POSSIBLE   | 1<br>LOW                                    | 2<br>MODERATE | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard  |  |
| UNLIKELY   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE   | 1<br>LOW                                    | 1<br>LOW      | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change  |  |
|  |   |               |                    |            |  |                |                                   | <b>PPE</b>   |  |
| <b>Risk Rating &amp; Required Action:</b>  |   |               |                    |            |  |                |                                   | <b>Notes on Hierarchy of Controls:</b>   |  |
| 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. <b>Eliminate</b>  |  |
| 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   |  |
| <b>Consequence Scale:</b>  |   |               |                    |            |  |                |                                   | Always document <b>why</b> 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      | Unsecured workpiece, Trips and falls                               | 3H           | <ul style="list-style-type: none"> <li>- Ensure workpiece is securely fastened before starting</li> <li>- Keep workspace clean and free of debris</li> <li>- Ensure proper lighting in the work area</li> <li>- Use non-slip mats where necessary</li> <li>- Wear appropriate footwear to prevent slipping</li> <li>- Conduct a visual inspection of the lathe and surrounding area</li> <li>- Remove any unnecessary obstructions near the work area</li> <li>- Place clear signage to indicate potential hazards</li> <li>- Train workers on safe preparation practices</li> <li>- Implement a regular maintenance schedule for equipment</li> </ul>          | 2M            |
| 2. Tool Selection   | Using incorrect tool for task, Damaged tools                       | 3H           | <ul style="list-style-type: none"> <li>- Ensure tools are appropriate for the specific task</li> <li>- Conduct a visual check of each tool before use</li> <li>- Replace any damaged or worn tools immediately</li> <li>- Provide training on tool selection and use</li> <li>- Maintain an inventory of correctly sized and suitable tools</li> <li>- Implement a tool maintenance and inspection program</li> <li>- Store tools properly to avoid damage</li> <li>- Use tools in accordance with manufacturer instructions</li> <li>- Provide access to a tool reference guide</li> <li>- Issue personal protective equipment specific to the task</li> </ul> | 1L            |
| 3. Machine Setup    | Unfamiliarity with machine controls, Misalignment of machine parts | 4A           | <ul style="list-style-type: none"> <li>- Provide comprehensive training on machine controls</li> <li>- Ensure operators are familiar with machine setup</li> <li>- Use alignment tools to correctly set up parts</li> <li>- Conduct pre-start checks to verify machine setup</li> <li>- Clearly label all machine controls</li> <li>- Have emergency stop procedures in place</li> <li>- Supervise setups with experienced personnel</li> <li>- Use checklists to ensure all steps are followed</li> </ul>  | 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"> <li>- Hold regular refresher courses on machine operation</li> <li>- Encourage a culture of asking for help if unsure</li> </ul>   |               |
| 4. Workpiece Installation | Inadequate clamping, Incorrect positioning           | 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> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L            |
| 5. Operating Controls     | Unintentional start machine, Operator distraction    | 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> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 6. Start-up Procedure     | Sudden machine movement, Failure to follow procedure | 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>   | 1L            |

| 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 |
|                              |  |              |  |               |
| 7. Performing Operations     | Flying debris, Operator fatigue                  | 4A           |  | 2M            |
| 8. Monitoring and Adjustment | Overloading machine, Incorrect adjustments       | 3H           |  | 1L            |
| 9. Shutting Down Machine     | Inadequate cooling down, Sudden stopping hazards | 3H           |  | 1L            |

| 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 |
|                        |   |              |  |               |
| 10. Cleaning Work Area | Handling sharp debris, Exposure to cleaning chemicals       | 3H           |  | 2M            |
| 11. Maintenance Checks | Electrical faults, Mechanical failures                      | 4A           |  | 2M            |
| 12. Disposal of Waste  | Improper disposal of waste, Exposure to hazardous materials | 3H           |  | 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 |
|                               |   |              |  |               |
| 13. Lockout/Tagout Procedures | Accidental start-up, Unauthorised access                            | 4A           |  | 2M            |
| 14. Emergency Procedures      | Lack of clear emergency instructions, Delayed response to incidents | 4A           |  | 2M            |
| 15. Final Inspection          | Missed faults, Poor documentation                                   | 3H           |  | 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 |
|                     |                        |              | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> |               |
|                     |                        |              |   |               |

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.