

Welding Shovels, Spades, Or Hoes 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	
								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	Muscle strain, Slips on wet surfaces	3H	<ul style="list-style-type: none"> - Conduct a warm-up session for all workers. - Ensure the work area is dry and clear of any obstacles. - Review the manual handling procedures with all workers. - Check all equipment for any damage before use. - Ensure adequate lighting in the work area. - Display warning signs for slippery surfaces. - Provide proper footwear with non-slip soles. - Allocate tasks according to each worker's ability and experience. - Provide hydration stations accessible to all workers. - Plan breaks at regular intervals. 	2M
2. Transporting Tools to Site	Dropping tools, Tripping on equipment	3H	<ul style="list-style-type: none"> - Use tool bags or carry cases designed for safe transport of tools. - Ensure pathways are clear of tripping hazards. - Assign one worker per carry item to prevent overloading. - Use trolleys or utility carts when transporting multiple tools. - Clearly mark all pathways to the site. - Conduct a briefing on proper lifting and carrying techniques. - Regularly inspect pathways for obstacles. - Ensure all workers are wearing suitable PPE, including gloves. - Provide training on how to secure tools in transit. - Limit carrying distance and time. 	1L
3. Selecting and Gathering Equipment	Selecting defective tools, Lacerations from sharp tools	3H	<ul style="list-style-type: none"> - Conduct inspections of all tools prior to use. - Provide protective gloves for handling equipment. - Discard or repair any tools with visible defects. - Use tool covers or guards until the point of use. - Display a checklist for tool condition and usage. - Provide training on the safe handling of sharp equipment. - Ensure first aid kits are accessible on site. - Enforce 'no running' rule while handling tools. 	2M

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			<ul style="list-style-type: none"> - Store tools in designated areas when not in use. - Ensure all workers are familiar with emergency procedures. 	
4. Defining Work Area	Unauthorised access, Equipment left in unsafe areas	3H	<ul style="list-style-type: none"> - Establish and clearly mark the work area using high-visibility tape or barriers. - Assign a dedicated person to monitor and control access to the work area. - Ensure all equipment is stored in designated safe areas when not in use. - Conduct a safety briefing with all workers before starting work. - Use appropriate signage to warn of potential hazards. - Ensure all workers are familiar with emergency procedures. - Regularly inspect the work area for potential hazards. - Maintain clear access to emergency exits. - Use high-visibility clothing for all workers. - Implement a permit-to-work system for high-risk activities. - Ensure all workers are trained in safe work practices. - Use appropriate tools and equipment for the task. - Maintain a safe distance from the work area. - Use appropriate PPE for the task. - Implement a risk assessment for the task. - Ensure all workers are aware of the risks. - Use appropriate communication methods to coordinate work. - Implement a system for reporting hazards and incidents. - Regularly review and update the risk assessment. - Ensure all workers are trained in first aid. - Have a first aid kit available on site. - Ensure all workers are aware of the location of the first aid kit. - Implement a system for monitoring worker health and safety. - Use appropriate methods for lifting and moving heavy loads. - Avoid overexertion and awkward postures. - Take regular breaks to rest and recover. - Stay hydrated throughout the day. - Use appropriate footwear for the task. - Maintain a clean and clutter-free work area. - Use appropriate methods for cleaning and maintenance. - Implement a system for managing waste. - Ensure all workers are aware of the location of the waste disposal area. - Regularly inspect the work area for potential hazards. - Maintain clear access to emergency exits. - Use high-visibility clothing for all workers. - Implement a permit-to-work system for high-risk activities. - Ensure all workers are trained in safe work practices. - Use appropriate tools and equipment for the task. - Maintain a safe distance from the work area. - Use appropriate PPE for the task. - Implement a risk assessment for the task. - Ensure all workers are aware of the risks. - Use appropriate communication methods to coordinate work. - Implement a system for reporting hazards and incidents. - Regularly review and update the risk assessment. - Ensure all workers are trained in first aid. - Have a first aid kit available on site. - Ensure all workers are aware of the location of the first aid kit. - Implement a system for monitoring worker health and safety. - Use appropriate methods for lifting and moving heavy loads. - Avoid overexertion and awkward postures. - Take regular breaks to rest and recover. - Stay hydrated throughout the day. - Use appropriate footwear for the task. - Maintain a clean and clutter-free work area. - Use appropriate methods for cleaning and maintenance. - Implement a system for managing waste. - Ensure all workers are aware of the location of the waste disposal area. 	2M
5. Assessing Soil Conditions	Unstable ground, Inappropriate tool selection	3H	<ul style="list-style-type: none"> - Conduct a thorough inspection of the ground conditions before starting work. - Use appropriate tools and equipment for the task. - Avoid working on unstable ground. - Use appropriate methods for assessing soil conditions. - Implement a system for monitoring ground conditions. - Regularly inspect the work area for potential hazards. - Maintain clear access to emergency exits. - Use high-visibility clothing for all workers. - Implement a permit-to-work system for high-risk activities. - Ensure all workers are trained in safe work practices. - Use appropriate tools and equipment for the task. - Maintain a safe distance from the work area. - Use appropriate PPE for the task. - Implement a risk assessment for the task. - Ensure all workers are aware of the risks. - Use appropriate communication methods to coordinate work. - Implement a system for reporting hazards and incidents. - Regularly review and update the risk assessment. - Ensure all workers are trained in first aid. - Have a first aid kit available on site. - Ensure all workers are aware of the location of the first aid kit. - Implement a system for monitoring worker health and safety. - Use appropriate methods for lifting and moving heavy loads. - Avoid overexertion and awkward postures. - Take regular breaks to rest and recover. - Stay hydrated throughout the day. - Use appropriate footwear for the task. - Maintain a clean and clutter-free work area. - Use appropriate methods for cleaning and maintenance. - Implement a system for managing waste. - Ensure all workers are aware of the location of the waste disposal area. 	2M
6. Digging with Shovels	Back strain, Injury from overexertion	4A	<ul style="list-style-type: none"> - Use proper digging techniques to avoid back strain. - Take regular breaks to rest and recover. - Stay hydrated throughout the day. - Use appropriate footwear for the task. - Maintain a clean and clutter-free work area. - Use appropriate methods for cleaning and maintenance. - Implement a system for managing waste. - Ensure all workers are aware of the location of the waste disposal area. 	2M

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7. Removing Debris	Sharp object injuries, Trips over debris	4A		2M
8. Levelling Soil	Repetitive strain, Dropped tools	4A		2M
9. Managing Tool Safety	Incorrect tool usage, Tool malfunction	3H		1L

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10. Stowing Equipment After Use	Accidental trips on tools, Damage to tools	3H		1L
11. Inspecting Equipment Post-Use	Overlooking damaged tools, Inappropriate repairs	3H		1L
12. First Aid and Emergency Preparation	Delayed response in emergencies, Inadequate first aid resources	4A		2M

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13. Communication and Coordination	Miscommunication during tasks, Confusion about task responsibilities	3H		1L
14. End-of-Day Cleanup	Tripping over leftover tools, Leaving hazardous materials unsecured	3H		1L
15. Review and Feedback	Unaddressed safety issues, Inadequate feedback mechanisms	3H		1L

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16. Training and Competency Assessment	Inexperienced workers, Incorrect handling techniques	4A		2M
17. Weather Monitoring	Heat stress, Wet conditions causing slips	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>

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