

## Cutting And Fixing Plasterboard 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			<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>	
<b>4A</b> 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:	
<b>3H</b> Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
<b>2M</b> Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
<b>1L</b> 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	Tripping over materials, Poor lighting	3H	<ul style="list-style-type: none"> <li>- Ensure the work area is clear of unnecessary objects</li> <li>- Verify lighting fixtures are working and provide sufficient illumination</li> <li>- Use portable lighting if required</li> <li>- Conduct a site walkthrough to identify potential tripping hazards</li> <li>- Secure loose cables or cords</li> <li>- Verify the availability of first-aid kit and trained personnel</li> <li>- Ensure all workers are wearing appropriate PPE</li> <li>- Designate storage areas for tools and materials</li> <li>- Provide a detailed briefing to all team members</li> <li>- Use signage to mark hazards</li> </ul>	2M
2. Measure Area	Inaccurate measurements, Repetitive strain	2M	<ul style="list-style-type: none"> <li>- Double-check measurements before cutting</li> <li>- Use ergonomic tools to reduce strain</li> <li>- Rotate tasks among workers to limit repetitive motion</li> <li>- Allow for rest breaks as needed</li> <li>- Provide training on proper measurement techniques</li> <li>- Use digital measuring tools for increased accuracy</li> <li>- Ensure clear communication between team members</li> <li>- Confirm measurements with a second person</li> <li>- Secure the tape or tool properly to avoid slipping</li> <li>- Keep work surfaces and floors free from debris</li> </ul>	1L
3. Cutting Plasterboard	Dust inhalation, Cuts from tools	4A	<ul style="list-style-type: none"> <li>- Use dust extraction or suppression systems</li> <li>- Wear respiratory protection such as masks</li> <li>- Ensure cutting tools are sharp and well-maintained</li> <li>- Use protective gloves to prevent cuts</li> <li>- Train workers in the proper use of hand tools and cutting machines</li> <li>- Implement regular tool inspections</li> <li>- Perform cutting tasks in a well-ventilated area</li> <li>- Provide eye protection for all workers</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> </ul>	
4. Positioning and Lifting Plasterboard	Back strain, Dropped materials	3H	<ul style="list-style-type: none"> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> </ul>	2M
5. Fixing Plasterboard to Frame	Falling from height, incorrect fixing	4A	<ul style="list-style-type: none"> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> </ul>	2M
6. Cutting Openings in Plasterboard	Debris and dust, Injury from power tools	4A	<ul style="list-style-type: none"> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> <li>- Use a stable workbench for cutting tasks</li> <li>- Keep cutting tools securely stored when not in use</li> </ul>	2M

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7. Sanding Plasterboard	Inhalation of fine dust, Vibration injury	4A		2M
8. Cleaning Area After Work	Slips and trips, Exposure to chemicals	3H		1L
9. Inspecting Finished Work	Missed defects, Inadequate documentation	2M		1L

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10. Transporting and Storing Plasterboard	Material damage, Manual handling injuries	3H		2M
11. Disposal of Waste and Offcuts	Cuts from sharp edges, Environmental hazards	2M		1L
12. Maintaining Tools and Equipment	Tool malfunction, Inadequate repair techniques	3H		1L

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13. Conducting Safety Meetings	Poor communication, Non-compliance with procedures	3H		1L
14. Training and Competency Updates	Skill gaps, Outdated information	3H		1L
15. Emergency Response	Delayed response, Inadequate communication	4A		2M

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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.