Power Tools Electric			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

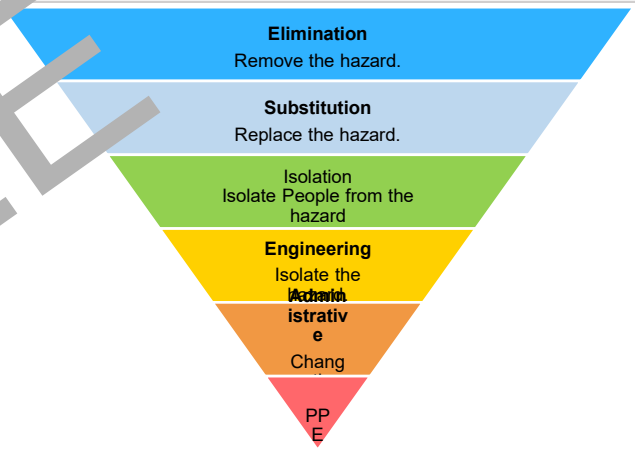
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	SCOPE OF WORKS
Client:	
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 Consultation	• Lack of clear allocation of WHS duties for procurement, issue, use and maintenance of electric power tools • Inadequate WHS consultation with workers and Health and Safety Representatives (HSRs) about power tool risks and controls • Absence of a documented WHS policy or procedure specifically addressing the management of electric power tools as plant under the WHS Act 2011 • Failure to consider WHS obligations for Person Conducting a Business or Undertaking (PCBU) and due diligence requirements for officers in relation to plant • Inadequate mechanisms to report, escalate and respond to systemic issues (e.g. recurring defects, near misses, electric shocks) involving power tools • Poor integration of power tool risk management into the organisation's overall WHS management system	High	• Develop, approve and communicate a WHS policy that explicitly recognises electric power tools as plant and sets expectations for their safe lifecycle management in line with the WHS Act 2011 and WHS Regulations • Define and document WHS roles, responsibilities and authorities for officers, managers, supervisors and workers regarding the selection, issue, use, inspection, maintenance and disposal of electric power tools • Establish formal WHS consultation arrangements, including regular toolbox talks and HSR-led forums, specifically addressing plant-related risks such as electric power tools and capturing worker feedback on existing controls • Integrate electric power tool risk management into the organisation's WHS management system (e.g. risk registers, plant registers, incident reporting, corrective action tracking) with clear review cycles • Implement a governance process (e.g. quarterly WHS committee review) to examine incident trends, near misses and audit findings involving electric power tools and to track close-out of actions • Ensure officers receive periodic due diligence briefings covering their obligations relating to plant, including electric power tools, and obtain evidence that adequate resources are provided to manage these risks • Include electric power tool management requirements within contractor management procedures and contractor agreements to ensure PCBUs consult, cooperate and coordinate activities as required under legislation	Medium
2. Procurement, Design and Selection of Power Tools	• Procurement of low-quality or unsuitable electric power tools that do not meet relevant Australian Standards or are not fit for the intended task or environment • Failure to consider inherent safety features (e.g. guards, automatic shut-off, double insulation, residual current device compatibility) at the time of purchase • Purchasing power tools that are incompatible with existing electrical infrastructure, RCD systems or site environmental conditions (e.g. wet areas, confined spaces) • Lack of formal pre-approval process for new types or models of electric power tools entering the workplace	High	• Implement a formal procurement procedure for electric power tools requiring WHS review and approval before purchase, including confirmation of compliance with relevant Australian Standards and manufacturer safety instructions • Develop a standardised specification for electric power tools (e.g. double insulated, lock-off switches, compatible with RCD protection, dust extraction ports) to guide purchasing decisions across the organisation • Require suppliers to provide documented evidence of compliance (e.g. conformity certificates, test reports, instruction manuals in English) and retain these records in the plant register • Include WHS evaluation criteria in supplier selection, such as availability of spare parts, service agents, safety features, warranty terms and technical support for training resources • Ensure procurement processes assess environmental conditions of use (e.g. outdoor work, damp areas, explosive atmospheres) and only approve tools that are rated and suitable for those conditions • Prohibit ad hoc or worker-purchased electric power tools from being brought into service without formal inspection, approval and registration in the organisation's plant register • Periodically review the power tool fleet to standardise brands and models where practicable, reducing variability in training requirements and simplifying maintenance and parts management	Low

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	• Inadequate review of supplier safety information, technical data sheets and manuals prior to purchase • Cost-driven purchasing decisions that prioritise price over whole-of-life safety, reliability and maintenance support			
3. Plant Registration, Inventory and Lifecycle Management	• Absence of a complete and accurate inventory of all electric power tools owned, hired or loaned, leading to uncontrolled equipment in the workplace • Inability to track the service history, inspections, repairs and modifications of specific tools due to poor or non-existent plant registers • Uncontrolled retention of obsolete, damaged or non-compliant power tools in storage areas, allowing them to be put back into service • Failure to identify and remove from service power tools subject to recalls, safety alerts or prohibition notices • Lack of documented lifecycle management (acquisition, commissioning, use, maintenance and disposal) for electric power tools	High	• Establish and maintain a plant register that records all electric power tools, including unique ID, make, model, serial number, location, date of purchase, intended use and inspection/maintenance history • Define lifecycle management procedures for electric power tools, covering commissioning, allocation to work areas, periodic review, refurbishment and end-of-life disposal or decommissioning • Introduce a tagging or barcode system to link each power tool with its plant register entry and inspection record, enabling quick verification of status in the field • Implement a formal process to review manufacturer and regulator (e.g. SafeWork authority) safety alerts, recalls and guidance, and rapidly identify and quarantine affected power tools • Set clear criteria for retirement or disposal of electric power tools (e.g. repeated failures, obsolete safety features, non-availability of compliant spare parts) and ensure records of decommissioning are retained • Include hired and contractor-supplied electric power tools in the organisational inventory while on site, with evidence of their inspection status and suitability for the work environment	Medium
4. Electrical Safety Systems and Infrastructure	• Inadequate fixed and portable residual current device (RCD) protection for circuits and outlets supplying electric power tools • Unclear responsibilities between landlord, building management and PCBU regarding testing, maintenance and verification of electrical installations supporting power tool use • Use of power tools in environments not designed for them (e.g. wet areas, outdoors, confined spaces) without appropriate electrical safety systems in place • Lack of system-level controls to prevent overloading circuits or using non-compliant extension leads and power boards with power tools	High	[redacted]	Medium

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	• Failure to implement policies restricting the use of privately owned or untested electrical equipment with workplace power tools (e.g. private extension leads)		[redacted]	
5. Training, Competency and Authorisation	• Workers using electric power tools without formal competency assessment or understanding of associated mechanical, electrical and ergonomic risks • Supervisors assuming workers are competent based solely on prior experience or trade status, rather than verified competency • Inadequate training in manufacturer instructions, safe operating limits, and recognition of early warning signs of tool or cord failure • Lack of refresher training leading to skill fade and normalisation of unsafe shortcuts in power tool use and handlin • No clear system for [redacted] high-risk tool use to competent and authorised persons only	High	[redacted]	Medium
6. Safe Work Procedures and Permitting	• Absence of standardised safe work procedures (SWPs) for the use, inspection, transport and [redacted] of electric power tools at a system level • Workers relying on informal practices or undocumented instructions leading to inconsistent risk controls • No integration of power tool risks into existing permit-to-work systems for high-risk activities (e.g. hot work, confined space, work at height) • Safe work procedures not updated when new tool types, attachments or accessories are introduced into the workplace	High	[redacted]	Medium

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			[redacted]	
7. Inspection, Testing, Tagging and Preventive Maintenance	• Inadequate or inconsistent testing and tagging regime for electric power tools and associated leads • Reliance on breakdown maintenance rather than planned preventive maintenance, leading to undetected deterioration of critical safety features • Inspections not carried out by competent persons or not documented, limiting traceability and accountability • No systematic trigger for tools to be removed from service when inspectio or test dates are exceeded • Use of third-party repairers without verification of competen se of compliant parts	High	[redacted]	Low
8. Storage, Handling and Distribution Systems	• Uncontrolled access to electric po er tools stored in workshops ehi or site containers, enabling u ained or unauthorised use • Poor storage conditions (e.g. damp, dusty, unsecured) leading to accelerated deterioration of insulation, cords and mechanical components • Inadequate systems for issuing tools to workers, resulting in lack of accountability for condition and location of equipment • Tools and leads stored in a manner that encourages damage, tangling or incorrect handling	Medium	[redacted]	Low

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			[redacted]	
9. Contractor and Labour Hire Management	• Contractors and labour hire workers using electric power tools that do not meet the organisation's safety standards or have not been inspected and tagged • Poor coordination between PCBUs regarding roles and responsibilities for inspection, maintenance and safe use of power tools brought on site • Inconsistent training and competency levels among contractor personnel operating electric power tools in shared workplaces • Lack of verification that contractor systems for managing electric power tools comply with WHS legislative requirements	High	[redacted]	Medium
10. Incident Reporting, Investigation and Corrective Actions	• Under-reporting of [illegible] near misses or minor electric shocks involving power tools due to cultural or procedural barriers • Failure to investigate power tool incidents to identify root causes (e.g. system failures in procurement, training or maintenance) and not just operator error • Lack of follow-up on corrective actions arising from incident investigations, leading to repeat occurrences • Inadequate sharing of lessons learned across sites, teams and contractors	High	[redacted]	Medium

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11. Monitoring, Audit and Continuous Improvement	• No systematic verification that policies, procedures and controls for electric power tools are being implemented as intended • Reliance on informal supervision rather than structured audits and inspections to monitor power tool safety performance • Failure to use data from inspections, incidents and maintenance to drive continuous improvement in power tool management • Lack of performance indicators specific to plant and electric power tool safety, making it difficult to measure effectiveness of controls	Medium	[redacted]	Low
12. Emergency Preparedness and Response	• Inadequate planning [redacted] electric shock, fire or serious injury events arising from the use of electric power tools • Workers and supervisors not trained in appropriate emergency response, including isolation of power, first aid for electric shock and burns, and evacuation procedures • Insufficient availability of emergency equipment such as first aid kits, fire extinguishers suitable for electrical fires, and communication systems • Lack of post-incident support and return-to-work planning for workers injured in power tool-related incidents	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