

Workaround Power Tools Without Necessary Ppe 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 the 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	Lack of PPE awareness, Inadequate PPE supply	4A	<ul style="list-style-type: none"> - Conduct PPE awareness training sessions - Stock sufficient PPE for all workers - Display PPE requirement signage - Conduct PPE compliance audits regularly - Ensure management commitment to PPE provision - Establish a PPE maintenance routine - Train workers on PPE use and limitations - Monitor PPE usage on site - Provide disposable PPE options - Review PPE policy regularly 	2M
2. Tool Selection	Incorrect tool use, Defective tools	3L	<ul style="list-style-type: none"> - Implement a tool check-out system - Train workers on tool specific hazards - Regularly inspect tools for defects - Maintain an inventory of certified tools - Draft a tool selection procedure - Provide a tool operation checklist - Establish a tool replacement schedule - Educate workers on tool differences - Keep tools clearly labeled - Limit access to high-risk tools 	1L
3. Work Area Inspection	Slips, trips, and falls, Electrical hazards	4A	<ul style="list-style-type: none"> - Conduct daily site safety inspections - Remove potential trip hazards - Ensure adequate lighting in all work areas - Position tools and cords safely - Install slip-resistant flooring - Train in electrical hazard identification - Use signage to indicate electrical hazards - Provide electrical PPE as needed 	2M

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			<ul style="list-style-type: none"> - Regularly check extension leads for damage - Establish emergency procedures for electrical incidents 	
4. Tool Operation	Improper handling, Lack of guards	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Maintenance of Tools	Inadequate maintenance, Use of faulty tools	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
6. Emergency Preparedness	Inadequate response plans, Lack of training	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Post-Use Tool Storage	Improper storage, Tool theft	3H		1L
8. Worker Training	Insufficient training, Non-compliance with procedures	3H		1L
9. Communication	Miscommunication of risks, Inadequate reporting systems	3H		1L

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10. Health and Wellbeing Monitoring	Fatigue-related errors, Stress	3H		1L
11. Waste Management	Improper disposal, Exposure to hazardous waste	3H		2M
12. Schedule Coordination	Overlapping tasks, Unclear task allocation	3H		1L

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13. Reporting and Record Keeping	Incomplete records, Delayed reporting	3H		1L
14. Environmental Considerations	Pollution, Resource wastage	3H		2M

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15. Equipment Inspection	Undetected equipment faults, Inadequate inspections	4A	<ul style="list-style-type: none"> 1. Conduct thorough visual inspection of all equipment components before use. 2. Verify that all safety guards and interlocks are properly installed and functioning. 3. Check fluid levels (oil, coolant, hydraulic fluid) and top up as necessary. 4. Inspect tires for proper inflation and tread wear. 5. Test emergency stop buttons and safety switches. 6. Ensure all operators are trained and certified to use the equipment. 7. Implement a pre-use checklist for all equipment. 8. Schedule regular maintenance and inspections by qualified personnel. 9. Keep detailed records of all inspections and maintenance. 10. Immediately remove equipment from service if any defects are found. 	2M
16. Task Direction	Misunderstanding instructions, Task deviation	3H	<ul style="list-style-type: none"> 1. Provide clear, concise, and written instructions for all tasks. 2. Use visual aids (diagrams, photos) to clarify complex tasks. 3. Confirm understanding by asking operators to repeat instructions. 4. Assign tasks to operators based on their skills and experience. 5. Monitor operators closely during task execution. 6. Provide immediate feedback and correction for deviations. 7. Establish a communication protocol for reporting issues. 8. Conduct regular safety briefings and toolbox talks. 9. Ensure operators are aware of their responsibilities and the consequences of non-compliance. 10. Document all task assignments and deviations. 	1L
17. Supply Management	Stock depletion, Delayed supplies	3H	<ul style="list-style-type: none"> 1. Maintain accurate inventory records of all supplies. 2. Establish minimum stock levels for critical supplies. 3. Implement a just-in-time (JIT) inventory system. 4. Identify and qualify multiple suppliers for critical materials. 5. Develop contingency plans for supply chain disruptions. 6. Monitor supplier performance and delivery times. 7. Communicate with suppliers about demand forecasts. 8. Keep safety stock for essential supplies. 9. Review and update the supply management process regularly. 10. Establish a process for expediting orders when needed. 	1L

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18. Supervision	Inadequate oversight, Unreported issues	4A		2M
19. Worker Wellness Programs	Burnout, Low morale			1L
20. Regular Review and Improvement	Outdated practices, Lack of feedback	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>

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