

## Coat Surfaces With Volatile Substances 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<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.    |  |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard |  |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard    |  |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>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 the 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      | Chemical spills, Slips and trips               | 3H           | <ul style="list-style-type: none"> <li>- Use non-slip footwear</li> <li>- Train workers in chemical handling procedures</li> <li>- Keep work area organised and tidy</li> <li>- Ensure all loose objects are secured</li> <li>- Conduct pre-start checks on equipment</li> <li>- Use spill containment kits readily accessible</li> <li>- Implement a chemical storage protocol</li> <li>- Provide signage for wet or uneven surfaces</li> <li>- Conduct routine equipment maintenance</li> <li>- Ensure proper training for all personnel</li> </ul>                | 2M            |
| 2. Mixing Chemicals | Chemical exposure, Incorrect mixing ratios     | 4H           | <ul style="list-style-type: none"> <li>- Provide appropriate personal protective equipment (PPE)</li> <li>- Follow manufacturer's instructions for mixing</li> <li>- Use calibrated measuring equipment</li> <li>- Implement a buddy system for verification</li> <li>- Train workers in chemical safety</li> <li>- Ventilate the workspace adequately</li> <li>- Store chemicals in labelled containers</li> <li>- Conduct regular audits of chemical usage</li> <li>- Use automated mixing systems where possible</li> <li>- Provide first aid training</li> </ul> | 2M            |
| 3. Surface Cleaning | Dust and debris, Exposure to cleaning solvents | 3H           | <ul style="list-style-type: none"> <li>- Use vacuum systems for dust control</li> <li>- Wear appropriate respiratory protection</li> <li>- Ensure cleaning products are used as per instructions</li> <li>- Provide adequate ventilation</li> <li>- Implement regular cleaning schedules</li> <li>- Train workers in safe cleaning techniques</li> <li>- Use eco-friendly cleaning solvents</li> <li>- Label cleaning products clearly</li> </ul>  | 2M            |

| 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 |
|                           |  |              | <ul style="list-style-type: none"> <li>- Conduct air quality monitoring</li> <li>- Use mechanised cleaning equipment</li> </ul>   |               |
| 4. Application of Coating | Fumes from coating, Potential for spills   | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 5. Equipment Maintenance  | Equipment failure, Electrical hazards      | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>                   | 1L            |
| 6. Waste Disposal         | Hazardous waste leakage, Chemical exposure | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 2M            |

| JOB STEP                      | POTENTIAL HAZARDS                                   | IR           | CONTROL MEASURES   | RR            |
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| SPECIFIC WORK STEPS           | HAZARDS THAT MAY ARISE                              | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|                               |   |              |  |               |
| 7. Post-Process Cleaning      | Chemical residue, Manual handling injuries          | 3H           |  | 2M            |
| 8. Quality Control Inspection | Defective coatings, incorrect inspection techniques | 2M           |  | 1L            |
| 9. Record Keeping             | Inaccurate records, Data security                   | 2M           |  | 1L            |

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|--|--|--------------|--|---------------|
| SPECIFIC WORK STEPS                                | HAZARDS THAT MAY ARISE                                       | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
|  |  |              |  |               |
| 10. Emergency Procedures                           | Emergency plan not accessible, Inadequate emergency response | 4A           |  | 2M            |
| 11. Worker Induction                               | Inadequate training, Non-compliance with procedures          | 3H           |  | 1L            |
| 12. Personal Protective Equipment (PPE) Management | Incorrect PPE usage, PPE unavailability                      | 3H           |  | 2M            |

| 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 |
|   |   |              |  |               |
| 13. Worker Supervision                  | Task non-compliance, Fatigue related errors | 3H           |  | 1L            |
| 14. Communication of Safety Information | Miscommunication, Lack of awareness         | 2M           |  | 1L            |
| 15. End-of-Day Review                   | Information loss, Unreported incidents      | 2M           |  | 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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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