Power Saws Reciprocating and Jigsaws

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:

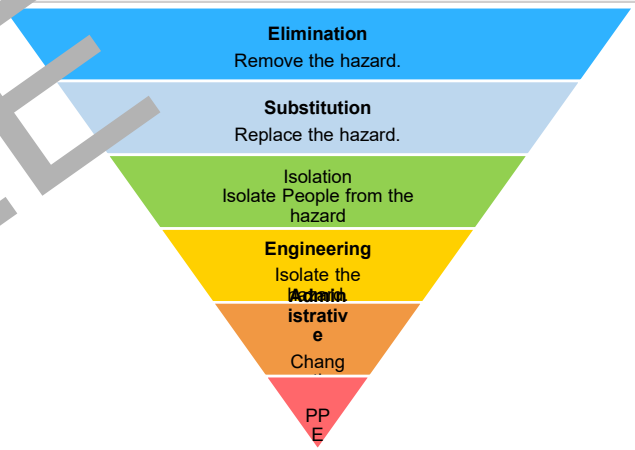
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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. Governance, WHS Duties and Legislative Compliance	• Lack of clear allocation of WHS duties for management of power saw risks under WHS Act 2011 • Inadequate understanding of legal obligations related to high-risk plant and powered hand tools • No documented WHS policy or risk management framework specific to powered cutting tools • Failure to consult workers and HSRs on changes to power saw systems and procedures • Poor integration of power saw risk controls into broader safety management system • Inadequate monitoring of compliance with Codes of Practice and relevant Australian Standards (e.g., AS/NZS 60745, AS/NZS 4024 series)	4A	• Develop and endorse a WHS Policy that explicitly references obligations for powered hand-held cutting tools under the WHS Act 2011 and WHS Regulation • Assign clear responsibilities for power saw risk management to officers, managers, and supervisors within position descriptions and performance plans • Implement a documented WHS Risk Management Procedure including specific guidance for high-speed cutting tools, reciprocating saws and jigsaws • Ensure ongoing legislative compliance reviews against WHS legislation, Codes of Practice and relevant Australian Standards for portable power tools • Establish formal worker consultation and issue-resolution procedures that cover introduction, modification and review of power saw systems • Include power saw governance requirements in WHS Committee and management meeting agendas, with records, actions and follow-up • Provide officers with due diligence training focused on plant and equipment risk management, including financial and resource commitments for control measures	3H
2. Procurement, Selection and Design of Power Saws	• Purchase of low-quality or non-compliant power saws, jigsaws and reciprocating saws • Tools not suitable for the intended materials, environment or duty cycle • Absence of built-in safety features such as guards, lock-off switches and vibration control • Inconsistent brands and models creating confusion in operation and maintenance • Lack of consideration for dust extraction, noise and vibration levels at procurement stage • Inadequate assessment of electrical ratings and compatibility with site power supply or batteries	4A	• Implement a procurement procedure that mandates selection of power saws compliant with relevant Australian Standards and manufacturer safety requirements • Standardise preferred brands and models of reciprocating saws and jigsaws with consistent safety features and accessories • Require pre-purchase risk assessments for new or specialised cutting tools, including assessment of guarding, vibration, noise and dust generation • Specify mandatory features for high-speed hand-held cutting tools (e.g., dead-man triggers, blade guards, anti-kickback features, soft start, brake functions) • Ensure procurement specifications require compatibility with existing dust extraction, RCD protection and battery platforms where applicable • Include life-cycle cost and safety performance (including warranty and service support) when evaluating suppliers • Obtain and retain manufacturer instructions, safety data, and conformity documentation at time of purchase	2M
3. Asset Management, Inspection and Maintenance Systems	• Lack of formal register for power saws and accessories	4A	• Establish and maintain a plant and equipment register for all power saws, including serial numbers, locations, inspection and maintenance history	2M

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
	• Unscheduled or reactive-only maintenance of jigsaws and reciprocating saws • Use of damaged or modified tools (e.g., missing guards, faulty triggers, exposed moving parts) • Inadequate test and tag program for corded tools and portable RCDs • No systematic inspection of blades, cutting discs, shoes, guards and clamps • Failure to remove from service defective tools that present electrical, mechanical or ergonomic risks		• Implement a scheduled inspection and maintenance program in accordance with manufacturer instructions and AS/NZS electrical safety requirements • Develop standard inspection checklists for power saws (pre-use, periodic and annual) focusing on guards, triggers, cords, casings and blade mountings • Introduce a tagging system (e.g., colour-coded or electronic) to verify inspection status and next test due date for each power saw • Create a formal process for reporting, isolating and tagging out defective tools, including criteria for repair versus disposal • Ensure all repairs and modifications are completed by competent persons and comply with manufacturer and legislative requirements • Audit maintenance records regularly to verify completion of scheduled tasks and to identify recurring defects or failure trends	
4. Blade, Cutting Disc and Accessory Management	• Use of incorrect or incompatible blades and cutting discs for the task or tool type • Use of damaged, worn, unbalanced or counterfeit blades and discs • Inadequate systems for tracking and storing accessories leading to contamination or misuse • Uncontrolled introduction of non-approved aftermarket accessories (e.g., unguarded cutting attachments) • Lack of procedure for safe fitting, tensioning and removal of blades and discs • Blade binding, disintegration or ejection due to incorrect selection or condition	4A	[redacted]	2M
5. Training, Competency and Authorisation	• Workers using high-speed cutting tools without adequate training or supervision • No formal competency assessment for operation of reciprocating saws and jigsaws • Inadequate understanding of kickback, vibration, noise, dust and manual handling risks • Overreliance on informal peer instruction without standardised content	4A	[redacted]	2M

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
	• Failure to identify language, literacy, numeracy or cognitive barriers to safe operation • No system to restrict use of power saws to authorised competent persons		[redacted]	
6. Safe Systems of Work, Procedures and Permit Controls	• Absence of documented safe work procedures for use of reciprocating saws, cutting disc tools and jigsaws • Inconsistent application of control measures across different sites, shifts or supervisors • No permit or approval process for high-risk cutting tasks (e.g., confined spaces, overhead work, live services proximity) • Failure to integrate power saw hazards into Job Safety Analysis (JSA) or Job Hazard Analysis (JHA) processes • Procedures not reflecting actual work practices, leading to workarounds and non-compliance • Lack of clear escalation process when new or unforeseen power saw hazards are identified	4A	[redacted]	2M
7. Work Environment, Layout and Housekeeping	• Cluttered or unstable work areas increasing risk of slips, trips and falls while operating power saws • Inadequate lighting affecting visibility of cutting lines, workpieces and hazards • Poor control of trailing leads, extension cords and hoses causing entanglement • Insufficient work support surfaces leading to awkward body positions or loss of control • Inadequate separation between cutting activities and other workers or public areas • Uncontrolled presence of flammable materials, liquids or dust in cutting zones	3H	[redacted]	2M

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
8. Electrical Safety, Power Supply and Battery Management	• Use of power saws without adequate RCD protection leading to electric shock • Damaged extension leads, plugs or adaptors not identified prior to use • Overloading of power circuits with multiple high-demand tools • Incorrect charging, storage or handling of lithium-ion batteries for cordless saws • Inadequate segregation of charging areas from ignition sources or combustibles • Lack of procedures for work near wet areas or conductive materials	4A	[redacted]	2M
9. Health Risks: Noise, Vibration, Dust and Ergonomics	• Excessive noise exposure from prolonged use of high-speed cutting tools • Hand-arm vibration from reciprocating saws contributing to long-term musculoskeletal disord • Generation of res able crystalline silica, wood dust other haz airborne contamina • Repetitive movements and awkwa postures when using power saws bove shoulder height or at floo • Insufficient task rotation and rest breaks for frequent power saw operators • Lack of health monitoring for workers exposed to noise, vibration and hazardous dust	4A	[redacted]	2M
10. Personal Protective Equipment (PPE) Management	• Inadequate specification of PPE requirements for different power saw tasks and materials • Incorrect selection or poor fit of eye, face, hand and respiratory protection	3H	[redacted]	1L

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
	• Lack of systems to inspect, clean, replace and store PPE correctly • Overreliance on PPE instead of higher-level controls within the hierarchy of control • Workers not trained in limitations and correct use of PPE for cutting activities		[redacted]	
11. Contractor, Labour Hire and Visitor Management	• Contractors using their own power saws that do not meet organisational or legislative standards • Inconsistent training and competency verification for labour hire workers operating power saws • Visitors and other trades entering cutting zones without awareness of hazards • Subcontractors bypassing site procedures and supervision for cutting tasks • Lack of clarity over whose procedures apply on multi-employer sites	3H	[redacted]	2M
12. Supervision, Monitoring and Behavioural Safety	• Insufficient supervision of new or high-risk power saw operators • Tolerance of unsafe shortcuts such as bypassing guards or using the wrong tool for the job • Normalisation of deviance where risky behaviours become accepted practice • Lack of systematic observation or verification of adherence to procedures and PPE requirements • Failure to address at-risk behaviours due to poor safety culture or inadequate supervisory skills	3H	[redacted]	2M
13. Planning, Job Design and Scheduling	• Inadequate pre-planning leading to last-minute tool selection and improvisation	3H	[redacted]	2M

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
	• Scheduling that drives workers to rush power saw tasks and skip checks • Poor coordination between trades resulting in congestion and conflicting activities in cutting areas • Failure to consider alternative lower-risk methods (e.g., prefabrication, off-site cutting) in project planning • Insufficient consideration of access, egress and manual handling when planning cutting locations		[redacted]	
14. Emergency Preparedness and Incident Management	• Lack of specific emergency response plans for lacerations, amputations, eye injuries and electric shock from power saw use • Inadequate first aid resources or trained first aiders at locations where high-speed cutting tools are used • No clear process for isolating tools ar scenes following incidents for investigation • Under-reporting c ear misses and minor incidents inv ving powe s • Delayed emergenc onse due poor communication systems or unc ar directions on remote or large site	3	[redacted]	2M
15. Documentation, Records and Continuous Improvement	• Incomplete or outdated records of training, inspections, maintenance and incidents related to power saws • Inability to demonstrate compliance with WHS Act and Regulation during audits or regulator visits • Lack of trend analysis to identify recurring issues or emerging risks from reciprocating saw and jigsaw use • Poor version control of procedures leading to conflicting instructions in circulation	3H	[redacted]	1L

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
	• Failure to review and update the risk assessment when changes occur in plant, processes or legislation		[redacted]	

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