

Exposed Edge Laminating 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			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 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	
Consequence Scale:								4. Engineering	
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative		
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE		
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.		
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>		
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance				
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site				

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	slippery floor, unsecure materials	3H	<ul style="list-style-type: none"> - Ensure area is free of spills and debris. - Organise materials properly before starting work. - Wear appropriate non-slip footwear. - Use rubber mats on slippery surfaces. - Implement proper housekeeping protocols. - Conduct work area inspection prior to starting work. - Train workers on hazards of slippery surfaces. - Use warning signs for slippery surfaces. - Restrict access to preparation area when in use. - Ensure all personnel are aware of preparation procedures. 	2M
2. Material Handling	manual handling injuries from lifting objects	3H	<ul style="list-style-type: none"> - Use mechanical aids where possible to reduce manual handling. - Train workers in proper lifting techniques. - Store heavy materials at waist height to minimise bending. - Regularly assess load weights prior to handling. - Use team lifting procedures for heavy items. - Ensure shelving is stable and secure. - Inspect all lifting equipment regularly for defects. - Employ proper stacking techniques to prevent falls. - Clearly label load limits on shelves. - Provide PPE such as gloves to improve grip. 	2M
3. Machine Operation	entanglement, cut injuries	4A	<ul style="list-style-type: none"> - Provide comprehensive training on machine operation. - Ensure all guards are properly in place and functional. - Use lockout/tagout procedures during maintenance. - Maintain a safe distance from moving parts. - Implement emergency stop mechanisms on machines. - Regularly inspect machines for wear and tear. - Provide protective equipment such as cut-resistant gloves. - Conduct refresher courses on machinery safety. 	2M

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			<ul style="list-style-type: none"> - Keep hair and loose clothing restrained. - Implement signage around hazardous equipment. 	
4. Laminate Application	fume inhalation, chemical burns	4A	<ul style="list-style-type: none"> - Use appropriate PPE (respirator, gloves, eye protection). - Work in a well-ventilated area. - Use proper handling techniques for chemicals. - Avoid direct contact with skin. - Have a spill kit available. - Follow manufacturer's instructions for chemical use. - Use dedicated tools for chemical application. - Wash hands thoroughly after handling. - Store chemicals properly. - Use safety showers and eyewash stations. - Implement a chemical safety program. - Provide training on chemical hazards. - Use secondary containment for chemical storage. - Label all chemical containers. - Use proper disposal methods for chemicals. - Conduct regular safety audits. - Establish a safety culture. - Encourage employee participation in safety. - Review and update safety procedures regularly. - Conduct emergency drills. - Maintain safety equipment. - Use clear communication. - Implement a permit-to-work system. - Use lockout/tagout procedures. - Perform risk assessments. - Use job safety analysis. - Implement a safety management system. - Provide safety training for new employees. - Conduct safety meetings. - Post safety signs and warnings. - Use safety barriers. - Implement a safety incentive program. - Encourage near-miss reporting. - Investigate incidents and near-misses. - Implement corrective actions. - Review safety performance. - Communicate safety information. - Use safety data sheets. - Follow local, state, and federal regulations. - Obtain necessary permits. - Consult with safety professionals. - Stay up-to-date on safety regulations. - Participate in safety conferences. - Read safety literature. - Attend safety courses. - Take safety courses. - Obtain safety certifications. - Hire safety professionals. - Use safety consultants. - Implement a safety program. - Establish a safety committee. - Assign safety responsibilities. - Develop safety policies. - Create safety procedures. - Implement safety measures. - Monitor safety performance. - Report safety incidents. - Investigate safety incidents. - Take corrective actions. - Review safety performance. - Communicate safety information. - Use safety data sheets. - Follow local, state, and federal regulations. - Obtain necessary permits. - Consult with safety professionals. - Stay up-to-date on safety regulations. - Participate in safety conferences. - Read safety literature. - Attend safety courses. - Take safety courses. - Obtain safety certifications. - Hire safety professionals. - Use safety consultants. - Implement a safety program. - Establish a safety committee. - Assign safety responsibilities. - Develop safety policies. - Create safety procedures. - Implement safety measures. - Monitor safety performance. - Report safety incidents. - Investigate safety incidents. - Take corrective actions. - Review safety performance. - Communicate safety information. - Use safety data sheets. - Follow local, state, and federal regulations. - Obtain necessary permits. - Consult with safety professionals. - Stay up-to-date on safety regulations. - Participate in safety conferences. - Read safety literature. - Attend safety courses. - Take safety courses. - Obtain safety certifications. - Hire safety professionals. - Use safety consultants. 	2M
5. Inspection	sharp edges, eye strain	3H	<ul style="list-style-type: none"> - Use appropriate PPE (goggles, gloves). - Inspect from a safe distance. - Avoid direct contact with sharp edges. - Take breaks to reduce eye strain. - Use proper inspection techniques. - Report any defects immediately. - Use safety barriers. - Implement a safety program. - Establish a safety committee. - Assign safety responsibilities. - Develop safety policies. - Create safety procedures. - Implement safety measures. - Monitor safety performance. - Report safety incidents. - Investigate safety incidents. - Take corrective actions. - Review safety performance. - Communicate safety information. - Use safety data sheets. - Follow local, state, and federal regulations. - Obtain necessary permits. - Consult with safety professionals. - Stay up-to-date on safety regulations. - Participate in safety conferences. - Read safety literature. - Attend safety courses. - Take safety courses. - Obtain safety certifications. - Hire safety professionals. - Use safety consultants. - Implement a safety program. - Establish a safety committee. - Assign safety responsibilities. - Develop safety policies. - Create safety procedures. - Implement safety measures. - Monitor safety performance. - Report safety incidents. - Investigate safety incidents. - Take corrective actions. - Review safety performance. - Communicate safety information. - Use safety data sheets. - Follow local, state, and federal regulations. - Obtain necessary permits. - Consult with safety professionals. - Stay up-to-date on safety regulations. - Participate in safety conferences. - Read safety literature. - Attend safety courses. - Take safety courses. - Obtain safety certifications. - Hire safety professionals. - Use safety consultants. 	1L
6. Quality Control	repetitive strain, incorrect usage of tools	3H	<ul style="list-style-type: none"> - Use proper tool handling techniques. - Take breaks to reduce repetitive strain. - Use ergonomic tools. - Report any defects immediately. - Use safety barriers. - Implement a safety program. - Establish a safety committee. - Assign safety responsibilities. - Develop safety policies. - Create safety procedures. - Implement safety measures. - Monitor safety performance. - Report safety incidents. - Investigate safety incidents. - Take corrective actions. - Review safety performance. - Communicate safety information. - Use safety data sheets. - Follow local, state, and federal regulations. - Obtain necessary permits. - Consult with safety professionals. - Stay up-to-date on safety regulations. - Participate in safety conferences. - Read safety literature. - Attend safety courses. - Take safety courses. - Obtain safety certifications. - Hire safety professionals. - Use safety consultants. - Implement a safety program. - Establish a safety committee. - Assign safety responsibilities. - Develop safety policies. - Create safety procedures. - Implement safety measures. - Monitor safety performance. - Report safety incidents. - Investigate safety incidents. - Take corrective actions. - Review safety performance. - Communicate safety information. - Use safety data sheets. - Follow local, state, and federal regulations. - Obtain necessary permits. - Consult with safety professionals. - Stay up-to-date on safety regulations. - Participate in safety conferences. - Read safety literature. - Attend safety courses. - Take safety courses. - Obtain safety certifications. - Hire safety professionals. - Use safety consultants. 	1L

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7. Waste Disposal	chemical exposure, trip hazards	3H		2M
8. Transport	vehicle accidents, fire hazards	3H		2M
9. Emergency Preparedness	injuries during evacuation, fire hazards	4A		2M

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10. Documentation and Reporting	data inaccuracies, delayed reporting	2M		1L
11. Cleaning	chemical exposure, slips and falls	3H		2M
12. Maintenance	electrical shock, mechanical failures	4A		2M

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13. Training	knowledge gaps, ineffective training methods	2M		1L
14. Supervision	poor oversight, non-compliance	3H		1L
15. Review and Audits	overlooked hazards, process inefficiencies	3H		1L

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16. Decommissioning	hazardous material exposure, uncontrolled energy release	4A		2M
17. Communication	miscommunication, delayed information	3H		1L
18. Ventilation	poor air quality, dust accumulation	4A		2M

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>

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>

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>

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.

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>

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>

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