Tile 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:

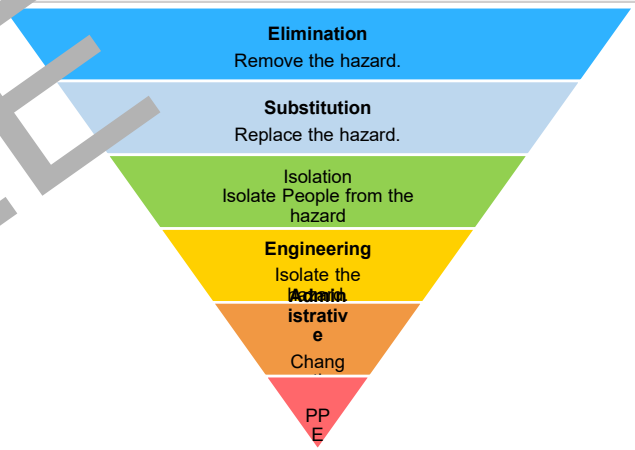
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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 and Design Selection	• Purchase of tile saws that are non-compliant with AS/NZS electrical and guarding standards • Selection of tile saws without adequate blade guards, splash guards, or integrated water suppression systems • Inadequate consideration of noise and vibration levels at the time of purchase • Procurement based solely on cost without reference to WHS performance or supplier safety documentation • Incompatible electrical ratings with site power supply (risk of overload, nuisance tripping, or fire) • Lack of consideration for portability, stability, and ergonomics leading to manual handling and stability risks	High	• Establish a procurement procedure that mandates WHS review and approval before purchasing any electric tile saws • Specify that all tile saws must comply with relevant Australian Standards (e.g. AS/NZS 4024 series for machinery safety, AS/NZS 3000 for electrical installations, AS/NZS 3760 for testing and tagging requirements, and applicable product standards) • Require suppliers to provide declarations of conformity, user manuals, and safety data on noise, vibration, and dust control capabilities prior to purchase • Include functional WHS criteria in procurement (e.g. integrated water feed for dust suppression, adjustable guarding, emergency stop features, residual current device (RCD) compatibility, and stable stands or frames) • Assess noise emission data at procurement stage and preference low-noise models where reasonably practicable • Ensure selected tile saws are compatible with site electrical infrastructure, including voltage, amperage and RCD requirements • Implement a formal supplier evaluation process that considers safety performance, availability of spare parts, and support for training materials • Document procurement decisions, including WHS risk considerations and sign-off by a competent person (e.g. WHS advisor or supervisor)	Medium
2. Governance, Policies and WHS Management System	• Absence of a documented WHS procedure for the selection, use and maintenance of electric tile saws • Inconsistent application of WHS Act 2011 and WHS Regulation requirements across different sites or supervisors • Lack of clear roles, responsibilities and accountabilities for controlling risks associated with tile saws • Inadequate consultation mechanisms with workers about tile saw hazards and controls • No formal risk assessment review process to capture changes in equipment, work methods, or legislation	High	• Develop and implement a documented WHS procedure specific to powered cutting equipment, including electric tile saws, aligned with the WHS Act 2011 and relevant WHS Regulations • Clearly allocate and document responsibilities for officers, PCBUs, managers, supervisors and workers regarding selection, training, supervision and maintenance of tile saws • Embed tile saw risk management requirements into the organisation's WHS management system, including hazard identification, risk assessment, control implementation and review processes • Integrate tile saw risks into the corporate risk register or construction project risk register with defined treatment actions, owners and review dates • Ensure consultation with workers and health and safety representatives (HSRs) when developing or reviewing tile saw procedures, in line with WHS Act consultation requirements • Implement a formal approval and change management process for introducing new tile saw models, new cutting methods or changes in site conditions • Schedule periodic internal audits or inspections of compliance with the tile saw procedure, including verification of training, maintenance records and supervision • Ensure senior management receive regular WHS reports that include key indicators relating to tile saw incidents, near misses and inspection findings	Medium

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3. Competency, Training and Supervision	• Workers using electric tile saws without formal competency assessment or verification • Inadequate instruction on correct adjustment of guards, water feed systems and electrical safety measures • Lack of awareness of risks from silica dust, noise, vibration and manual handling associated with tile saw use • Supervisors not competent to monitor safe use or intervene when unsafe practices are observed • No refresher training leading to skill fade or normalisation of deviance over time	High	• Develop and implement a competency-based training program for electric tile saw operators, including theory and practical components • Ensure training covers hazard recognition (e.g. blade contact, kickback, flying fragments, electric shock, silica dust, noise, manual handling), control measures, PPE, emergency response and reporting requirements • Require documented competency assessment (e.g. practical observation checklist) before workers are authorised to use tile saws unsupervised • Provide specific training on setting up and adjusting guards, water feed systems, stands and power leads to minimise system level risks • Ensure supervisors receive additional training in monitoring safe tile saw use, conducting toolbox talks and enforcing procedures • Maintain a training and competency register for all tile saw operators, including refresher training intervals and evidence of assessment • Include tile saw safety topics in periodic toolbox talks and pre-start meetings, focusing on recurring issues and lessons from incidents • Restrict use of electric tile saws to workers who have been formally authorised by management based on competency evidence	Medium
4. Site Planning and Work Environment Management	• Positioning tile saws in congested or unstable areas creating trip, collision and instability risks • Inadequate provision of drainage and water management for wet cutting leading to slips, electrical hazards and contaminated work areas • Insufficient lighting or weather protection impacting visibility and safe operation • Poor separation between tile saw areas and public or non-involved workers • Lack of noise management planning leading to overexposure or disturbance of neighbouring areas	High	[redacted]	Medium
5. Electrical Safety Management	• Use of tile saws on circuits without adequate RCD protection, increasing risk of electric shock	High	[redacted]	Medium

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	• Damaged or untested power leads and plugs due to inadequate test and tag systems • Inappropriate use of extension leads (excessive length, coiling, overloading) creating fire and shock hazards • Water and slurry contacting live electrical components due to poor system design or layout • Lack of formal procedures for isolation, lock-out and reporting of electrical faults		[redacted]	
6. Plant Inspection, Maintenance and Asset Management	• Lack of a structured maintenance program leading to worn blades, failed guards or malfunctioning switches • Inadequate pre-use inspection systems resulting in continued use of defective tile saws • Uncontrolled modification of tile saws (e.g. removal or bypassing of guards and safety devices) • Use of incompatible or poor-quality replacement blades increasing risk of blade failure or kickback • Incomplete maintenance records, making it difficult to track recurring defects or plan replacements	High	[redacted]	Low

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			[redacted]	
7. Dust, Silica and Water Management Systems	• Inadequate control of respirable crystalline silica when dry cutting is used or when water suppression is ineffective • Lack of procedures governing when dry cutting is permitted, if at all • Poor management of slurry and contaminated water leading to environmental and slip hazards • Failure to integrate tile saw dust controls into the organisation's broader hazardous substances and silica management plans	High	[redacted]	Medium
8. PPE, Ergonomics and Manual Handling Management	• Over-reliance on PPE without adequate emphasis on higher order controls for tile saw hazards • Inconsistent use of eye, hearing and respiratory protection due to poor enforcement or supply issues • Ergonomic strain from repetitive cutting, awkward postures and manual handling of heavy tiles and saw units • Lack of system for fit-testing and maintenance of respiratory protective equipment where used for silica control	Medium	[redacted]	Low

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			[redacted]	
9. Contractor, Visitor and Interface Management	• Contractors operating tile saws under different standards or procedures from the principal contractor or PCBU • Visitors and other trades entering tile saw zones without awareness of hazards or controls • Lack of clarity over who is responsibl for tile saw maintenance, inspection an training when equipment is supplied by subcontractors • Inadequate comm nication between multiple PCBUs o hared si regarding control of risks	edium	[redacted]	Low
10. Incident Reporting, Emergency Response and Continuous Improvement	• Under-reporting of tile saw near misses and minor incidents, preventing learning and improvement • Lack of specific emergency procedures for injuries involving electric tile saws, including electric shock, lacerations and eye injuries • Inadequate investigation of tile saw-related incidents to identify systemic	High	[redacted]	Medium

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	causes (training, maintenance, procurement, supervision) • No structured review of risk controls following incidents, regulatory changes or introduction of new technology		[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