

## Wire Wheel Brush Operations Risk Assessment

Business Name:		ABN:
Business Address:		
Contact Person:	Phone:	Email:

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON BEHALF OF 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			<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 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	
<b>Consequence Scale:</b>								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 <b>why</b> 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	Inadequate PPE, Improper equipment setup	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-start safety briefing</li> <li>- Verify all equipment is in good working condition</li> <li>- Ensure all workers are trained and competent</li> <li>- Provide necessary PPE such as goggles, gloves and ear protection</li> <li>- Inspect the work area for slip or trip hazards</li> <li>- Confirm emergency procedures are in place</li> <li>- Assign a safety observer to oversee the operation</li> <li>- Confirm adequate lighting in the work space</li> <li>- Verify availability of fire and kit</li> <li>- Use Lock Out Tag Out tags on faulty equipment</li> </ul>	2M
2. Equipment Inspection	Faulty equipment, Missing safety guards	4H	<ul style="list-style-type: none"> <li>- Inspect all wheels, bushes for damage or wear</li> <li>- Ensure all safety guards are correctly fitted</li> <li>- Check that the machine's power source is stable</li> <li>- Verify that all adjustments are tightened securely</li> <li>- Use tools that are in excellent condition</li> <li>- Replace any equipment that fails the inspection</li> <li>- Ensure compatible equipment parts</li> <li>- Place warning signage around defective equipment</li> <li>- Conduct regular maintenance routines</li> <li>- Have an escalation process for unresolved faults</li> </ul>	2M
3. Workspace Setup	Poor lighting, Crowded work area	3H	<ul style="list-style-type: none"> <li>- Arrange workstations for optimal operator space</li> <li>- Remove any unnecessary items from the area</li> <li>- Ensure adequate and adjustable lighting</li> <li>- Mark safe working zones with tape</li> <li>- Maintain clear access to emergency exits</li> <li>- Regularly inspect the area for obstacles</li> <li>- Provide portable lighting where necessary</li> <li>- Utilize mirrors or cameras for improved visibility</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Coordinate activity schedules to minimise crowding</li> <li>- Instruct workers to report any hazards immediately</li> </ul>	
4. PPE Usage	Improper use of PPE, PPE malfunction	3H	<ul style="list-style-type: none"> <li>- Provide training on correct PPE use</li> <li>- Ensure PPE is in good condition and replaced as needed</li> <li>- Enforce PPE usage at all times</li> <li>- Conduct regular PPE inspections</li> <li>- Provide PPE for all workers</li> <li>- Establish a PPE maintenance schedule</li> <li>- Use PPE that meets safety standards</li> <li>- Monitor PPE usage and provide feedback</li> <li>- Replace damaged PPE immediately</li> <li>- Ensure PPE is worn correctly</li> <li>- Provide PPE for all workers</li> <li>- Establish a PPE maintenance schedule</li> <li>- Use PPE that meets safety standards</li> <li>- Monitor PPE usage and provide feedback</li> <li>- Replace damaged PPE immediately</li> <li>- Ensure PPE is worn correctly</li> </ul>	1L
5. Tool Selection and Use	Inappropriate tool selection, Tool misuse	3H	<ul style="list-style-type: none"> <li>- Provide training on correct tool use</li> <li>- Ensure tools are in good condition and replaced as needed</li> <li>- Enforce tool usage at all times</li> <li>- Conduct regular tool inspections</li> <li>- Provide tools for all workers</li> <li>- Establish a tool maintenance schedule</li> <li>- Use tools that meet safety standards</li> <li>- Monitor tool usage and provide feedback</li> <li>- Replace damaged tools immediately</li> <li>- Ensure tools are used correctly</li> <li>- Provide tools for all workers</li> <li>- Establish a tool maintenance schedule</li> <li>- Use tools that meet safety standards</li> <li>- Monitor tool usage and provide feedback</li> <li>- Replace damaged tools immediately</li> <li>- Ensure tools are used correctly</li> </ul>	2M
6. Machine Operations	Operator fatigue, Incorrect operation	4A	<ul style="list-style-type: none"> <li>- Provide training on correct machine operation</li> <li>- Ensure machines are in good condition and replaced as needed</li> <li>- Enforce machine usage at all times</li> <li>- Conduct regular machine inspections</li> <li>- Provide machines for all workers</li> <li>- Establish a machine maintenance schedule</li> <li>- Use machines that meet safety standards</li> <li>- Monitor machine usage and provide feedback</li> <li>- Replace damaged machines immediately</li> <li>- Ensure machines are used correctly</li> <li>- Provide machines for all workers</li> <li>- Establish a machine maintenance schedule</li> <li>- Use machines that meet safety standards</li> <li>- Monitor machine usage and provide feedback</li> <li>- Replace damaged machines immediately</li> <li>- Ensure machines are used correctly</li> </ul>	2M

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7. Material Handling	Manual handling injuries, Dropped materials	4A		2M
8. Operational Monitoring	Lack of oversight, Poor maintenance	3H		2M
9. Dust and Debris Control	Airborne particles, Debris accumulation	4A		2M

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10. Emergency Response Preparedness	Delayed response, Inadequate resources	3H		1L
11. Task Completion	Rushed work, Oversight of finishing steps	2M		1L
12. Post-Operation Clean-Up	Slip/trip hazards, Exposure to residual dust	2M		1L

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13. Equipment Shutdown	Machine left on, Improper shutdown	3H		1L
14. Maintenance Scheduling	Missed maintenance, Unplanned downtime	3H		1L
15. Communication and Reporting	Miscommunication, Delayed reporting	2M		1L

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16. Review and Feedback	Lack of review, Unaddressed feedback	2M		1L
17. Training and Competency	Insufficient training, Skill deficiencies	4A		2M
18. Inspection and Audit	Missed hazards, Uncorrected issues	3H		1L



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19. Environmental Considerations	Waste mismanagement, Environmental spills	3H		1L
20. Continual Improvement	Stagnation, Resistance to change	2M		1L

## 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.