

## Vertical Borer 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> 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 the 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	slips, trips	3H	<ul style="list-style-type: none"> <li>- Clear work area of obstacles.</li> <li>- Ensure proper footwear with anti-slip soles is worn.</li> <li>- Maintain a clean and dry work surface.</li> <li>- Conduct a pre-start checklist.</li> <li>- Wear a hard hat to protect against falling objects.</li> <li>- Provide clear signage for hazard areas.</li> <li>- Use non-slip mats when necessary.</li> <li>- Train workers in maintaining a tidy worksite.</li> <li>- Confirm lighting is adequate to identify hazards.</li> <li>- Identify emergency exits clearly.</li> </ul>	2M
2. Machine Inspection	moving parts, sharp edges	3H	<ul style="list-style-type: none"> <li>- Disconnect power before inspection.</li> <li>- Train staff in hazard recognition.</li> <li>- Wear appropriate PPE like gloves and safety glasses.</li> <li>- Use lockout/tagout procedures.</li> <li>- Check machine guards are in place and functional.</li> <li>- Keep tools clear of moving parts.</li> <li>- Offer refresher courses on machinery safety.</li> <li>- Use barriers to prevent access during inspection.</li> <li>- Conduct regular maintenance checks.</li> <li>- Keep a checklist of inspection activities.</li> </ul>	1L
3. Loading Material	manual handling, falling objects	4A	<ul style="list-style-type: none"> <li>- Use mechanical aids for lifting.</li> <li>- Implement team lifting techniques.</li> <li>- Maintain secure handling by wearing gloves.</li> <li>- Ensure materials are stable before transporting.</li> <li>- Use proper lifting techniques to prevent strains.</li> <li>- Provide training on equipment use and handling.</li> <li>- Clearly mark loading areas.</li> <li>- Enforce a safe distance policy during loading.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Inspect material for defects before handling.</li> <li>- Secure loose items before moving.</li> </ul>	
4. Machine Setup	incorrect setup, equipment malfunction	4A	<ul style="list-style-type: none"> <li>- Read and understand the machine manual before setup.</li> <li>- Ensure all safety guards are in place and functioning.</li> <li>- Verify that the material being processed is compatible with the machine.</li> <li>- Check that the machine is properly calibrated and adjusted.</li> <li>- Use proper lifting techniques when moving heavy components.</li> <li>- Avoid reaching into the machine while it is running.</li> <li>- Keep the work area clean and free of clutter.</li> <li>- Use appropriate personal protective equipment (PPE).</li> <li>- Follow the manufacturer's instructions for setup and operation.</li> <li>- Do not touch moving parts of the machine.</li> <li>- Stop the machine immediately if you notice any unusual sounds or vibrations.</li> <li>- Report any problems to your supervisor immediately.</li> </ul>	2M
5. Operation	entanglement, noise	4A	<ul style="list-style-type: none"> <li>- Keep hands and fingers away from moving parts.</li> <li>- Do not wear loose clothing or jewelry that could get caught in the machine.</li> <li>- Use proper body positioning to avoid reaching into the machine.</li> <li>- Keep the work area clear of obstacles.</li> <li>- Use the correct tool for the job.</li> <li>- Do not touch the machine while it is running.</li> <li>- Stop the machine if you notice any unusual sounds or vibrations.</li> <li>- Report any problems to your supervisor immediately.</li> <li>- Use appropriate PPE, including earplugs or earmuffs to protect against noise.</li> </ul>	3H
6. Monitoring	unexpected movement, overheating	3H	<ul style="list-style-type: none"> <li>- Watch the machine closely for any unusual movements or sounds.</li> <li>- Check the temperature of the machine regularly.</li> <li>- Stop the machine immediately if you notice any unexpected movement or overheating.</li> <li>- Report any problems to your supervisor immediately.</li> <li>- Use appropriate PPE, including safety glasses to protect against sparks or debris.</li> </ul>	2M

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7. Adjustment	pinch points, electrocution	4A		2M
8. Cleaning	chemical exposure, moving objects	3H		2M
9. Maintenance	crushing, hot surfaces	4A		2M

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10. Emergency Procedures	fire, panic	4A		1L
11. Tooling	sharp tools, incorrect installation	3H		2M
12. Cooling and Lubrication	spillages, contaminants	3H		2M

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13. Material Removal	flying debris, inhales particles	4A		2M
14. Shutdown	improper shutdown sequence, machine restarts	3H		1L
15. Record Keeping	data loss, incorrect data	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.