

Checking Moisture Content Of Wood Before Tiling 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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	Slipping on wet surfaces, Injury from lifting heavy objects	3H	<ul style="list-style-type: none"> - Use non-slip mats in the work area - Wear appropriate footwear with good grip - Ensure proper lifting techniques are used - Use mechanical lifting aids for heavy objects - Keep the area well-lit to identify hazards - Conduct a team briefing on potential hazards - Mark wet areas for visibility - Arrange adequate storage for tools and materials - Keep walkways clear of obstacles - Install additional lighting if necessary 	2M
2. Gathering Tools	Tool misuse, Trip hazards	3H	<ul style="list-style-type: none"> - Ensure all tools are in good working condition - Provide training on how to use each tool properly - Store tools safely when not in use - Keep tools organised and within easy reach - Ensure power cords do not cross walkways - Use cordless tools where possible - Maintain a tidy workspace - Remove unnecessary items from the area - Conduct a pre-start check on all tools - Use toolboxes or containers to manage tools safely 	1L
3. Collecting Moisture Meter	Electrical shock, Drop hazards	2M	<ul style="list-style-type: none"> - Inspect moisture meter for any visible damage before use - Ensure the meter is fully charged before operation - Confirm the meter's calibration accuracy - Instruct staff on proper handling and carrying methods - Provide training for electrical safety when using the meter - Use the moisture meter only in dry conditions - Store the meter securely after use to prevent drops - Keep trailing cables tidy and out of walkways 	1L

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			<ul style="list-style-type: none"> - Assign responsibility of equipment to trained personnel - Ensure protective covers are used during transport 	
4. Identifying Wood Location	Splinters, Back strain from repetitive motion	3H	<ul style="list-style-type: none"> - Wear safety glasses - Use proper lifting techniques - Take regular breaks - Use hand tools correctly - Keep work area clean - Use appropriate PPE - Communicate with team - Follow safety protocols - Inspect equipment regularly - Report hazards immediately 	2M
5. Inspecting Wood Surface	Cuts from sharp edges, Exposure to wood dust	3H	<ul style="list-style-type: none"> - Wear safety glasses - Use hand saws carefully - Wear respirator mask - Keep work area well-ventilated - Use dust collection system - Avoid contact with sharp edges - Clean up dust regularly - Use proper cutting technique - Inspect wood before use - Report injuries immediately 	2M
6. Testing Moisture Content	Incorrect readings due to user error, Electrical faults	3H	<ul style="list-style-type: none"> - Read manual carefully - Check battery levels - Calibrate device - Test on known moisture level - Avoid wet surfaces - Use proper testing technique - Record results accurately - Report faulty equipment - Follow safety instructions - Double-check readings 	2M

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7. Documenting Results	Data entry errors, Trip hazards from collecting samples	2M		1L
8. Clearing Work Area	Slip hazards, Improper disposal	3H		1L
9. Storing Equipment	Equipment damage, Trip hazards	2M		1L

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10. Final Briefing	Miscommunication, Fatigue related errors	2M		1L
11. End of Day Reporting	Data insecurity, Inadequate issue reporting	2M		1L
12. Reviewing Work Processes	Missed improvement opportunities, Resistance to change	2M		1L

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13. Safety Audit	Non-compliance, Incomplete audits	3H		2M
14. Feedback Collection	Biased feedback, Lack of participation	2M		1L
15. Continuous Improvement	Stagnation, Overlooking minor issues	2M		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.