Table Saw			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

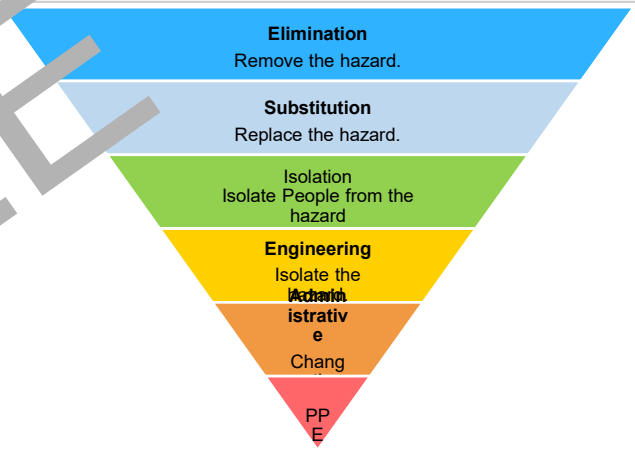
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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. Procurement, Design and Guarding Standards	• Purchase of table saws that do not meet Australian Standards or WHS legislative requirements (e.g. inadequate guarding, missing emergency stop) • Inappropriate selection of table saw type and size for the work performed, leading to unsafe work methods • Lack of documented specification for guarding (riving knife, blade guard, anti-kickback features, braking) and dust extraction performance • Incompatible or makeshift jigs, fences, push sticks and fixtures increasing risk of kickback and contact with blade • Failure to consider noise, vibration and dust generation at procurement stage, leading to uncontrolled exposure	High	• Develop and enforce a procurement standard for tab saws aligned with the WHS Act 2011, WHS Regulations and relevant Australian Standards (e S/NZS 4024 series for machinery safety, AS/NZS 4785 where applicable for woodworking machi y) • Specify minimum guarding requirements i urchasing cumentation, including fixed and adjustable guards, riving knife, anti-kickback devices, bl bra g system and clearly marked emergency stop • Require suppliers to provide evidence of confo y (CE/Aust n compliance, manuals, guarding certifications) and safety data noise and dust e sion • Standardise on mode and ac sories (fences, m gauges, push sticks, feather boards, jigs) that are fit-for-purpose an ppo by t manufacture • Include ma tory dust e action c necti points, compatible with existing LEV systems and sized to achieve effect capture e ine wood • Req delivery f operating and maintenance manuals, training materials and parts lists as a condit urcha • Ensur ocu ement ocess involves consultation with competent operators, WHS representatives and mainten ce p sonne efore final selection • In de ecycle ost and safety considerations (maintenance, spare parts availability, guarding upgra procurement decisions • mplement a pre-commissioning verification checklist for any new or second-hand table saw before use, inc ding guarding, emergency stop functionality, isolation and labelling	Medium
2. Governance, WHS Management System and Legal Compliance	• Absence of a doc mented WHS procedure for tabl aw use n and maintenance le inconsis t and unsafe practices • Failure of officers to exercise d diligence in providing res and oversight for safe use of table saws • Inadequate consultation with workers and health and safety representatives about table saw risks and controls • Lack of integration of table saw risks into the organisation's overall WHS risk register and management plans • Poor communication of roles, responsibilities and accountabilities for supervision, inspection and enforcement of safe work practices around table saws	High	• Develop and implement a formal table saw safety procedure within the WHS management system that aligns with WHS Act 2011 and WHS Regulations (plant, noise, hazardous chemicals and PPE requirements) • Ensure officers demonstrate due diligence by regularly reviewing table saw risk assessments, incident trends, audit findings and provisioning adequate budget for guarding, dust extraction and training • Incorporate table saw hazards and controls into the corporate WHS risk register with regular review intervals and assigned risk owners • Establish clear governance documents defining responsibilities for PCBU, officers, supervisors, operators, maintenance personnel and contractors regarding table saw safety • Embed table saw safety requirements into site rules, induction materials, contractor management systems and toolbox talk programs • Implement scheduled WHS audits and inspections that specifically verify compliance with table saw guarding, emergency stop access, isolation procedures and housekeeping around saws • Maintain up-to-date records of risk assessments, consultation outcomes, training, inspections, maintenance and incident investigations related to table saws • Ensure any changes to work layout, materials or equipment involving table saws trigger a formal change management and re-assessment process	Medium

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3. Training, Competency and Authorisation	• Untrained or inexperienced persons operating or assisting with table saws resulting in higher risk of amputation or serious laceration • Inadequate competency assessment and no verification of skills before independent operation • Supervisors lacking specific competency to oversee safe table saw operations and challenge unsafe practices • No structured refresher training or follow-up after incidents or near misses • Failure to address literacy, language or cognitive limitations that impact understanding of instructions and signage	High	• Develop a formal competency-based training program for table saw operators that covers hazard awareness, kickback mechanisms, guarding principles, dust and noise exposure, emergency response and legal obligations • Require successful completion of theoretical and practical assessments before granting written authorisation to operate table saws independently • Implement a clear authorisation system (e.g. licence card, permit to operate, register of authorised users) controlled by supervisors or the PCBU • Provide specific training for supervisors on table saw hazards, observation skills, coaching methods and enforcement of safe systems of work • Deliver tailored training and instructions that consider language, literacy and numeracy needs, using demonstrations, diagrams and translated materials where required • Schedule periodic refresher training and competency reassessment, particularly following machinery upgrades, incidents or significant process changes • Maintain detailed training and competency records for all operators, contractors and supervisors involved with table saw use • Include induction content on restricted access to table saw areas, emergency stops, isolation points and reporting of defects or unsafe conditions	Medium
4. Safe Work Procedures, Work Planning and Supervision	• Lack of standardised safe work procedures (SWPs) for different types of cuts and materials leading to ad hoc, unsafe methods • Work scheduling pressures and production targets encouraging bypassing guards, disabling safety features or rushing tasks • Insufficient supervision during higher-risk activities, after-hours work or when less experienced operators are present • Inadequate planning for unusual or non-routine cutting tasks, resulting in improvised jigs or set-ups • Failure to consider manual handling and ergonomics in the way materials are fed and removed from the table saw area	High	[redacted]	Medium

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			[redacted]	
5. Engineering Controls, Guarding and Safety Devices Management	• Defeated, removed or poorly adjusted blade guards and riving knives increasing risk of contact with the blade and kickback • Ineffective or inoperable emergency stops and braking systems leading to delayed response in an emergency • Inadequate physical separation or barricading between operators and other workers, resulting in inadvertent access to danger zones • Poorly designed or inconsistent use of push sticks, feather boards, hold-downs and fences contributing to loss of cont of workpieces • Failure to manage modifications, repairs or non-original acc ories that compromise machine safety integrity	High	[redacted]	Low
6. Inspection, Maintenance and Plant Integrity	• Lack of systematic preventive maintenance causing mechanic l electrical failures (e.g. wo bearings, misaligned fences, defective switches) • Blunt, damaged or inappropriate blades increasing kickback, noise and operator force requirements • Unrecorded repairs and informal adjustments leading to gradual degradation of safety features • Failure to identify and rectify hazards such as frayed cables, missing guards or ineffective dust extraction in a timely manner • Third-party maintenance contractors working without adequate understanding	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
	of site WHS requirements and isolation procedures		[redacted]	
7. Dust, Noise and Health Exposure Management	• Inhalation of wood dust (including hardwood and MDF dust) exceeding exposure standards, increasing risk of respiratory illness and cancer • Noise exposure from table saw operations contributing to noise-induced hearing loss over time • Accumulation of fine dust creating slip, trip and potential fire or explosion hazards • Inadequate maintenance of local exhaust ventilation (LEV) systems leading to reduced dust capture efficiency • Failure to ensure consistent use of suitable respiratory and hearing protection where required	High	[redacted]	Medium
8. Workplace Layout, Traffic Management and Housekeeping	• Congested work areas around table saws leading to unintended contact with moving parts and restricted operator movement • Uncontrolled pedestrian and vehicle traffic near table saws creating distraction, collision or interference risks • Poor housekeeping leading to offcuts, cables and dust build-up that contribute to slips, trips and falls close to the blade area	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
	• Insufficient lighting compromising visibility of cut lines, blade location and warning signage • Inadequate storage systems for materials and offcuts resulting in manual handling issues and unsafe access around the saw		[redacted]	
9. Emergency Preparedness, Incident Management and First Aid	• Delayed or ineffective response to incidents such as amputations, severe lacerations, eye injuries or electric shock • Lack of clear procedures for stopping the table saw and isolating energy sources in an emergency • Inadequate first aid equipment, facilities and trained first aiders in proximity to table saw work areas • Under-reporting of near misses and minor incidents, preventing learning a system improvement • Poor post-incident inve tion processes that fail to ntify and address root cause at a management system level	High	[redacted]	Medium
10. Contractor, Visitor and Young Worker Management	• Contractors operating c g near table saws without adequate competency verification or induction into site-specific procedures • Visitors entering table saw areas without awareness of hazards or required controls • Young or inexperienced workers being exposed to high-risk plant without appropriate supervision and support • Inconsistent application of safety requirements across employees, labour hire and contractors, creating confusion and gaps in control	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
	• Poor control of external technicians or sales representatives demonstrating new saws or accessories on site		[redacted]	
11. Change Management and Continuous Improvement	• Uncontrolled changes to table saw equipment, layout, processes or materials leading to new or increased risks not captured by existing controls • Introduction of new saw models, blade types or work methods without updating training, procedures and risk assessments • Complacency and normalisation of deviance over time with gradual erosion of safe standards • Failure to learn from internal incidents, industry alerts or regulator guidance related to table saws	Med	[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