

## Concrete Finisher 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			<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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	slips, trips, and falls, manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Conduct site inspection to identify hazards</li> <li>- Ensure clear signage for potential hazards</li> <li>- Conduct manual handling training for all workers</li> <li>- Use appropriate PPE such as gloves and safety boots</li> <li>- Keep work area clean and tidy to avoid slips and trips</li> <li>- Provide adequate lighting in work area</li> <li>- Plan work processes to minimise manual handling risks</li> <li>- Prepare a communication plan for all team members</li> <li>- Provide ergonomic equipment for manual lifting</li> <li>- Ensure first aid kit are readily available</li> </ul>	2M
2. Mixing Concrete	exposure to dust, injuries from rotating machinery	4H	<ul style="list-style-type: none"> <li>- Use dust control measures such as water suppression and extraction systems</li> <li>- Provide appropriate respiratory protection equipment</li> <li>- Ensure machinery has proper guarding fitted</li> <li>- Conduct regular maintenance of machinery</li> <li>- Train workers on safe operation of machinery</li> <li>- Implement lockout/tagout procedures</li> <li>- Maintain a safe distance from moving parts</li> <li>- Ensure all workers wear safety goggles</li> <li>- Supervise mixing process adequately</li> <li>- Provide hearing protection</li> </ul>	3H
3. Transportation of Concrete	transport accidents, spills leading to trip hazards	3H	<ul style="list-style-type: none"> <li>- Use only trained and licenced operators for machinery</li> <li>- Ensure good communication among workers and vehicle operators</li> <li>- Conduct vehicle inspections regularly</li> <li>- Clearly define and signpost transportation routes</li> <li>- Implement spill containment strategies</li> <li>- Use spill absorbents and markers for quick cleanup</li> <li>- Ensure workers are skilled in spill response</li> <li>- Keep transport paths clear of obstacles</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Limit vehicle speeds on site</li> <li>- Schedule transportation to minimise congestion</li> </ul>	
4. Pouring Concrete	contact with wet concrete, ergonomic injuries	3H	<ul style="list-style-type: none"> <li>- Wear protective clothing</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Use tools designed to reduce physical strain</li> <li>- Ensure proper hydration</li> <li>- Use slip-resistant footwear</li> <li>- Maintain clear work area</li> <li>- Use proper body mechanics</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper posture</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Use tools designed to reduce physical strain</li> <li>- Ensure proper hydration</li> <li>- Use slip-resistant footwear</li> <li>- Maintain clear work area</li> <li>- Use proper body mechanics</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper posture</li> </ul>	2M
5. Levelling Concrete	muscle strain, back injuries	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Use tools designed to reduce physical strain</li> <li>- Ensure proper hydration</li> <li>- Use slip-resistant footwear</li> <li>- Maintain clear work area</li> <li>- Use proper body mechanics</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper posture</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Use tools designed to reduce physical strain</li> <li>- Ensure proper hydration</li> <li>- Use slip-resistant footwear</li> <li>- Maintain clear work area</li> <li>- Use proper body mechanics</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper posture</li> </ul>	2M
6. Surface Finishing	chemical exposure, eye injuries	3H	<ul style="list-style-type: none"> <li>- Wear protective clothing</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Use tools designed to reduce physical strain</li> <li>- Ensure proper hydration</li> <li>- Use slip-resistant footwear</li> <li>- Maintain clear work area</li> <li>- Use proper body mechanics</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper posture</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Use tools designed to reduce physical strain</li> <li>- Ensure proper hydration</li> <li>- Use slip-resistant footwear</li> <li>- Maintain clear work area</li> <li>- Use proper body mechanics</li> <li>- Avoid carrying heavy loads</li> <li>- Use proper posture</li> </ul>	2M

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7. Curing Concrete	prolonged sun exposure, dehydration	2M		1L
8. Dismantling Formwork	falling objects, injury	3H		2M
9. Cleaning Work Area	slippery surfaces, handling hazardous waste	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Completing Documentation	paper cuts, ergonomic strain	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Load Out Tools and Equipment	lifting injuries, equipment damage	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Conduct a Final Inspection	overlooked hazards, incomplete checks	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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13. Secure Site	trespassing, vandalism	2M		1L
14. Post-Job Review	lack of follow-up, miscommunication	2M		1L
15. Reflection and Update of Procedures	resistance to change, information overload	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>

### 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.