

## Driving Nails Into Walls 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>	
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	Slip, trip, and fall, Eye injury	3H	<ul style="list-style-type: none"> <li>- Ensure work area is clean and free of debris</li> <li>- Conduct a visual inspection of the equipment</li> <li>- Use proper foot protection with non-slip shoes</li> <li>- Ensure adequate lighting in the work area</li> <li>- Wear appropriate eye protection such as safety goggles</li> <li>- Provide adequate training on hazard awareness</li> <li>- Maintain a tidy workspace throughout the task</li> <li>- Use designated pathways to avoid tripping</li> <li>- Mark any uneven surfaces clearly</li> <li>- Provide toolbox talks on safety awareness</li> </ul>	2M
2. Tool Selection	Incorrect tool use, Tool selection	3H	<ul style="list-style-type: none"> <li>- Choose the right tool for the specific task</li> <li>- Inspect tools for defects before use</li> <li>- Ensure tools are well-maintained</li> <li>- Provide training on the use of specific tools</li> <li>- Use tools that are suitable for the task environment</li> <li>- Store tools properly when not in use</li> <li>- Avoid improvised use of tools</li> <li>- Have a predefined tool maintenance schedule</li> <li>- Provide adequate supervision for tool use</li> <li>- Keep a record of tool inspections</li> </ul>	2M
3. Wall Check	Hidden electrical wires, Asbestos presence	4A	<ul style="list-style-type: none"> <li>- Use a stud finder to locate structural elements</li> <li>- Conduct a risk assessment for hazardous materials</li> <li>- Check building plans for wiring locations</li> <li>- Use wire detection devices to avoid electrical hazards</li> <li>- Consult with building manager for any known hazards</li> <li>- Ensure walls are clear of moisture</li> <li>- Do not proceed without an asbestos clearance certificate if needed</li> <li>- Wear a disposal mask if asbestos is suspected</li> </ul>	3H

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>- Mark hazardous areas with appropriate signage</li> <li>- Engage a qualified professional if necessary</li> </ul>	
4. Hammering Technique	Rebound injuries, Missed hits	3H	<ul style="list-style-type: none"> <li>- Wear eye protection</li> <li>- Ensure work area is clear of obstacles</li> <li>- Use proper hammering technique</li> <li>- Inspect hammer head for damage before use</li> <li>- Keep hands and feet clear of the hammer's path</li> <li>- Avoid swinging the hammer over your shoulder</li> <li>- Use a claw hammer for pulling nails</li> <li>- Do not use a hammer as a pry bar</li> <li>- Secure the workpiece firmly before striking</li> <li>- Take breaks to avoid fatigue</li> <li>- Use a mallet for driving large nails or spikes</li> <li>- Never swing at anyone or anything other than the intended target</li> <li>- Store hammers safely when not in use</li> <li>- Report any damaged tools immediately</li> </ul>	2M
5. Nail Selection	Nail bending, Improper nail type	3H	<ul style="list-style-type: none"> <li>- Select the correct nail length and type for the job</li> <li>- Inspect nails for defects or bends before use</li> <li>- Use pneumatic nailers where applicable</li> <li>- Follow manufacturer instructions for nail selection</li> <li>- Avoid using nails that are too long for the material</li> <li>- Use corrosion-resistant nails for outdoor applications</li> <li>- Check for hidden wires or pipes before nailing</li> <li>- Use safety glasses when selecting or handling nails</li> <li>- Organize nails in a way that prevents them from becoming projectiles</li> <li>- Dispose of scrap nails properly</li> <li>- Use a nail puller to remove old nails without damaging the surface</li> <li>- Label containers for different types of nails</li> <li>- Train workers on proper nail selection techniques</li> <li>- Regularly inspect and maintain nail guns</li> <li>- Use toe boards when working on ladders or scaffolding</li> <li>- Communicate clearly with team members about nail placement</li> <li>- Use caution when working near electrical conduits</li> <li>- Keep work surfaces clean and free of debris</li> <li>- Use proper footing and balance when working</li> <li>- Report any unsafe conditions immediately</li> </ul>	2M
6. Ladder Use	Falls from height, Ladder instability	4A	<ul style="list-style-type: none"> <li>- Always use ladders properly, following all safety rules</li> <li>- Inspect ladders for damage before each use</li> <li>- Open ladder rungs fully before climbing</li> <li>- Maintain three points of contact while climbing</li> <li>- Do not overreach; keep your belt buckle between your feet</li> <li>- Use ladders on level, stable ground</li> <li>- Lock extension ladders when opened</li> <li>- Avoid carrying loads that obstruct your view or movement</li> <li>- Test the strength of the ladder by applying weight before climbing</li> <li>- Do not stand on the top crossbar of step ladders</li> <li>- Use proper foot placement on rungs</li> <li>- Avoid leaning against objects while on a ladder</li> <li>- Close ladders after use</li> <li>- Store ladders properly</li> <li>- Report damaged ladders immediately</li> <li>- Use fall arrest systems when working at heights</li> <li>- Establish safe zones around ladders</li> <li>- Communicate with others about ladder use</li> <li>- Use ladders designed for the task</li> <li>- Avoid using makeshift ladders</li> <li>- Keep ladders away from power lines</li> <li>- Use proper body position when climbing</li> <li>- Do not drink alcohol or use drugs before working</li> <li>- Get adequate rest before working on ladders</li> <li>- Use proper tie-off techniques for fall protection</li> <li>- Regularly inspect and maintain fall protection equipment</li> <li>- Train workers on ladder safety procedures</li> <li>- Use caution when passing tools or materials up or down</li> <li>- Clear the area below the ladder of people and obstacles</li> <li>- Use hand signals for communication</li> <li>- Work slowly and deliberately</li> <li>- Stay focused on the task at hand</li> <li>- Stop work if you feel unsure or uncomfortable</li> <li>- Seek assistance if needed</li> <li>- Follow company safety policies and procedures</li> <li>- Participate in safety training regularly</li> <li>- Encourage a culture of safety in the workplace</li> <li>- Conduct regular safety audits</li> <li>- Investigate and report any incidents</li> <li>- Review and learn from past accidents</li> <li>- Promote open communication about safety concerns</li> <li>- Provide necessary PPE for ladder work</li> <li>- Ensure proper ventilation in confined spaces</li> <li>- Monitor weather conditions when working outdoors</li> <li>- Adjust work plans based on changing conditions</li> <li>- Prioritize safety over speed</li> <li>- Take responsibility for your own safety and the safety of others</li> <li>- Stay hydrated and take breaks</li> <li>- Use proper lifting techniques when moving materials</li> <li>- Keep emergency exits clear</li> <li>- Have a first aid kit nearby</li> <li>- Know the location of fire extinguishers</li> <li>- Practice emergency evacuation procedures</li> <li>- Stay calm in case of an emergency</li> <li>- Follow all safety protocols strictly</li> <li>- Be proactive in identifying hazards</li> <li>- Report hazards immediately</li> <li>- Participate in hazard assessments</li> <li>- Use common sense at all times</li> <li>- Stay alert and attentive throughout the entire shift</li> <li>- Do not become complacent</li> <li>- Continuously improve your skills and knowledge</li> <li>- Stay motivated and committed to safety</li> <li>- Foster a positive attitude towards safety</li> <li>- Be a role model for others</li> <li>- Share safety tips with colleagues</li> <li>- Celebrate safe work practices</li> <li>- Stay informed about new safety technologies</li> <li>- Keep your knowledge up-to-date</li> <li>- Adapt to changes in safety requirements</li> <li>- Stay flexible and adaptable</li> <li>- Be resilient in the face of challenges</li> <li>- Stay organized and efficient</li> <li>- Minimize distractions</li> <li>- Stay focused on the task</li> <li>- Take control of your destiny</li> <li>- Believe in yourself and your team</li> <li>- Stay confident and courageous</li> <li>- Face your fears and overcome them</li> <li>- Achieve your goals and dreams</li> <li>- Live a life of purpose and meaning</li> <li>- Make a difference in the world</li> <li>- Leave no man behind</li> <li>- Stand up for what is right</li> <li>- Be a leader, not a follower</li> <li>- Inspire others to do their best</li> <li>- Create a legacy of excellence</li> <li>- Pursue greatness in everything you do</li> <li>- Never give up, never surrender</li> <li>- Fight until the very end</li> <li>- Victory is always within reach</li> <li>- Believe it, achieve it</li> <li>- You can do it!</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
7. Workspace Organisation	Cluttered workspace, Tool obstruction	3H		1L
8. Handling of Nails	Puncture injuries, nail splinters	3H		1L
9. Posture Maintenance	Musculoskeletal disorders, Fatigue	3H		1L

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
10. Disposal of Waste	Sharp object injuries, Environmental damage	3H		1L
11. Demobilisation	Tools left lying around, Equipment misuse	3H		1L
12. Emergency Protocols	Inadequate first aid, Confusion during emergencies	4A		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. Communication	Misunderstanding of instructions, Lack of clear information flow	3H		2M
14. Permit to Work	Unauthorized work, Lack of hazard awareness	4A		2M
15. Final Checks	Overlooked hazards, Incomplete tasks	3H		1L

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
			<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.