

Vibration Exposure From Hand Tools 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				
								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	Unsafe tool maintenance, Limited tool knowledge	3H	<ul style="list-style-type: none"> - Check tools for damage before use - Ensure all operators are trained in tool use - Have a supervisor check competency prior to starting - Store tools safely to prevent damage - Replace worn parts promptly - Ensure user manuals are accessible - Conduct tool maintenance regularly - Label faulty tools immediately - Provide refresher training annually - Assign mentors for new staff 	2M
2. Tool Selection	Inappropriate tool choice, No tool availability	3H	<ul style="list-style-type: none"> - Conduct a job analysis to identify suitable tools - Keep a log of available tools and their usage - Ensure a variety of tools are available - Train staff to select suitable tools for tasks - Provide guidance documents for tool selection - Evaluate tool requirements regularly - Ensure ergonomic design for tools - Keep a list of approved suppliers - Schedule regular audits for tool assessment - Encourage feedback on tool effectiveness 	2M
3. Work Area Setup	Wrong vibration isolation, Crowded workspace	3H	<ul style="list-style-type: none"> - Designate specific work zones - Use vibration-dampening mats or pads - Limit the number of operators in confined spaces - Arrange tools to minimise reach and exertion - Brief workers on setup requirements - Conduct pre-work inspections - Ensure clear emergency egress routes - Provide signage for work areas 	2M

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			<ul style="list-style-type: none"> - Keep walkways clear of obstructions - Apply zoning to separate noisy and quiet areas 	
4. PPE Usage	Inadequate PPE, Improper PPE usage	3H	<ul style="list-style-type: none"> - Provide training on proper PPE usage - Ensure PPE is in good condition - Enforce PPE usage at all times - Provide PPE for all workers - Conduct regular PPE inspections - Replace worn or damaged PPE - Establish a PPE program - Communicate the importance of PPE - Monitor PPE usage - Encourage workers to report PPE issues - Provide PPE for all workers - Conduct regular PPE inspections - Replace worn or damaged PPE - Establish a PPE program - Communicate the importance of PPE - Monitor PPE usage - Encourage workers to report PPE issues 	2M
5. Tool Operation	Operator fatigue, Inconsistent handling	4A	<ul style="list-style-type: none"> - Provide training on proper tool operation - Ensure tools are in good condition - Enforce safe tool operation - Provide tools for all workers - Conduct regular tool inspections - Replace worn or damaged tools - Establish a tool management program - Communicate the importance of tool safety - Monitor tool usage - Encourage workers to report tool issues - Provide tools for all workers - Conduct regular tool inspections - Replace worn or damaged tools - Establish a tool management program - Communicate the importance of tool safety - Monitor tool usage - Encourage workers to report tool issues 	2M
6. Monitoring Vibration Levels	Excess vibration levels, Improper monitoring equipment	4A	<ul style="list-style-type: none"> - Provide training on proper vibration monitoring - Ensure monitoring equipment is in good condition - Enforce proper vibration monitoring - Provide monitoring equipment for all workers - Conduct regular monitoring equipment inspections - Replace worn or damaged monitoring equipment - Establish a vibration monitoring program - Communicate the importance of vibration monitoring - Monitor vibration levels - Encourage workers to report vibration issues - Provide monitoring equipment for all workers - Conduct regular monitoring equipment inspections - Replace worn or damaged monitoring equipment - Establish a vibration monitoring program - Communicate the importance of vibration monitoring - Monitor vibration levels - Encourage workers to report vibration issues 	2M

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7. Maintenance	Delayed maintenance, Improper maintenance	3H		1L
8. Emergency Procedures	Delayed response, Poor knowledge	3H		1L
9. Record Keeping	Inaccurate information, Missing records	2M		1L

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10. Supervision and Monitoring	Inadequate supervision, Unclear roles	3H		2M
11. Training and Competency	Insufficient training, Outdated knowledge	3H		2M
12. Health Surveillance	Missed health changes, Non-compliant reporting	3H		1L

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13. Reporting Incidents	Unreported incidents, Delayed reports	3H		1L
14. Review and Continuous Improvement	Ignored feedback, Stagnant procedures	2M		1L
15. Worker Feedback	Detached workforce, Limited feedback avenues	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.