

Use Of Ride-On Trowelling Machines 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		
Consequence Scale:						4. Engineering		
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			
						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	Slippery surfaces, Incorrect PPE	3H	<p>Conduct site inspection to identify slippery areas and address them accordingly</p> <p>Ensure all operators wear appropriate PPE such as safety boots, visibility vests and helmets</p> <p>Clearly mark the working area with cones and signs to prevent unauthorised access</p> <p>Provide a safety briefing to all workers and operators before commencing work</p> <p>Ensure the site is clear of debris and unnecessary items that could cause slips or trips.</p> <p>Check weather forecasts to anticipate slippery conditions and plan accordingly.</p> <p>Perform a walk-through to identify potential hazards and rectify them as necessary.</p> <p>Ensure all workers are trained in safe work procedures and the use of trowel machines.</p> <p>Verify that workers are familiar with emergency response procedures.</p> <p>Conduct a toolbox talk highlighting specific hazards and control measures.</p>	2M
2. Machine Inspection	Mechanical failure, Electrical issues	3H	<p>Inspect the machine for any visible signs of wear or damage before operation</p> <p>Check electrical connections and cables for any faults</p> <p>Ensure that safety guards and devices are working correctly</p> <p>Keep all tools and equipment in good condition and fit for use</p> <p>Ensure maintenance and repair history is up-to-date</p> <p>Provide operators with machine-specific training</p> <p>Lock out and tag out if any issues are identified during the inspection</p> <p>Check fluid levels, including fuel, oil, and hydraulic fluid, to ensure proper operation</p> <p>Verify the presence and function of a fire extinguisher on the equipment</p> <p>Examine all operational controls for full functionality</p>	2M
3. Machine Start-up	Unexpected machine movement, Noise	3H	<p>Ensure the machine is started up only on safe, level ground</p> <p>Check that all personnel are clear of the machine before engaging power</p> <p>Use hearing protection to guard against high noise levels</p> <p>Follow the manufacturer's instructions during startup</p> <p>Keep communication devices available for quick access</p> <p>Allow warm-up time following operational guidelines</p> <p>Create clear communication procedures between operators and ground personnel</p> <p>Limit start-up operations to trained personnel only</p>	2M

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			Ensure operators have a line-of-sight for potential pedestrian traffic Use locks or tags if startup issues are detected	
4. Operating the Trowel	Collision, Ergonomic strain	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M
5. Shutdown Procedures	Machine roll over, Fuel spillage	3H	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	1L
6. Refuelling	Fire, Hazardous vapours	4A	[REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED]	2M

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7. Maintenance	Entrapment, Harmful chemicals	3H		1L
8. Emergency Procedures	Delayed response, Poor communication	4A		2M
9. Loading and Unloading	Crushing, Trip hazards	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
10. Storage of Machinery	Theft, Vandalism	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Training and Induction	Lack of skill, Misunderstanding of procedures	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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12. Working in confined spaces	Limited ventilation, Restricted movement	3H	[REDACTED]	2M
13. Working at Heights	Falls, Falling objects	1A	[REDACTED]	2M
14. Inclement Weather	Reduced visibility, Wet surfaces	3H	[REDACTED]	2M

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15. Coordination and Communication	Miscommunication, Uncoordinated actions	3H		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.