

Using Packaging Machines 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
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	slipping on wet floors, electric shock	3H	<ul style="list-style-type: none"> - Ensure the floor is dry and free of obstructions before starting work. - Use insulated tools and wear rubber-soled shoes to prevent electric shock. - Conduct a visual inspection of all cables and connections before use. - Set up adequate lighting to increase visibility in the workstation area. - Train all workers on slip and electrical safety procedures. - Install signs to alert employees of wet floor areas. - Ensure emergency stop buttons are clearly marked and accessible. - Implement a reporting system for all floor hazards identified. - Use anti-slip mats in wetting areas. - Provide necessary PPE including insulated gloves. 	2M
2. Machine Setup	pinch points, mechanical damage	3H	<ul style="list-style-type: none"> - Familiarise operators with the machine's operation manual. - Install guards to cover potential pinch points on the machine. - Carry out regular maintenance checks according to the manufacturer's guidelines. - Inspect machinery before each shift for any signs of damage or wear. - Encourage a pre-use checklist for operators to follow. - Ensure only trained personnel can perform machine setup. - Label pinch point areas and warn operators accordingly. - Use automated stop functions to prevent accidental operation. - Establish and train all users on mechanical shutdown procedures. - Keep tools and other setup equipment organised and easily accessible. 	2M
3. Loading Materials	manual handling injuries, cuts from sharp edges	3H	<ul style="list-style-type: none"> - Train workers on correct manual handling techniques. - Provide mechanical aids for lifting heavy materials when possible. - Ensure the use of gloves to protect hands from sharp edges. - Designate specific areas for loading to ensure enough space and safety. - Use team lifting techniques for bulky or awkward items. - Regular inspection of material handling routes for potential hazards. - Store items at safe heights to prevent the need for excessive lifting. - Provide clear signage for routes and process steps. 	2M

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			<ul style="list-style-type: none"> - Implement mandatory stretching exercises for workers pre-shift. - Offer routine breaks to reduce fatigue-related injuries. 	
4. Machine Operation	entrapment, noise exposure	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>	2M
5. Quality Control Inspection	repetitive strain injury, chemical exposure	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
6. Troubleshooting	fire risk, electrocution	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Maintenance	falls from height, tool-related injuries	3H		1L
8. Cleaning	slips and trips, chemical burns	3H		2M

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9. Shift Changeover	communication breakdown, unaware of equipment status	3H	<ul style="list-style-type: none"> Establish clear communication protocols between shifts. Designate a shift changeover coordinator. Conduct a joint safety meeting at the start of each shift. Ensure all equipment status is documented and communicated. Provide training on shift changeover procedures. Implement a sign-off system for equipment status. Assign specific responsibilities for each shift. Conduct a safety check at the end of each shift. Ensure all personnel are aware of emergency procedures. Provide clear instructions for equipment operation. 	2M
10. Emergency Procedures	panic during evacuation, inadequate emergency access	4A	<ul style="list-style-type: none"> Conduct regular emergency drills. Establish clear evacuation routes and assembly points. Designate emergency coordinators. Ensure all exits are clearly marked and unobstructed. Provide training on emergency procedures. Implement a communication system for emergencies. Assign specific roles for emergency response. Conduct a safety check of emergency equipment. Ensure all personnel are aware of emergency procedures. Provide clear instructions for emergency response. 	1L
11. Training and Induction	inadequate comprehension, overtraining fatigue	3H	<ul style="list-style-type: none"> Provide comprehensive training and induction. Ensure training is tailored to individual needs. Implement a system for monitoring comprehension. Provide regular refresher training. Ensure training is conducted by qualified personnel. Implement a system for monitoring fatigue. Provide clear instructions for equipment operation. Assign specific responsibilities for each task. Conduct a safety check at the end of each shift. Ensure all personnel are aware of emergency procedures. 	1L

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12. Documentation and Reporting	information omission, confidentiality breaches	3H		1L
13. Waste Management	toxic exposure, ergonomic strain	3H		1L
14. Monitoring and Evaluation	non-detection of issues, incorrect data interpretation	2M		1L

change, incomplete

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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>

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>

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>

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.

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>

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>

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