

Vehicle Glass Breaker and Seatbelt Cutter 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	
								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 tool storage, Lack of user familiarity	3H	<ul style="list-style-type: none"> - Store tools in designated area - Provide training on tool usage - Ensure all users are familiar with operation - Conduct pre-operation briefing - Verify tool availability before use - Assess user competency before provision - Review manufacturer's instructions - Ensure proper signage is in place - Develop user checklist for preparation - Coordinate with supervisor for readiness 	2M
2. Tool Inspection	Faulty equipment, Inadequate tool maintenance	3H	<ul style="list-style-type: none"> - Establish routine maintenance schedule - Train staff on inspection procedures - Use standardised inspection checklist - Log inspection results regularly - Replace damaged tools immediately - Maintain proper tool documentation - Verify tools against checklist - Regularly audit tool conditions - Train staff in troubleshooting - Ensure availability of spare parts 	1L
3. Donning PPE	Incorrect PPE, PPE failure	2M	<ul style="list-style-type: none"> - Provide appropriate PPE for tasks - Train staff in correct PPE usage - Supervise PPE donning process - Implement PPE inspection routine - Develop PPE maintenance schedule - Have backup PPE available - Conduct PPE fit testing - Ensure PPE conforms to standards 	1L

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			- Regularly update PPE requirements - Record PPE compliance statistics	
4. Tool Handling	Improper grip, Tool slipping	3H	- Use proper grip technique - Inspect tools for damage before use - Use safety glasses - Keep work area clean and free of clutter - Use proper lifting techniques - Avoid overexertion - Use safety barriers or guards - Receive training on tool use - Use proper storage and handling procedures - Perform regular maintenance on tools - Use appropriate PPE (gloves, safety glasses) - Avoid distractions while working - Use proper body mechanics	2M
5. Situational Awareness	Distracted use, Unidentified obstacles	4A	- Maintain focus on the task - Regularly scan the work area - Use proper communication techniques - Avoid distractions (e.g., mobile phones) - Use proper scanning techniques - Identify and mark obstacles - Use proper communication with team members - Regularly check for changes in the environment - Use proper decision-making skills - Stay alert and aware of surroundings - Use proper communication with supervisors	2M
6. Seatbelt Cutter Usage	Injury from blade, Blade dullness	3H	- Use proper cutting technique - Inspect blade for dullness before use - Use safety glasses - Keep work area clean and free of clutter - Use proper lifting techniques - Avoid overexertion - Use safety barriers or guards - Receive training on cutter use - Use proper storage and handling procedures - Perform regular maintenance on cutter - Use appropriate PPE (gloves, safety glasses) - Avoid distractions while working - Use proper body mechanics	2M

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7. Glass Breaker Usage	Glass shards, Incorrect application	4A		2M
8. Emergency Situations	Panic response, Failure to follow procedure	4A		2M
9. Post-Use Inspection	Overlooking tool damage, Inadequate reporting	3H		1L

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10. Tool Storage	Improper storage, Unauthorised access	3H		1L
11. Debriefing	Missed improvement opportunities, Incomplete user feedback	2M		1L
12. Training and Refreshers	Outdated information, Inconsistent training frequency	3H		1L

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13. Policy Review	Policy drift, Unidentified compliance gaps	3H		1L
14. Resource Allocation	Resource shortages, Over-reliance on single suppliers	2M		1L
15. Feedback Loop	Lack of user input, Delayed response to issues	3H		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.