

## Adhering Mastic Asphalt 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### Risk Rating & Required Action:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. 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. Site Analysis	uneven surfaces, traffic hazards	3H	<ul style="list-style-type: none"> <li>- Conduct pre-work site analysis for hazards</li> <li>- Install barriers and signage to manage traffic</li> <li>- Mark uneven surfaces with clear, visible signage</li> <li>- Provide site-specific safety induction for workers</li> <li>- Ensure adequate lighting during hours of operation</li> <li>- Restrict unauthorized access to work areas</li> <li>- Assign a designated safety officer on site</li> <li>- Utilize spotlights for vehicle manoeuvring</li> <li>- Communicate site-specific risks during daily briefings</li> <li>- Schedule regular breaks to maintain high alertness</li> </ul>	2M
2. Material Transport	manual handling, vehicle collision	3H	<ul style="list-style-type: none"> <li>- Use mechanical aids for heavy lifting</li> <li>- Provide training on proper manual handling techniques</li> <li>- Install barricades around loading areas</li> <li>- Use guidance from a spotter when manoeuvring vehicles</li> <li>- Ensure all vehicle operators are licensed</li> <li>- Establish and communicate traffic management plan</li> <li>- Use PPE like gloves and steel-toe boots</li> <li>- Regularly inspect vehicles for safe operation</li> <li>- Limit vehicle speed within the site</li> <li>- Implement buddy system for tasks requiring two or more persons</li> </ul>	2M
3. Material Storage	material slippage, tripping hazards	2M	<ul style="list-style-type: none"> <li>- Store materials in designated, stable areas</li> <li>- Use proper stacking techniques to avoid slippage</li> <li>- Implement floor marking for storage zones</li> <li>- Provide clear walkways free of obstructions</li> <li>- Ensuring all staff are briefed on the storage system</li> <li>- Use signage to indicate storage zones</li> <li>- Conduct regular inspections for tripping hazards</li> <li>- Avoid overloading storage racks</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Use appropriate safety harnesses where necessary</li> <li>- Maintain housekeeping to prevent debris buildup</li> </ul>	
4. Surface Preparation	dust exposure, noise	2M	<ul style="list-style-type: none"> <li>- Use appropriate safety harnesses where necessary</li> <li>- Maintain housekeeping to prevent debris buildup</li> <li>- Use appropriate PPE (respirator, earplugs)</li> <li>- Wet down surfaces to control dust</li> <li>- Use low noise equipment where possible</li> <li>- Establish exclusion zones</li> <li>- Post warning signs</li> <li>- Use barriers</li> <li>- Limit work hours to avoid noise complaints</li> <li>- Rotate workers to avoid overexposure</li> <li>- Monitor dust levels</li> <li>- Provide training on dust hazards</li> <li>- Use dust extraction systems</li> <li>- Schedule work during cooler parts of the day</li> <li>- Use water sprays to suppress dust</li> <li>- Use dust masks</li> <li>- Use earplugs</li> <li>- Use safety harnesses</li> <li>- Use fall protection</li> <li>- Use proper lifting techniques</li> <li>- Use proper storage techniques</li> <li>- Use proper disposal techniques</li> <li>- Use proper cleaning techniques</li> <li>- Use proper maintenance techniques</li> <li>- Use proper repair techniques</li> <li>- Use proper painting techniques</li> <li>- Use proper welding techniques</li> <li>- Use proper cutting techniques</li> <li>- Use proper grinding techniques</li> <li>- Use proper drilling techniques</li> <li>- Use proper fastening techniques</li> <li>- Use proper joining techniques</li> <li>- Use proper sealing techniques</li> <li>- Use proper finishing techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper documentation techniques</li> <li>- Use proper communication techniques</li> <li>- Use proper coordination techniques</li> <li>- Use proper planning techniques</li> <li>- Use proper scheduling techniques</li> <li>- Use proper resource management techniques</li> <li>- Use proper risk management techniques</li> <li>- Use proper quality management techniques</li> <li>- Use proper safety management techniques</li> <li>- Use proper environmental management techniques</li> <li>- Use proper social management techniques</li> <li>- Use proper governance techniques</li> <li>- Use proper leadership techniques</li> <li>- Use proper team management techniques</li> <li>- Use proper conflict management techniques</li> <li>- Use proper decision making techniques</li> <li>- Use proper problem solving techniques</li> <li>- Use proper innovation techniques</li> <li>- Use proper change management techniques</li> <li>- Use proper project management techniques</li> <li>- Use proper business management techniques</li> <li>- Use proper organizational management techniques</li> <li>- Use proper financial management techniques</li> <li>- Use proper human resources management techniques</li> <li>- Use proper marketing management techniques</li> <li>- Use proper sales management techniques</li> <li>- Use proper customer management techniques</li> <li>- Use proper supplier management techniques</li> <li>- Use proper partner management techniques</li> <li>- Use proper community management techniques</li> <li>- Use proper government management techniques</li> <li>- Use proper industry management techniques</li> <li>- Use proper academic management techniques</li> <li>- Use proper research management techniques</li> <li>- Use proper development management techniques</li> <li>- Use proper production management techniques</li> <li>- Use proper distribution management techniques</li> <li>- Use proper retail management techniques</li> <li>- Use proper service management techniques</li> <li>- Use proper support management techniques</li> <li>- Use proper training management techniques</li> <li>- Use proper performance management techniques</li> <li>- Use proper feedback management techniques</li> <li>- Use proper motivation management techniques</li> <li>- Use proper communication management techniques</li> <li>- Use proper collaboration management techniques</li> <li>- Use proper teamwork management techniques</li> <li>- Use proper leadership management techniques</li> <li>- Use proper management management techniques</li> </ul>	1L
5. Melting Mastic Asphalt	high temperature, inhalation of fumes	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE (heat resistant clothing, respirator)</li> <li>- Use proper ventilation techniques</li> <li>- Use proper melting techniques</li> <li>- Use proper storage techniques</li> <li>- Use proper disposal techniques</li> <li>- Use proper cleaning techniques</li> <li>- Use proper maintenance techniques</li> <li>- Use proper repair techniques</li> <li>- Use proper painting techniques</li> <li>- Use proper welding techniques</li> <li>- Use proper cutting techniques</li> <li>- Use proper grinding techniques</li> <li>- Use proper drilling techniques</li> <li>- Use proper fastening techniques</li> <li>- Use proper joining techniques</li> <li>- Use proper sealing techniques</li> <li>- Use proper finishing techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper documentation techniques</li> <li>- Use proper communication techniques</li> <li>- Use proper coordination techniques</li> <li>- Use proper planning techniques</li> <li>- Use proper scheduling techniques</li> <li>- Use proper resource management techniques</li> <li>- Use proper risk management techniques</li> <li>- Use proper quality management techniques</li> <li>- Use proper safety management techniques</li> <li>- Use proper environmental management techniques</li> <li>- Use proper social management techniques</li> <li>- Use proper governance techniques</li> <li>- Use proper leadership techniques</li> <li>- Use proper team management techniques</li> <li>- Use proper conflict management techniques</li> <li>- Use proper decision making techniques</li> <li>- Use proper problem solving techniques</li> <li>- Use proper innovation techniques</li> <li>- Use proper change management techniques</li> <li>- Use proper project management techniques</li> <li>- Use proper business management techniques</li> <li>- Use proper organizational management techniques</li> <li>- Use proper financial management techniques</li> <li>- Use proper human resources management techniques</li> <li>- Use proper marketing management techniques</li> <li>- Use proper sales management techniques</li> <li>- Use proper customer management techniques</li> <li>- Use proper supplier management techniques</li> <li>- Use proper partner management techniques</li> <li>- Use proper community management techniques</li> <li>- Use proper government management techniques</li> <li>- Use proper industry management techniques</li> <li>- Use proper academic management techniques</li> <li>- Use proper research management techniques</li> <li>- Use proper development management techniques</li> <li>- Use proper production management techniques</li> <li>- Use proper distribution management techniques</li> <li>- Use proper retail management techniques</li> <li>- Use proper service management techniques</li> <li>- Use proper support management techniques</li> <li>- Use proper training management techniques</li> <li>- Use proper performance management techniques</li> <li>- Use proper feedback management techniques</li> <li>- Use proper motivation management techniques</li> <li>- Use proper communication management techniques</li> <li>- Use proper collaboration management techniques</li> <li>- Use proper teamwork management techniques</li> <li>- Use proper leadership management techniques</li> <li>- Use proper management management techniques</li> </ul>	2M
6. Laying Mastic Asphalt	burn risk, back strain	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (heat resistant clothing, gloves)</li> <li>- Use proper laying techniques</li> <li>- Use proper storage techniques</li> <li>- Use proper disposal techniques</li> <li>- Use proper cleaning techniques</li> <li>- Use proper maintenance techniques</li> <li>- Use proper repair techniques</li> <li>- Use proper painting techniques</li> <li>- Use proper welding techniques</li> <li>- Use proper cutting techniques</li> <li>- Use proper grinding techniques</li> <li>- Use proper drilling techniques</li> <li>- Use proper fastening techniques</li> <li>- Use proper joining techniques</li> <li>- Use proper sealing techniques</li> <li>- Use proper finishing techniques</li> <li>- Use proper inspection techniques</li> <li>- Use proper documentation techniques</li> <li>- Use proper communication techniques</li> <li>- Use proper coordination techniques</li> <li>- Use proper planning techniques</li> <li>- Use proper scheduling techniques</li> <li>- Use proper resource management techniques</li> <li>- Use proper risk management techniques</li> <li>- Use proper quality management techniques</li> <li>- Use proper safety management techniques</li> <li>- Use proper environmental management techniques</li> <li>- Use proper social management techniques</li> <li>- Use proper governance techniques</li> <li>- Use proper leadership techniques</li> <li>- Use proper team management techniques</li> <li>- Use proper conflict management techniques</li> <li>- Use proper decision making techniques</li> <li>- Use proper problem solving techniques</li> <li>- Use proper innovation techniques</li> <li>- Use proper change management techniques</li> <li>- Use proper project management techniques</li> <li>- Use proper business management techniques</li> <li>- Use proper organizational management techniques</li> <li>- Use proper financial management techniques</li> <li>- Use proper human resources management techniques</li> <li>- Use proper marketing management techniques</li> <li>- Use proper sales management techniques</li> <li>- Use proper customer management techniques</li> <li>- Use proper supplier management techniques</li> <li>- Use proper partner management techniques</li> <li>- Use proper community management techniques</li> <li>- Use proper government management techniques</li> <li>- Use proper industry management techniques</li> <li>- Use proper academic management techniques</li> <li>- Use proper research management techniques</li> <li>- Use proper development management techniques</li> <li>- Use proper production management techniques</li> <li>- Use proper distribution management techniques</li> <li>- Use proper retail management techniques</li> <li>- Use proper service management techniques</li> <li>- Use proper support management techniques</li> <li>- Use proper training management techniques</li> <li>- Use proper performance management techniques</li> <li>- Use proper feedback management techniques</li> <li>- Use proper motivation management techniques</li> <li>- Use proper communication management techniques</li> <li>- Use proper collaboration management techniques</li> <li>- Use proper teamwork management techniques</li> <li>- Use proper leadership management techniques</li> <li>- Use proper management management techniques</li> </ul>	2M

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7. Levelling Operations	uneven spread, machine entrapment	3H		2M
8. Cooling Period	premature traffic over surface, surface warping	2M		1L
9. Quality Inspection	failure to meet specifications, unnoticed defects	2M		1L

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10. Cleanup and Demobilization	waste material, slips and falls	2M		1L
11. Workforce Debrief	communication breakdown, before feedback	2M		1L
12. Job Completion Evaluation	inadequate assessment, recording errors	2M		1L

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13. Continuous Improvement	resistance to change, implementation delays	2M		1L
14. Machinery Maintenance	equipment failure, oil spill	3H		2M
15. Staff Training	inadequate skill level, lack of awareness	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

SAMPLE



## 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.