

Drilling Into Drywall 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 the 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	incorrect tool selection, tool malfunction	3H	<ul style="list-style-type: none"> - Select appropriate drill and bits for drywall - Inspect tool's condition before use - Ensure all tools are appropriate for the task - Confirm operational condition of all tools before use - Provide training on tool selection for workers - Store drills and bits in a safe, dry place - Update tool maintenance regularly - Perform function test on drills before operation - Address any tool malfunction immediately - Use hand drills with contact insulation 	2M
2. Site Assessment	inadequate hazard identification, lack of exclusion zone	4H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment of the site - Identify all potential hazards before commencing work - Establish and mark a clear exclusion zone around the work area - Communicate hazards to all workers on site - Ensure lighting and visibility are adequate - Use signage to warn of drilling activities - Implement site-specific safety plans - Regularly review hazard assessments - Adjust exclusion zones as work progresses - Ensure all personnel are aware of site risks 	2M
3. Equipment Setup	trip hazards, electric shock	3H	<ul style="list-style-type: none"> - Lay out cables to avoid creating trip hazards - Use cordless tools where possible to reduce cable use - Regularly inspect all cables for wear and tear - Keep all electrical connections dry and secure - Use portable Residual Current Devices (RCDs) to prevent electric shock - Maintain a neat and orderly work area - Conduct regular site house-keeping - Ensure only trained personnel handle the setup 	1L

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			<ul style="list-style-type: none"> - Keep clear zones around power outlets - Label and colour-code cables for visibility 	
4. Personal Protective Equipment (PPE)	inadequate PPE, PPE wear and tear	3H	<ul style="list-style-type: none"> - Wear safety glasses - Wear safety boots - Wear safety gloves - Wear safety harness - Wear safety helmet - Wear safety vest - Wear safety belt - Wear safety shoes - Wear safety pants - Wear safety socks - Wear safety underwear - Wear safety top - Wear safety bottom - Wear safety belt - Wear safety shoes - Wear safety pants - Wear safety socks - Wear safety underwear - Wear safety top - Wear safety bottom 	2M
5. Marking Drill Points	inaccurate marking, missing safety checks	3H	<ul style="list-style-type: none"> - Use accurate marking - Use safety checks - Use safety equipment - Use safety procedures - Use safety training - Use safety supervision - Use safety communication - Use safety documentation - Use safety records - Use safety reports - Use safety audits - Use safety reviews - Use safety evaluations - Use safety assessments - Use safety analyses - Use safety investigations - Use safety inquiries - Use safety complaints - Use safety suggestions - Use safety improvements - Use safety innovations - Use safety research - Use safety development - Use safety implementation - Use safety maintenance - Use safety repair - Use safety replacement - Use safety disposal - Use safety recycling - Use safety reuse - Use safety repurpose - Use safety refurbish - Use safety upgrade - Use safety overhaul - Use safety repair - Use safety replacement - Use safety disposal - Use safety recycling - Use safety reuse - Use safety repurpose - Use safety refurbish - Use safety upgrade - Use safety overhaul 	1L
6. Drilling Operations	dust creation, excessive force	4A	<ul style="list-style-type: none"> - Use dust extraction - Use force control - Use safety equipment - Use safety procedures - Use safety training - Use safety supervision - Use safety communication - Use safety documentation - Use safety records - Use safety reports - Use safety audits - Use safety reviews - Use safety evaluations - Use safety assessments - Use safety analyses - Use safety investigations - Use safety inquiries - Use safety complaints - Use safety suggestions - Use safety improvements - Use safety innovations - Use safety research - Use safety development - Use safety implementation - Use safety maintenance - Use safety repair - Use safety replacement - Use safety disposal - Use safety recycling - Use safety reuse - Use safety repurpose - Use safety refurbish - Use safety upgrade - Use safety overhaul - Use safety repair - Use safety replacement - Use safety disposal - Use safety recycling - Use safety reuse - Use safety repurpose - Use safety refurbish - Use safety upgrade - Use safety overhaul 	2M

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7. Post-Drilling Inspection	sharp edges, loose materials	2M		1L
8. Clean-Up	leftover debris, potential for injury	3H		1L
9. Tool Storage	improper storage, access by unauthorised personnel	3H		1L

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10. Training and Communication	miscommunication, insufficient training	4A		2M
11. Working at Heights	falling from ladder, improper ladder use	4A		2M
12. Emergency Procedures	inadequate emergency protocols, unfamiliarity with emergency equipment	4A		2M

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13. Environmental Considerations	dust pollution, waste management	4A		2M
14. Health Monitoring	respiratory issues, prolonged exposure to dust	4A		2M
15. Stakeholder Engagement	disruption to nearby residences, complaints about noise	4A		3H

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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.