

Jig Saw

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:	
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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. 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. Governance, WHS Responsibilities and Consultation	<ul style="list-style-type: none"> Lack of clearly defined WHS roles and responsibilities for jigsaw machine management (PCBUs, officers, supervisors, workers, contractors) Inadequate due diligence by officers under WHS Act 2011 to ensure safe systems of work for plant Poor consultation with workers about jigsaw-related risks, changes to equipment or procedures Failure to involve Health and Safety Representatives (HSRs) in development and review of jigsaw safety controls No formal process for reporting and addressing jigsaw-related safety concerns or near misses 	High	<ul style="list-style-type: none"> Define and document WHS responsibilities for officers, managers, supervisors and workers regarding the selection, installation, use and maintenance of jigsaw machines, aligned with WHS Act 2011 and WHS Regulations Implement an officer due diligence framework for specific plant, requiring regular review of jigsaw safety performance, incident trends, audit findings and compliance with relevant Australian Standards (e.g. AS/NZS 4024 series) Establish formal consultation arrangements (e.g. WHS committee, scheduled toolbox meetings) that specifically include jigsaw hazards, controls and proposed changes to equipment or processes Ensure HSRs are involved in risk assessments, incident investigations and the approval of new or modified jigsaw equipment and associated procedures Create and communicate a simple, non-punitive process for workers to raise concerns or suggestions related to jigsaw safety, with clear escalation pathways and timeframes for response Include jigsaw machine risk management as a standing item in WHS meetings and management review forums to ensure ongoing oversight and improvement 	Medium
2. Procurement and Design of Jigsaw Machines	<ul style="list-style-type: none"> Purchase of non-compliant or poorly designed jigsaw machines lacking appropriate guarding, emergency stop features or electrical protection Inadequate consideration of ergonomics, vibration and noise when selecting jigsaw models, leading to long-term health risks Failure to obtain and review manufacturer's instructions, safety information and technical specifications before purchase Acquisition of jigsaw accessories (blades, guides, clamps) that are incompatible or of substandard quality Lack of consideration of dust extraction and collection requirements at the procurement stage 	High	<ul style="list-style-type: none"> Implement a formal plant procurement procedure requiring WHS review of all new jigsaw machines against WHS Regulations (Plant) and relevant Australian Standards before purchase Specify minimum safety and design requirements for jigsaws in procurement documents, including guarding, trigger lock-off, two-hand controls where applicable, emergency stop access, electrical safety and compatibility with existing dust extraction systems Require suppliers to provide declarations of conformity, user manuals, maintenance schedules, noise/vibration data and safety features information prior to approval of purchase Involve competent WHS and maintenance personnel, and where practicable end users, in equipment selection and trials to ensure suitability for the intended tasks and loads Standardise, as far as reasonably practicable, on a limited range of compliant jigsaw models and blades to simplify training, maintenance and parts management Include requirements for integrated dust extraction capability or compatibility with existing extraction systems in procurement criteria to reduce inhalation and housekeeping risks 	Low
3. Plant Risk Management and Change Management Systems	<ul style="list-style-type: none"> No formal, documented risk assessment process for jigsaw machines and associated equipment Ad hoc changes to jigsaw set-up, work methods, jigs or fixtures without systematic review of risks 	High	<ul style="list-style-type: none"> Implement a plant risk management procedure that mandates documented risk assessments for all jigsaw machines, including installation, typical use, abnormal conditions and foreseeable misuse Establish a formal management of change process for any modification to jigsaw equipment, location, controls, guarding, work methods or materials, requiring risk assessment, consultation and approval prior to implementation 	Medium

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	<ul style="list-style-type: none"> Failure to reassess risks when new materials, blade types or cutting processes are introduced Inadequate review of incidents and near misses to identify underlying system failures Uncontrolled introduction of temporary or custom-made fixtures that compromise guarding or stability 		<ul style="list-style-type: none"> Require periodic review of jigsaw risk assessments (e.g. annually or after any incident, equipment change or process change), ensuring actions are tracked to completion Incorporate jigsaw incident and near-miss data into root cause analysis processes, focusing on system and management deficiencies rather than worker behaviour alone Introduce controls for design, approval and registration of any custom jigs, fixtures or supports, including engineering review where necessary, to ensure they do not interfere with guarding or machine stability Maintain a central register of jigsaw machines and associated risk assessments, accessible to supervisors, HSRs and maintenance personnel 	
4. Policies, Procedures and Safe Systems of Work	<ul style="list-style-type: none"> Absence of documented safe operating procedures (SOPs) specific to jigsaw machines and the materials being cut Over-reliance on informal instructions or on-the-job learning, leading to inconsistent and unsafe practices Procedures not reflecting actual site conditions, equipment, or current legislation and standards Failure to include requirements for isolation, lock-out and tagging for maintenance or fault finding on jigsaws Inadequate integration of jigsaw safety procedures into broader WHS management systems 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
5. Training, Competency and Supervision	<ul style="list-style-type: none"> Workers operating jigsaw machines without formal competency assessment or verification of skills Supervisors lacking sufficient technical understanding to monitor safe use and intervene effectively No refresher training, resulting in skill fade and normalisation of unsafe shortcuts over time Inadequate training for contractors, labour hire workers, apprentices or young/inexperienced workers Training focusing only on basic operation and not covering system 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	requirements such as reporting defects, lock-out, housekeeping and emergency response		[REDACTED]	
6. Maintenance, Inspection and Equipment Integrity	<ul style="list-style-type: none"> Lack of scheduled preventative maintenance, leading to malfunctioning jigsaws (e.g. faulty switches, worn bearings, compromised guards) Use of damaged or inappropriate blades increasing the risk of breakage, kickback or loss of control Inadequate pre-use inspections and failure to remove defective equipment from service promptly Poorly documented repair history, resulting in recurring faults and unrecognised systemic issues Non-qualified personnel performing repairs or modifications on electrical or mechanical components 	High	[REDACTED]	Medium
7. Guarding, Safety Features and Engineering Controls	<ul style="list-style-type: none"> Jigsaws operated with missing, disabled or inadequate guards and safety features Safety devices (e.g. trigger lock interlocks, emergency stops) not regularly inspected or tested Modifications to guarding or safety features without engineering assessment or approval Reliance on administrative controls and PPE in place of reasonably practicable engineering controls Poor design or selection of worktables, clamps and supports leading to instability and increased risk of contact with moving blades 	High	[REDACTED]	Medium

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			[REDACTED]	
8. Work Environment, Layout and Housekeeping	<ul style="list-style-type: none"> • Inadequate workspace layout around jigsaw stations causing congestion, trip hazards and poor access to emergency stops • Poor lighting leading to reduced visibility of cutting lines, blades and offcuts • Insufficient dust control and extraction, resulting in airborne contaminants and accumulation of combustible dust • Excessive noise levels from jigsaws not effectively managed at a system level • Inadequate housekeeping standards increasing the risk of slips, trips, falls and fire (e.g. offcuts, sawdust, trailing leads) 	High	[REDACTED]	Medium
9. Personal Protective Equipment and Supporting Controls	<ul style="list-style-type: none"> • Inconsistent provision or use of PPE suitable for jigsaw operations (eye, hearing, respiratory and hand protection) • Reliance on PPE as the primary control in place of higher-level controls for noise, dust and contact with moving parts • PPE not compatible with other equipment (e.g. respiratory protection interfering with eye protection or communication) • Lack of systems to ensure PPE is maintained, replaced and stored correctly • Workers not trained in correct selection, use and limitations of PPE for jigsaw tasks 	Medium	[REDACTED]	Low

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10. Contractor, Labour Hire and Visitor Management	<ul style="list-style-type: none"> Contractors or labour hire workers using jigsaw machines without being inducted into site-specific risks and procedures Assumption that contractor systems are adequate without verification of competencies and plant safety Poor integration of contractor work with site operations, leading to conflicting activities around jigsaw areas Visitors entering operational areas without suitable controls or supervision 	Medium	[REDACTED]	Low
11. Emergency Preparedness and Incident Management	<ul style="list-style-type: none"> Inadequate planning for jigsaw-related emergencies such as lacerations, amputations, eye injuries, electric shock or fires Workers not trained or drilled in emergency stop procedures and response actions Emergency equipment (first aid kit, fire extinguishers, eye wash) not appropriately located or maintained near jigsaw areas Poor incident reporting culture leading to under-reporting of near misses and minor injuries involving jigsaws Lack of systematic investigation and follow-up of jigsaw incidents to prevent recurrence 	High	[REDACTED]	Medium
12. Monitoring, Audit and Continuous Improvement	<ul style="list-style-type: none"> No systematic monitoring of jigsaw-related WHS performance indicators (incidents, near misses, inspections, training completion, maintenance compliance) 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> • Infrequent or superficial inspections of jigsaw machines and work areas • Failure to act on identified deficiencies or non-conformances related to jigsaw safety • Lack of management review of overall effectiveness of jigsaw risk controls and resource allocation • Complacency developing over time, with gradual erosion of standards and controls 		<div style="background-color: black; height: 15px; width: 100%;"></div>	

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 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>

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 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-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) Regulation 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>

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>

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

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.