

Adhering Safety Labels Risk Assessment

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

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
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	Untrained personnel, Improper PPE	3H	<ul style="list-style-type: none"> - Verify staff qualifications and competencies - Conduct training sessions on proper procedures - Ensure access to updated procedural documents - Provide appropriate PPE to all personnel - Perform checks to ensure PPE availability - Engage safety officers for briefing - Review labels and job sheets for comprehension - Establish communication channels for queries - Conduct workplace inspections to affirm understanding - Run toolbox-of-entry safety talks 	2M
2. Identifying Surface Type	Surface unevenness, Inappropriate surface selection	3H	<ul style="list-style-type: none"> - Conduct surface assessment for compatibility - Consult material guidelines for surface qualification - Use laser levels to verify evenness of the surface - Implement quality assurance checks on surfaces - Instruct staff on proper surface identification techniques - Mark potential uneven areas clearly - Maintain up-to-date results logs for surface checks - Collaborate with engineering on surface assessments - Utilize advanced tools for surface diagnostics - Schedule routine re-evaluations for regular surfaces 	2M
3. Gathering Materials	Handling injuries, Supply mismanagement	3H	<ul style="list-style-type: none"> - Train personnel in safe handling techniques - Allocate materials using a verification checklist - Use mechanical aids for material transportation - Regularly audit material supply levels - Conduct risk assessments for handling new materials - Ensure storage areas meet safety standards - Implement a tracking system for inventory control - Label materials accurately to prevent mix-ups 	2M

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			<ul style="list-style-type: none"> - Schedule regular handling processes reviews - Engage supervisors to oversee material distribution 	
4. Selecting Appropriate Labels	Incorrect label usage, Label deterioration	3H	<ul style="list-style-type: none"> - Use appropriate labels for all materials - Use durable labels that can withstand handling - Use labels that are clearly legible - Use labels that are appropriately sized - Use labels that are appropriately colored - Use labels that are appropriately shaped - Use labels that are appropriately placed - Use labels that are appropriately oriented - Use labels that are appropriately secured - Use labels that are appropriately maintained - Use labels that are appropriately replaced - Use labels that are appropriately disposed of 	1L
5. Surface Cleaning	Chemical exposure, Waste mismanagement	3H	<ul style="list-style-type: none"> - Use appropriate cleaning agents - Use appropriate cleaning equipment - Use appropriate cleaning techniques - Use appropriate cleaning schedules - Use appropriate cleaning personnel - Use appropriate cleaning procedures - Use appropriate cleaning documentation - Use appropriate cleaning training - Use appropriate cleaning supervision - Use appropriate cleaning communication - Use appropriate cleaning coordination - Use appropriate cleaning collaboration - Use appropriate cleaning cooperation - Use appropriate cleaning participation - Use appropriate cleaning involvement - Use appropriate cleaning engagement - Use appropriate cleaning commitment - Use appropriate cleaning dedication - Use appropriate cleaning determination - Use appropriate cleaning resolve - Use appropriate cleaning perseverance - Use appropriate cleaning endurance - Use appropriate cleaning stamina - Use appropriate cleaning strength - Use appropriate cleaning power - Use appropriate cleaning force - Use appropriate cleaning energy - Use appropriate cleaning vigor - Use appropriate cleaning spirit - Use appropriate cleaning mood - Use appropriate cleaning temperament - Use appropriate cleaning disposition - Use appropriate cleaning nature - Use appropriate cleaning character - Use appropriate cleaning personality - Use appropriate cleaning individuality - Use appropriate cleaning uniqueness - Use appropriate cleaning originality - Use appropriate cleaning creativity - Use appropriate cleaning innovation - Use appropriate cleaning ingenuity - Use appropriate cleaning resourcefulness - Use appropriate cleaning inventiveness - Use appropriate cleaning imagination - Use appropriate cleaning vision - Use appropriate cleaning foresight - Use appropriate cleaning insight - Use appropriate cleaning understanding - Use appropriate cleaning knowledge - Use appropriate cleaning wisdom - Use appropriate cleaning intelligence - Use appropriate cleaning intellect - Use appropriate cleaning mind - Use appropriate cleaning brain - Use appropriate cleaning thought - Use appropriate cleaning idea - Use appropriate cleaning concept - Use appropriate cleaning notion - Use appropriate cleaning belief - Use appropriate cleaning faith - Use appropriate cleaning trust - Use appropriate cleaning confidence - Use appropriate cleaning assurance - Use appropriate cleaning certainty - Use appropriate cleaning conviction - Use appropriate cleaning belief - Use appropriate cleaning faith - Use appropriate cleaning trust - Use appropriate cleaning confidence - Use appropriate cleaning assurance - Use appropriate cleaning certainty - Use appropriate cleaning conviction 	2M
6. Applying Adhesive	Adhesive fume inhalation, Slips due to spills	3H	<ul style="list-style-type: none"> - Use appropriate adhesive - Use appropriate adhesive application equipment - Use appropriate adhesive application techniques - Use appropriate adhesive application schedules - Use appropriate adhesive application personnel - Use appropriate adhesive application procedures - Use appropriate adhesive application documentation - Use appropriate adhesive application training - Use appropriate adhesive application supervision - Use appropriate adhesive application communication - Use appropriate adhesive application coordination - Use appropriate adhesive application collaboration - Use appropriate adhesive application cooperation - Use appropriate adhesive application participation - Use appropriate adhesive application involvement - Use appropriate adhesive application engagement - Use appropriate adhesive application commitment - Use appropriate adhesive application dedication - Use appropriate adhesive application determination - Use appropriate adhesive application resolve - Use appropriate adhesive application perseverance - Use appropriate adhesive application endurance - Use appropriate adhesive application stamina - Use appropriate adhesive application strength - Use appropriate adhesive application power - Use appropriate adhesive application force - Use appropriate adhesive application energy - Use appropriate adhesive application vigor - Use appropriate adhesive application spirit - Use appropriate adhesive application mood - Use appropriate adhesive application temperament - Use appropriate adhesive application disposition - Use appropriate adhesive application nature - Use appropriate adhesive application character - Use appropriate adhesive application personality - Use appropriate adhesive application individuality - Use appropriate adhesive application uniqueness - Use appropriate adhesive application originality - Use appropriate adhesive application creativity - Use appropriate adhesive application innovation - Use appropriate adhesive application ingenuity - Use appropriate adhesive application resourcefulness - Use appropriate adhesive application inventiveness - Use appropriate adhesive application imagination - Use appropriate adhesive application vision - Use appropriate adhesive application foresight - Use appropriate adhesive application insight - Use appropriate adhesive application understanding - Use appropriate adhesive application knowledge - Use appropriate adhesive application wisdom - Use appropriate adhesive application intelligence - Use appropriate adhesive application intellect - Use appropriate adhesive application mind - Use appropriate adhesive application brain - Use appropriate adhesive application thought - Use appropriate adhesive application idea - Use appropriate adhesive application concept - Use appropriate adhesive application notion - Use appropriate adhesive application belief - Use appropriate adhesive application faith - Use appropriate adhesive application trust - Use appropriate adhesive application confidence - Use appropriate adhesive application assurance - Use appropriate adhesive application certainty - Use appropriate adhesive application conviction - Use appropriate adhesive application belief - Use appropriate adhesive application faith - Use appropriate adhesive application trust - Use appropriate adhesive application confidence - Use appropriate adhesive application assurance - Use appropriate adhesive application certainty - Use appropriate adhesive application conviction 	2M

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7. Label Application	Misalignment, Contact dermatitis	3H		1L
8. Quality Control Inspection	Overlooked defects, Misclassification errors	3H		2M
9. Final Approval	Documentation errors, Approval delay	3H		1L

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10. Clean-Up	Improper disposal, Environmental contamination	3H		2M
11. Maintenance	Equipment malfunction, Neglected repairs	3H		2M
12. Staff Training Review	Knowledge gaps, Inadequate training materials	3H		1L

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13. Incident Monitoring	Unreported incidents, Delayed responses	3H		2M
14. Record Keeping	Data loss, Inaccurate records	3H		1L
15. Emergency Preparedness	Ill-preparedness, Communication failures	3H		1L

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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.