

Cutting Out Old Grout 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	Poor lighting, Slippery surfaces, Electric shock	3H	<ul style="list-style-type: none"> - Ensure adequate lighting before commencement - Clean floors to remove any debris or water - Check all electrical tools for any visible damage - Use equipment with insulated handles - Wear rubber-soled, non-slip shoes - Ensure power points are not overloaded - Keep the work area tidy - Only use tools after understanding their operation manual - Replace damaged cables immediately - Restrict access to the work area to authorized personnel only 	2M
2. Assessment of Grout	Possibility of falling debris, Inhalation of dust particles, Contact with sharp tools	3H	<ul style="list-style-type: none"> - Wear safety goggles and a dust mask - Use a vacuum system to reduce dust - Inspect the area for loose tiles or material - Do not exert excessive force on tiles - Keep hands clear of cutting edges - Regularly clean workspace to maintain safety - Utilize a stable step stool if needed - Engage assistance for heavy lifting - Wear appropriate hand protection - Follow proper lifting techniques to prevent musculoskeletal disorders 	2M
3. Selection of Tools	Improper tool selection, Incorrect usage, Tools failing in operation	3H	<ul style="list-style-type: none"> - Verify all tools are in good condition before use - Match the tool size to the job requirements - Use correct techniques as per training sessions - Regularly check tools during use - Maintain a tidy tool station - Return tools to designated locations after use - Only qualified personnel to perform tool maintenance - Have emergency tools ready for breakdowns 	2M

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			<ul style="list-style-type: none"> - Use tagged and tested electrical equipment - Disconnect tools from power when changing accessories 	
4. Isolation of Work Area	Unauthorized access, Distraction from the public, Inadequate signage	3H	<ul style="list-style-type: none"> - Establish a safety perimeter around the work area - Use high-visibility safety tape to mark the perimeter - Post warning signs and barriers - Assign a dedicated safety officer to monitor access - Use clear communication to inform the public of the work area - Implement a strict no-distraction policy for all workers - Provide adequate signage in multiple languages - Use reflective safety vests for all personnel - Establish a clear protocol for handling unexpected situations - Conduct regular safety briefings - Use designated walkways for the public - Implement a system for managing equipment and materials - Use clear communication to inform the public of the work area - Implement a strict no-distraction policy for all workers - Provide adequate signage in multiple languages - Use reflective safety vests for all personnel - Establish a clear protocol for handling unexpected situations - Conduct regular safety briefings - Use designated walkways for the public - Implement a system for managing equipment and materials 	1L
5. Removal of Grout	Eye injuries from debris, Vibration-related strains, Preexisting tool hazards	4A	<ul style="list-style-type: none"> - Use appropriate PPE, including eye protection - Use vibration-dampening tools and techniques - Inspect tools before use and report any defects - Maintain a safe distance from the work area - Use proper lifting techniques to avoid strains - Establish a clear protocol for handling debris - Conduct regular safety briefings - Use designated walkways for the public - Implement a system for managing equipment and materials - Use clear communication to inform the public of the work area - Implement a strict no-distraction policy for all workers - Provide adequate signage in multiple languages - Use reflective safety vests for all personnel - Establish a clear protocol for handling unexpected situations - Conduct regular safety briefings - Use designated walkways for the public - Implement a system for managing equipment and materials 	2M
6. Manual Handling of Debris	Back injury from improper lifting, Slips on unsecured materials, Cuts from sharp objects	3H	<ul style="list-style-type: none"> - Use proper lifting techniques, including the use of mechanical aids - Secure materials to prevent slips and falls - Use appropriate PPE, including gloves and safety glasses - Inspect materials for sharp objects before handling - Establish a clear protocol for handling debris - Conduct regular safety briefings - Use designated walkways for the public - Implement a system for managing equipment and materials - Use clear communication to inform the public of the work area - Implement a strict no-distraction policy for all workers - Provide adequate signage in multiple languages - Use reflective safety vests for all personnel - Establish a clear protocol for handling unexpected situations - Conduct regular safety briefings - Use designated walkways for the public - Implement a system for managing equipment and materials 	1L

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7. Use of Chemicals	Chemical spills, Skin irritation, Toxic fumes	4A		2M
8. Clean Up	Injury from leftover tools, Equipment, residual dust, Slipping, leftover residue	3H		1L
9. Post-Operation Review	Missed hazards in overlooked areas, Fatigue-induced errors, Inadequate feedback collection	2M		1L

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10. Releasing the Area	Unauthorized access post-cleanup, Insufficient signage, Exposure to undetected residues	3H		1L
11. Hand Tool Management	Misuse of tools, Sudden tool failure, Tools left in hazardous positions	3H		2M
12. Communication	Misinformation propagation, Lack of communication, Confusion over instructions	2M		1L

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13. Ergonomic Practices	Muscle strain, Poor posture, Injury due to repetitive strain	3H		2M
14. Supervisory Checks	Lienience leading to increased risk, Overlooked hazards, Incomplete control measure implementation	2M		1L
15. End of Shift Protocols	Failing to secure site, Unattended equipment, Overtiredness leading to mistakes	3H		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.