

Acoustic Ceiling Installation Risk Assessment

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS 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	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	
Risk Rating & Required Action:								Notes on Hierarchy of Controls:	
4A		Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.						Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H		Review and approve additional controls before task starts. Senior supervisor sign-off needed.						1. Eliminate	
2M		Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.						2. Substitute	
1L		Proceed, following standard operating procedures. Monitor and keep records.						3. Isolate	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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. Preparation	Slips from wet floors, Falling equipment	4A	<ul style="list-style-type: none"> - Ensure area is dry and no slip hazards are present - Secure all equipment to prevent falling - Conduct site inspection prior to work - Use signage to warn of wet areas - Ensure adequate lighting - Wear slip-resistant footwear - Establish no-go zones for unauthorised personnel - Train workers on slip prevention - Check weather conditions for outdoor installations - Implement housekeeping protocols 	3H
2. Unloading Materials	Manual handling injuries, Crushed by moving vehicle	4H	<ul style="list-style-type: none"> - Use mechanical aids for unloading - Train staff in proper lifting techniques - Deploy spotters to guide vehicles - Ensure visibility during unloading - Maintain exclusion zones around trucks - Conduct regular vehicle maintenance - Use high-visibility clothing - Establish vehicle and pedestrian paths - Limit manual handling tasks - Use proper unloading equipment 	3H
3. Inspection of Equipment	Equipment failure, Electrical hazards	3H	<ul style="list-style-type: none"> - Conduct regular maintenance checks - Use testing equipment for electrical safety - Provide training on equipment inspection - Implement lockout/tagout procedures - Replace faulty equipment immediately - Use certified and tested equipment - Maintain inspection logs - Ensure equipment is to standard 	2M

Hazard	Control	Risk Rating
Working at height, Falls from height	4A	<p>1. Provide qualified electrician for repairs</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p> <p>5. [REDACTED]</p> <p>6. [REDACTED]</p> <p>7. [REDACTED]</p> <p>8. [REDACTED]</p> <p>9. [REDACTED]</p> <p>10. [REDACTED]</p>
Lifting and lowering heavy objects	4A	<p>1. [REDACTED]</p> <p>2. [REDACTED]</p> <p>3. [REDACTED]</p> <p>4. [REDACTED]</p> <p>5. [REDACTED]</p> <p>6. [REDACTED]</p> <p>7. [REDACTED]</p> <p>8. [REDACTED]</p> <p>9. [REDACTED]</p> <p>10. [REDACTED]</p>

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7. Fixing Panels	Falling from height, Improperly fixed panels	4A		3H
8. Electrical Wiring Integration	Electric shock, Fire	4A		2M
9. Inspection of Completed Installation	Failure to identify installation errors, Equipment malfunction	3H		2M

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10. Environmental Considerations	Noise pollution, Airborne dust	3H		2M
11. Waste Management	Improper waste disposal, Chemical exposure	3H		2M
12. Communication and Coordination	Miscommunication leading to accidents, Coordination failure	3H		2M

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13. Emergency Preparedness	Injuries due to inadequate response, Fire evacuation risks	4A		2M
14. Worker Health Monitoring	Fatigue, Exposure to hazardous substances	3H		2M
15. Training and Competency	Inadequate skills, Misuse of equipment	3H		2M

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16. Ladder Usage	Falls from ladders, Overhead electrical hazards	4A		2M
17. Post-Installation Clean-Up	Slips from debris, Inadequate debris disposal	3H		2M
18. Reporting and Documentation	Inaccurate reporting, Loss of documentation	2M		1L

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19. Supervision and Management	Inadequate oversight, Miscommunication between supervisors	3H		2M
20. Decommissioning	Fall from height, Damage to property	3H		2M

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 IF 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>

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>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-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>

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/laws-and-compliance/codes-of-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

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.