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| **COMPANY DETAILS** | | | | | | | | | | | | | | | | | | | |
| Name: XXX | | | | | | | | | ABN: XXX | | | | Address: XXX | | | | | | |
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| **TASK NAME / ACTIVITY** | | | | | **Using Handtools** | | | | | | | | | | | | | | |
| **SITE / PROJECT NAME** | | | | | XXX | | | | | | | | | | | | | | |
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| **APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL** | | | | | | | | | | | | | | | | | | | |
| WHS Act and Regulations | | | | | | | | How to manage work health and safety risks CoP | | | | | | | Construction work CoP | | | | |
| Construction Work CoP | | | | | | | | First Aid in the Workplace CoP | | | | | | | Managing Electrical Risks in the Workplace CoP | | | | |
| Hazardous Manual Tasks CoP | | | | | | | | How to Manage WHS Risks CoP | | | | | | | Managing Psychosocial Hazards at Work CoP | | | | |
| Managing Noise and Preventing Hearing Loss at Work CoP | | | | | | | | Managing the Risks of Respirable Crystalline Silica CoP | | | | | | | Work Health and Safety Consultation, Cooperation and Coordination CoP | | | | |
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| **PERSONAL PROTECTIVE EQUIPMENT** | | | | | | | | | | | | | | | | | | | |
|  | Hard Hat | |  | High Vis Clothing | | | | |  | Safety Glasses | | |  | Respiratory Protection | | | |  | Face Shield |
|  | Safety Boots | |  | Safety Gloves | | | | |  | Hearing Protection | | |  | Other: | | | |  | Other: |
|  | | | | | | | | | | | | | | | | | | | |
| **REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES** | | | | | | | | | | | | | | | | | | | |
| General Construction Induction (white card) | | | | | | | | | | | Site Induction | | | | | | | | |
| Task Specific Qualification 1 | | | | | | | | | | | Task Specific Qualification 2 | | | | | | | | |
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| **HIGH RISK CONSTRUCTION WORK** | | | | | | | | | | | | | | | | | | | |
|  | | Risk of a person falling more than 2 metres | | | |  | Work on a telecommunication tower | | | |  | Demolition of load-bearing structure | | | |  | Likely to involve disturbing asbestos | | |
|  | | Work on or near pressurised gas mains or piping | | | |  | Work in or near a confined space | | | |  | Work in or near a shaft or trench deeper than 1.5m or a tunnel | | | |  | Use of explosives | | |
|  | | Temporary load-bearing support for structural alterations or repairs | | | |  | Work in or near water or liquid that involves a risk of drowning | | | |  | Work on or near energised electrical installations or services | | | |  | Work that may have a contaminated or flammable atmosphere | | |
|  | | Tilt-up or precast concrete elements | | | |  | Diving work | | | |  | Work in an area with movement of powered mobile plant | | | |  | Work in areas with artificial extremes of temperature | | |
|  | | Work on or near chemical, fuel or refrigerant lines | | | |  | Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | | | | | | | | | | | | |
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| **MONITORING FOR COMPLIANCE** | | | | | | | | | | | | | | | | | | | |
| Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature): XXX | | | | | | | | | | | | | | | | | | | |

| **JOB / TASK STEP** | **HAZARDS / RISKS** | **RISK (I)** | **CONTROL MEASURES** | **RISK (R)** | **RESPONSIBILITY** |
| --- | --- | --- | --- | --- | --- |
| Accessing site and starting work | Traffic hazards | High | Signage, flagging or delineation of work zone.  Workers to be aware of traffic hazards. | Moderate | All workers |
| Contact with services | High | Maintain exclusion zones around powerlines.  Use spotters if necessary.  DBYD and ensure underground services are protected prior to excavation. | Moderate | All workers |
| Slips, trips and falls | High | Good housekeeping.  Wear non-slips shoes.  Pay attention when walking. | Moderate | All workers |
| Sunburn / dehydration | Moderate | Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing).  Drink plenty of water.  Avoid excessive caffeine. | Low | All workers |
| Electrical hazards | High | Testing and tagging of electrical equipment.  Run leads in a safe manner.  Inspect electrical equipment before use.  RCDs in use. | Low | All workers |
| Noise hazards | Moderate | Hearing protection to be worn if noise levels over 85dBA.  Ensure loud plant or equipment is positioned away from workers, if possible. | Low | All workers |
| Chemical hazards | Moderate | Up to date SDS register available for all hazardous substances.  All safety controls in place as per SDS.  All spills to be reported to supervisor.  Refer to SDS for chemical properties and storage/handling procedures. | Low | All workers |
| Flying debris | Moderate | Safety glasses (double eye protection when welding / grinding).  Exclusion zones around hazardous work. | Low | All workers |
| Silica exposure | Moderate | Ensure areas are wet down to reduce dust.  Ensure dust extraction is used on equipment (if fitted).  Wear appropriate respiratory PPE if dust levels cannot be controlled. | Low | All workers |
| Manual handling injuries | Moderate | All personnel must be Inducted.  Adopt good posture and manual handling techniques.  Use of mechanical devices.  Team lifting. | Low | All workers |
| Conducting handtool work | Plant or equipment malfunction | Moderate | Ensure pre-start checks are completed.  Ensure all guarding is in place and fit for purpose.  Report any faults to supervisor. | Low | All workers |
| Worker not competent with plant / equipment. | Moderate | Only competent and authorised personnel to complete this task. | Low | All workers |
| Eye injuries | Moderate | Only competent and authorised personnel to complete this task.  Ensure all safety glasses are worn.  Ensure all guarding is in place. | Low | All workers |
| Hand injuries | Moderate | Only competent and authorised personnel to complete this task.  Ensure all guarding is in place.  Wear PPE. | Low | All workers |
| Injuries from hand tool use | Moderate | Wear PPE.  Inspect tools for damage, wear, or defects before each use.  Use the right tool for the job.  Maintain a clean and organised work area.  Keep tools sharp and in good condition.  Use proper body mechanics and posture to avoid strain and injury.  Secure your workpiece with clamps or a vice to prevent movement during use.  Store tools properly when not in use.  Be aware of your surroundings and ensure others are clear of your work area.  Keep cutting edges and points directed away from your body.  Clean tools after use to prevent rust and maintain functionality.  Follow manufacturer instructions and guidelines for proper tool use and maintenance.  Report and repair any damaged tools immediately. | Low | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Completing task / pack up | Equipment damaged during shift | Moderate | Report damaged equipment to supervisor and tag it out. | Low | All workers |
| Site security / unauthorised entry | Moderate | Ensure gates / fences are secured prior to leaving site. | Low | All workers |
| Slips, trips, and falls | High | Ensure tools and equipment are stored appropriately.  Place all rubbish in a bin. | Moderate | All workers |
| Hazardous substances and flammables | Moderate | Ensure hazardous substances and flammables are stored appropriately. | Low | All workers |

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| **Risk Matrix** | | **Consequences** | | | | |
| **Negligible (1)** Minimal injuries / no injuries | **Minor (2)** Minor injuries / first aid | **Significant (3)** Moderate injuries / medical treatment | **Severe (4)** Serious injuries / hospitalisation | **Catastrophic (5)** Death / permanent impairment |
| **Likelihood** | **Certain (5)** 100% likely / almost 100% likely | Moderate (5) | High (10) | High (15) | Catastrophic (20) | Catastrophic (25) |
| **Likely (4)** Will probably happen / is likely to happen | Moderate (4) | Moderate (8) | High (12) | Catastrophic (16) | Catastrophic (20) |
| **Possible (3)** Could happen or plausible | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| **Unlikely (2)** Improbable but could happen / not expected | Low (2) | Moderate (4) | Moderate (6) | Moderate (8) | High (10) |
| **Very Unlikely (1)** Rare / not expected but remotely possible | Low (1) | Low (2) | Low (3) | Moderate (4) | Moderate (5) |

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| **WORKER SIGNOFF** | | | |
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