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

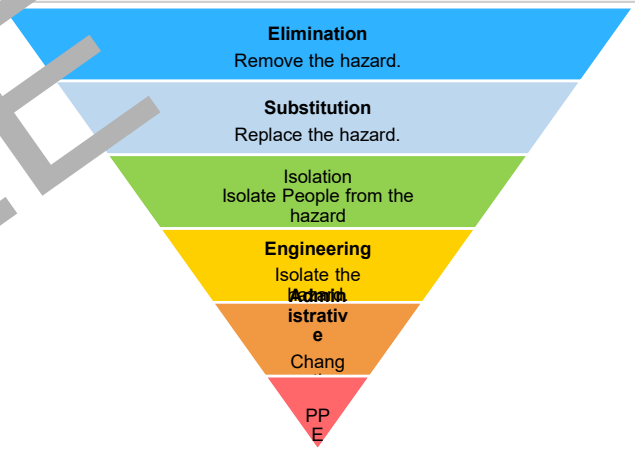
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

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

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. PPE

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

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. WHS Governance, Policy and Legal Compliance	• Absence of a documented WHS policy addressing hand tool use (powered and non-powered) leading to inconsistent safety expectations • Failure to align hand tool risk controls with WHS Act 2011, WHS Regulations and relevant Codes of Practice (e.g. Hazardous Manual Tasks, Managing Risks of Plant) • Unclear allocation of duties between PCBUs, officers, supervisors and workers regarding provision, maintenance and safe use of hand tools • No formal process to consult workers and Health and Safety Representatives (HSRs) on hand tool risks and controls • Poor integration of hand tool risks into the overall WHS management system and risk register • Lack of documented standards for sa bench work, use of crowbars, chisels, utility knives, snips, cutters, shovels, spades, hoes and hea iers across sites	High	• Develop and endorse a written WHS poli at explicitl cludes safe management of powered and non-powered hand tools, bench work and m al rep activities • Integrate hand tool hazards and controls into t organisation's WHS management system, including risk registers, procedures an afe systems of wo • Define and document roles an esponsibilities for s, managers, supervisors and workers in relation to selection ement, spection, maintenance and use of hand tools • Ensure han ol manage ent co ies wit WHS Act 2011 and WHS Regulations (plant, manual tasks, noise, E, incident otification, eference relevant Australian Standards and Codes of Practi • Esta s a regu eview cycle (e.g. annually or following incidents/changes) for all hand tool policies and pr es, wit vidence of leadership sign-off • Imple t s ctured nsultation processes (toolbox talks, HSR meetings, safety committees) to ture orker dback on hand tool hazards such as utility knife use, hammer and chisel work, crowbar lev e nd sha tool handling Ensure er PCBUs on shared worksites understand and align to the organisation's hand tool policies t ugh PCBU–PCBU consultation and documented agreements	Medium
2. Procurement, Selection and Design of Hand Tools	• Improper tool sel tion for th (e.g. wrong size sp correct crowbar length, using a chisel as a screwdriver) increasing likelihood o slips and impact injuries • Purchase of low-quality or non-compliant powered and non-powered tools without adequate guarding, insulation or safety features • Lack of ergonomic consideration when procuring heavy hammers, shovels, hoes, snips and cutters, increasing musculoskeletal disorder (MSD) risk from intensive use • Failure to standardise hand tools across the organisation leading to ad-hoc substitutions, makeshift tools and unapproved modifications	High	• Implement a formal procurement procedure that requires risk-based assessment of hand tools (powered and non-powered) before purchase, including consultation with end users and HSRs • Specify minimum standards for all hand tools (e.g. compliance with relevant Australian Standards, insulated tools for electrical work, guarded air tools, lockable utility knives, safety snips and cutters) • Standardise common hand tools across the organisation (e.g. approved types of crowbars, chisels, mallets, shovels, spades, hoes, snips, cutters and heavy hammers) and prohibit use of non-approved or improvised tools • Include ergonomic criteria in purchasing decisions, such as handle design, tool weight, vibration levels and force required for tasks involving repetitive use or intensive hand tool work • Mandate selection of purpose-designed cutting tools (e.g. safety knives, guarded snips) rather than general-purpose utility knives where possible • Ensure compatible and correctly rated accessories (e.g. chisels for masonry vs metal, blades for correct utility knife type, sockets for impact tools) are specified and purchased through approved suppliers only • Maintain a centralised list or catalogue of approved hand tools and associated accessories accessible to supervisors and purchasing staff	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Inadequate assessment of vibration, noise and force associated with heavy striking tools and air tools • No system to ensure compatibility between tools and accessories (e.g. chisels and hammers, sockets and impact wrenches, blades and utility knives)			
3. Maintenance, Inspection and Tagging Systems	• Use of damaged or poorly maintained hand tools (e.g. mushroomed chisels, cracked hammer handles, bent crowbars, blunt snips, dull utility knife blades) increasing risk of slipping, shattering or loss of control • No scheduled inspection program for hand tools used in bench work, repairs, demolition, cutting or digging tasks • Inadequate systems for identifying, tagging and removing defective tools from service • Lack of maintenance records for powered hand tools and air tools leadi to use of unsafe equipment (e.g. faulty triggers, damaged gua , king air hoses) • Failure to maint cutting sh s or appropriate cond ips, cu s and knives, increasing required force and associated MSD and laceratio sk • Uncontrolled storage of eading to rust, contamination, damage and trip hazards	High	• Establish a cumented in pection d m tenance schedule for all powered and non-powered hand tools, proporti te to fre ncy and s ty of use (e.g. weekly checks for heavy hammers, crowbars, chise hovels d c g tools in regular use) • Deve p andard d pre-use inspection criteria (e.g. handles intact, heads secure, blades sharp and undam ed o crac or deformation) and incorporate these into checklists used by workers and supervis rs • plem t a fo al tagging or isolation system for defective tools, including immediate removal from serv c ar labelling and prompt repair or disposal in line with procedure • Maintain maintenance and inspection records for powered hand tools and air tools, including servicing d s, faults identified and corrective actions taken • Provide suitable storage systems (racks, shadow boards, locked tool cabinets) to protect hand tools from damage and to minimise clutter and trip hazards in bench and repair areas • Establish a process for safe replacement and sharpening of blades (snips, cutters, utility knives) that specifies who is authorised to perform sharpening or blade changes and under what conditions • Regularly audit tool condition and compliance with maintenance procedures as part of WHS inspections and internal audits	Medium
4. Training, Competency and Supervision	• Workers using hand tools (including heavy hammers, chisels, crowbars, shovels, snips, cutters, mallets and utility knives) without adequate training in safe techniques or limitations • Lack of competency assessment for high-risk tool use (e.g. intensive repetitive tasks, hand and air tools, demolition work with crowbars and heavy hammers)	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Assumption that experience equates to competency, leading to entrenched unsafe practices such as using excessive force or incorrect grip and stance • Supervisors not adequately trained to identify unsafe hand tool practices and intervene effectively • No targeted induction for new workers, labour hire personnel or contractors on site-specific hand tool rules and systems • Insufficient training on selection of the correct tool for the task, leading to increased potential for tool failure or injury		[redacted]	
5. Risk Management and Planning for Hand Tool Tasks	• Hand tool risks not systematically identified or assessed prior to commencing bench work, repair tasks or field work involving shovels, crowbars, chisels or cutting tools • Failure to consider cumulative risks from intensive hand tool use, awkward postures and environmental factors (lighting, weather, confined spaces) • No formal requirement to review hand tool risks when tasks, tools, materials or work environments change • Lack of planning for simultaneous operations leading to interaction between workers using hammering or cutting tools in close proximity • Inadequate assessment of hazards associated with using sharp tools during repairs on live or partially energised systems or plant • Absence of documented triggers for higher-level controls (e.g. job-specific risk assessments for unusual or complex hand tool tasks)	High	[redacted]	Medium
6. Ergonomics and Management of Manual Task Risks	• Intensive or repetitive use of hand tools (snips, cutters, wrenches, hammers, shovels, hoes) leading to cumulative	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	strain, tendonitis or other musculoskeletal disorders • Forceful gripping, awkward wrist positions or overreaching during bench work, overhead work or work below knee height • Poorly designed benches or workstations causing workers to adopt sustained stooped or twisted postures • Use of heavy hammer tools, crowbars and shovels without adequate task rotation or rest breaks leading to fatigue and reduced coordination • Inappropriate tool handle sizes and shapes causing excessive localized pressure on hands and wrists • Manual handling of toolboxes and large quantities of tools without consideration of weight limits or mechanical aids		[redacted]	
7. Safe Systems of Work, Procedures and Work Instructions	• Lack of clear, written procedures governing safe use of hand tools for bench work, repairs, ma[redacted]ce and outdoor tasks • Procedures focu[redacted]g only on ha[redacted] tool handling rather tha[redacted] such as isolation, sequencing of task and interactions between workers • No defined limits for wh[redacted]-risk tools (e.g. heavy hammers, crowbars, utility knives) can be used or when alternative methods are required • Inconsistent work practices across crews and sites, leading to elevated risk during multi-site or multi-employer operations • Overreliance on informal verbal instructions rather than controlled documents for high-risk hand tool tasks	High	[redacted]	Medium

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8. Personal Protective Equipment (PPE) Management	• Inadequate or inconsistent use of PPE when using sharp tools, striking tools or air tools, increasing risk of lacerations, eye injuries and impact injuries • No system to ensure PPE is appropriate for specific hand tool hazards (e.g. cut-resistant gloves for snips and cutters, impact-resistant eyewear for hammer and chisel work) • PPE policies not integrated with hand tool procedures, leading to confusion about when PPE is mandatory • Use of poorly fitting PPE that interferes with grip or dexterity, potentially increasing risk while cutting or handling small components • Lack of maintenance and replacement systems for PPE, leading to degraded protection (e.g. scratched eye protection, worn gloves)	Medium	[redacted]	Low
9. Workplace Layout, Housekeeping and Storage Systems	• Poorly organised benches and work areas leading to clutter, trip hazards and accidental contact with sharp or heavy tools • Inadequate storage and segregation of tools resulting in blades or sharp edges being exposed when in use • Tools left on elevated surfaces, scaffolds or bench edges, increasing risk of dropped objects and impact injuries • Insufficient lighting in work areas causing workers to misjudge distances when using utility knives, snips, chisels or heavy hammers • Crowded or poorly designed repair areas causing workers to work too closely together while wielding tools such as shovels, crowbars or mallets	High	[redacted]	Medium
10. Contractor, Labour Hire and Visitor Management	• Contractors and labour hire workers using their own hand tools that do not meet the organisation's standards or are in poor condition	High	[redacted]	Medium

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	• Inconsistent briefing of contractors on site-specific requirements for hand tool use, storage and reporting of defects • Visitors and other PCBUs not aware of exclusion zones or PPE requirements around areas where intensive hand tool work is underway • Limited oversight of contractor work methods involving sharp tools, crowbars, chisels or air tools		[redacted]	
11. Incident Reporting, Investigation and Corrective Actions	• Under-reporting of minor cuts, near misses and tool malfunctions, resulting in missed opportunities to identify systemic issues • Ineffective incident investigations that focus on worker behaviour rather than underlying system failures (e.g. training gaps, poor procurement, inadequate supervision) • Lack of trend analysis to identify recurring issues with sp[redacted]ols (e.g. frequent utility knife [redacted]dents, repeated chisel head failure[redacted] • Delayed or incom[redacted]te i[redacted]n of corrective actions, [redacted]owing known hand tool hazards to persist	[redacted]edium	[redacted]	Low
12. Health Monitoring, Fatigue and Wellbeing Management	• Development of gradua[redacted] musculoskeletal disorders in workers performing repetitive hand tool tasks without early detection • Fatigue from prolonged or intensive use of heavy or vibrating tools, increasing risk of loss of control and errors • Failure to identify workers whose pre-existing conditions may be aggravated by intensive hand tool work • Inadequate systems for workers to report discomfort or early symptoms linked to hand tool use	Medium	[redacted]	Low

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			[redacted]	
13. Emergency Preparedness and First Aid for Hand Tool Injuries	• Delayed or inappropriate response to lacerations, puncture wounds, eye injuries or crush injuries caused by hand tools • Insufficient availability of first aid equipment suitable for managing common hand tool injuries (e.g. bleeding control, eye irrigation) • First aiders not trained or confident in managing serious hand tool injuries or in escalating promptly to emergency services • Lack of emergency procedures for remote or isolated work where bench work or manual repair tasks occur away from main sites	Medium	[redacted]	Low

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 FOR 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 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-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/forms-and-resources/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