

## Fixing Drywall Anchors 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.	<b>Isolation</b> 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. <b>Substitute</b>
1L						Proceed, following standard operating procedures. Monitor and keep records.			3. <b>Isolate</b>
									4. <b>Engineering</b>
									5. <b>Administrative</b>
									6. <b>PPE</b>
<b>Consequence Scale:</b>									
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				

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	Manual handling injuries, Slips, trips, and falls	3H	<ul style="list-style-type: none"> <li>- Conduct a pre-job safety briefing.</li> <li>- Ensure appropriate personal protective equipment (PPE) is worn, including gloves and safety boots.</li> <li>- Clear the work area of clutter and debris.</li> <li>- Ensure adequate lighting in the work area.</li> <li>- Place mats or non-slip coverings on slippery surfaces.</li> <li>- Use adjustable equipment to reduce bending and twisting.</li> <li>- Train workers in correct manual handling techniques.</li> <li>- Assign tasks suitable to individual capabilities.</li> <li>- Ensure tools and materials are within easy reach.</li> <li>- Use mechanical aids for heavy lifting tasks.</li> </ul>	2M
2. Gathering Tools and Materials	Cuts and lacerations, Repetitive strain	3H	<ul style="list-style-type: none"> <li>- Wear cut-resistant gloves while handling tools.</li> <li>- Arrange tools neatly to avoid sharp edges being exposed.</li> <li>- Use tool carriers to transport tools safely.</li> <li>- Train workers on correct lifting techniques to avoid strain.</li> <li>- Implement a buddy system for moving heavy items.</li> <li>- Regularly inspect tools for damage and repair or replace as necessary.</li> <li>- Use the appropriate tool for the task to prevent misuse.</li> <li>- Provide portable toolboxes to facilitate safe transport.</li> <li>- Conduct regular safety drills for handling equipment.</li> <li>- Encourage a clean-as-you-go policy to minimize risk.</li> </ul>	1L
3. Measuring and Marking Walls	Inaccurate measurements, Repeated strain	2M	<ul style="list-style-type: none"> <li>- Use laser levels for accurate measurements.</li> <li>- Teach proper marking techniques to reduce errors.</li> <li>- Use ergonomic tools to prevent strain.</li> <li>- Regular breaks to prevent muscle fatigue.</li> <li>- Double-check measurements before making marks.</li> <li>- Train workers in proper stretching exercises to relieve tension.</li> <li>- Ensure clear communication between team members.</li> <li>- Provide sufficient training on using measuring tools.</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Use pre-measured templates where possible.</li> <li>- Set realistic timelines to reduce rushed work.</li> </ul>	
4. Drilling Holes	Noise-induced hearing loss, Flying debris	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Inserting Anchors	Anchor failure, Pinned fingers	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
6. Mounting Fixtures	Fixtures falling, Overhead hazards	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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7. Cleaning Up	Hazardous waste, Slips from spills	3H		1L
8. Reviewing Work	Missed defects, Incomplete documentation	2M		1L
9. Reporting and Debriefing	Insufficient detail in reports, Lack of follow-up	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
10. Final Sign-Off	Oversight errors, Miscommunication between parties	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Packing Up Equipment	Tripping hazards, Improper equipment storage	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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12. Inventory Check	Inaccurate inventory, Lost tools, Delays due to equipment shortages	2M		1L
13. Final Safety Inspection	Overlooked hazards, Unaddressed safety violations	3H		1L
14. Project Closeout Documentation	Incomplete records, Legal non-compliance	2M		1L

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			[Redacted]	
			[Redacted]	
			[Redacted]	
			[Redacted]	
			[Redacted]	
			[Redacted]	
15. Continuous Improvement	Stagnation in process improvement, Resistance to change	2M	[Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]	1L

## 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.