

Buffering And Polishing Facility Tiles 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:

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. Preparation	Slippery surfaces, Sharp objects	3H	<p>Conduct a pre-operation site inspection to identify and mark slippery surfaces.</p> <p>Ensure all sharp tools and materials are safely stored and handled.</p> <p>Provide proper PPE such as non-slip footwear and cut-resistant gloves.</p> <p>Conduct safety briefing before shift starts to review procedures.</p> <p>Remove unnecessary objects to minimise tripping hazards.</p> <p>Set up warning signs and caution tape around hazardous areas.</p> <p>Ensure floors are dry and free from debris before work commences.</p> <p>Confirm all staff are trained in safe handling of tools and equipment.</p> <p>Check all tools are maintained and in good working order.</p> <p>Assign qualified personnel to oversee preparation.</p>	1L
2. Material Handling	Manual handling strain from tiles	3H	<p>Use mechanical aids or trolleys for transporting heavy tiles.</p> <p>Ensure workers are trained in manual handling techniques.</p> <p>Stack tiles securely on stable surfaces to prevent falling.</p> <p>Regular breaks for personnel to avoid fatigue and strains.</p> <p>Clearly mark pathways and storage areas for safe transport.</p> <p>Inspect tiles for cracks or damage before use.</p> <p>Utilise team lifting for large or heavy loads.</p> <p>Provide gloves for grip and protection during handling.</p> <p>Keep walkways clear to facilitate easy movement.</p> <p>Set material handling guidelines and safe-work procedures.</p>	2M
3. Equipment Setup	Electrical shock, Moving parts	3H	<p>Ensure equipment is properly grounded and insulated.</p> <p>Train workers on lockout/tag-out procedures during setup.</p> <p>Regularly inspect cords and plugs for damage before use.</p> <p>Keep water and liquid substances away from electrical sources.</p> <p>Secure all moving parts with proper guards and safety locks.</p> <p>Verify emergency shut-off switches are functioning correctly.</p> <p>Use appropriate PPE such as electrical gloves and face shields.</p> <p>Follow manufacturer's instruction manual for setup procedures.</p>	1L

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			Only qualified electricians to conduct electrical work. Implement a double-check system before commencing use.	
4. Operating Buffer Machine	Dust inhalation, Lacerations from buffer	3H	[REDACTED]	2M
5. Tile Buffing	Repetitive strain injury, Flying chips/debris	3H	[REDACTED]	2M
6. Polishing Process	Chemical exposure, Slip hazards	3H	[REDACTED]	2M

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7. Inspection and Quality Check	Fatigue-related errors, Contact with sharp edges	2M		1L
8. Packaging	Repetitive hand movements, Strain from lifting	3H		2M
9. Storage	Falls from height, Crushing injuries	4A		2M

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10. Cleaning and Maintenance	Chemical burns, Slips and trips	3H		1L
11. Emergency Response	Panic during incidents, Inadequate first aid provision	2M		1L

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12. Incident Reporting	Underreporting of incidents, Inadequate follow-up	2M	<ul style="list-style-type: none"> Establish a clear incident reporting procedure. Ensure all incidents are reported to the appropriate authority. Investigate all incidents to determine the cause. Implement corrective actions to prevent recurrence. Provide training on incident reporting to all employees. Establish a system for tracking and follow-up on incidents. Encourage a culture of transparency and reporting. Assign responsibility for incident follow-up. Review incident reports regularly. Communicate findings and actions to relevant parties. Update procedures based on incident findings. Conduct regular audits of incident reporting. Provide support and resources for incident reporting. Establish a timeline for incident follow-up. Document all incident reporting and follow-up actions. Review the effectiveness of incident reporting procedures. Implement a system for monitoring and reporting on corrective actions. Provide feedback to employees on incident reporting. Establish a system for recognizing and rewarding good incident reporting. Conduct regular communication with employees on incident reporting. Establish a system for monitoring and reporting on employee safety. Provide training on employee safety. Establish a system for recognizing and rewarding good employee safety. Conduct regular communication with employees on employee safety. 	1L
13. Waste Management	Exposure to harmful materials, Improper disposal	3H	<ul style="list-style-type: none"> Identify and classify hazardous waste. Use appropriate personal protective equipment (PPE). Follow proper handling and storage procedures. Use approved methods for waste disposal. Label waste containers clearly. Keep waste containers closed when not in use. Use spill containment measures. Follow proper decontamination procedures. Dispose of waste in designated areas. Follow proper transportation procedures. Use approved waste management companies. Keep records of waste management. Conduct regular audits of waste management. Provide training on waste management to all employees. Establish a system for monitoring and reporting on waste management. Implement a system for recognizing and rewarding good waste management. Conduct regular communication with employees on waste management. Establish a system for monitoring and reporting on employee safety. Provide training on employee safety. Establish a system for recognizing and rewarding good employee safety. Conduct regular communication with employees on employee safety. 	2M
14. Personal Protective Equipment	PPE failure, Inadequate protection	3H	<ul style="list-style-type: none"> Identify the required PPE for each task. Ensure PPE is in good condition. Provide training on proper use of PPE. Ensure PPE is worn correctly. Replace PPE when damaged or worn out. Use PPE for the entire duration of the task. Follow proper storage and maintenance procedures. Use PPE in designated areas. Follow proper transportation procedures. Use approved PPE suppliers. Keep records of PPE usage. Conduct regular audits of PPE usage. Provide training on PPE usage to all employees. Establish a system for monitoring and reporting on PPE usage. Implement a system for recognizing and rewarding good PPE usage. Conduct regular communication with employees on PPE usage. Establish a system for monitoring and reporting on employee safety. Provide training on employee safety. Establish a system for recognizing and rewarding good employee safety. Conduct regular communication with employees on employee safety. 	1L

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15. Final Review and Continuous Improvement	Non-compliance with procedures, Neglect of safety updates	2M		1L

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.