

Risk Management Plan Drill Press					
<i>Name of school:</i> WAGGA WAGGA HIGH <i>Name of principal:</i> C Davies <i>Description and location of activity:</i> use drill press in room E2 <i>Date(s) of activity:</i> throughout 2025			<i>Group/class:</i> 9ENSE1 <i>Number in group/class:</i> 20 <i>Name of coordinator:</i> M Elliott <i>Contact number:</i> 02 69253611		
Activity	Hazard Identification Type/Cause	Risk Assessment Number Use matrix below this proforma.	Elimination or Control Measures	Who	When
Use drill press	Swarf in eye	4 (Unlikely / Medium)	Safety glasses must be worn while drilling.	Operator	Always
	Hot swarf burn				
	Hair, clothing or jewellery caught in drill chuck				
	Job flung out				
	Drill bit flung out				
<i>Plan prepared by:</i> _____ <i>Position:</i> _____ <i>Date:</i> _____ <i>Prepared in consultation with:</i> _____ <i>Communicated to:</i> All users					
Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.					

Risk Assessment Matrix				
Consequences / Impact	Probability / Likelihood			
	Very Likely Could happen at any time	Likely Could happen some time	Unlikely Could happen but very rare	Very Unlikely Could happen but probably never will
VERY HIGH - Kill or cause permanent disability or ill health	1	1	2	3
HIGH - Long term illness or serious injury	1	2	3	4
MEDIUM - Medical attention and up to several days off work	2	3	4	5
LOW - First aid required and no time off work	3	4	5	6