

Risk Management Plan Drill Press

Name of school: WAGGA WAGGA HIGH

Name of principal: C Davies

Description and location of activity: use drill press in room E2

Date(s) of activity: throughout 2025

Group/class: 9ENSE1

Number in group/class: 20

Name of coordinator: M Elliott

Contact number: 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				

Plan prepared by:

Position:

Date:

Prepared in consultation with:

Communicated to: 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