

Gluing Polycarbonate Panels 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 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	slips and trips, incorrect PPE	3H	<ul style="list-style-type: none"> - Conduct a site walkthrough to identify potential slip hazards and clear walkways. - Ensure all employees are wearing appropriate PPE, including non-slip shoes and gloves. - Use appropriate signage to warn of any potential hazards. - Provide training on the importance of PPE and hazard awareness. - Inspect PPE before use to ensure it is in good condition. - Stock first aid kit nearby. - Implement housekeeping protocols. - Conduct pre-task briefing. - Review MSDS for gluing materials. - Confirm adequate lighting at the worksite. - Limit site access to authorised personnel only. - Encourage reporting hazards immediately. - Implement emergency procedures with visible signage. - Label and secure materials and tools when not in use. - Install barriers around hazard zones. - Ensure adequate ventilation in the work area. - Encourage good housekeeping practices. - Schedule periodic reviews to assess the effectiveness of control measures. - Conduct toolbox talks to remind workers of safe practices. - Provide feedback and follow-up. - Ensure a supervisor is present to monitor activities. - Use mechanical aids to transport panels. - Perform regular PPE audits. - Update risk assessments bi-annually or when processes change. - Follow up on previously implemented control measures for effectiveness. - Maintain incident report records and evaluate. - Ensure team members are aware of and comply with relevant policies and procedures. - Conduct periodic reviews and audits of risk controls. - Encourage workers to provide feedback on safety procedures. - Utilize a job safety analysis checklist for this task. - Document all risk reduction efforts. - Keep records of any discussed changes. - Implement and monitor lock-out/tag-out procedures if needed. - Discuss changes in morning meetings and implement corrective actions immediately. - Assign responsibilities for each worker's safety objectives. - Ensure workers participate in risk assessments and understand their personal responsibilities. - Keep updated on legislative changes and ensure procedures comply. - Prioritise the safety of workers and provide prompt issue resolution. - Conduct audits regularly to ensure compliance with safety protocols. - Involve workers in developing workflow to enhance safety. - Identify and manage access to hazardous areas. - Practice effective communication. - Provide site-specific instructions for identified risks. - Establish a feedback loop for continuous safety improvements. - Review lessons learned regularly. - Use root cause analysis to understand and address incidents. - Monitor and update equipment maintenance schedules. - Ensure a supervisor is present to monitor activities. - Conduct educational sessions on proper lifting techniques. - Use mechanical aids to transport panels. - Perform regular PPE audits. - Update risk assessments bi-annually or when processes change. - Follow up on previously implemented control measures for effectiveness. 	2M
2. Equipment Inspection	faulty equipment, electrical hazards	4A	<ul style="list-style-type: none"> - Conduct regular equipment maintenance checks. - Ensure all equipment is tested and tagged as per legislative requirements. 	3H

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			<ul style="list-style-type: none"> - Replace or repair faulty equipment before use. - Provide training on identifying faulty equipment. - Use only equipment tested and tagged within the last six months. - Assign qualified personnel for equipment inspection and maintenance duties. - Adequate precautions and training for dealing with electrical hazards. - Establish a lockout/tagout procedure for repairing equipment. - Ensure all electrical work is conducted by licensed electricians. - Routine inspection of equipment by authorized personnel. - Implement reporting procedures for faulty or defective equipment. - Maintain an equipment defect logbook. - Encourage utilization of a fault reporting system. 	
3. Workspace Set-Up	poor ergonomics, inadequate	3H	<ul style="list-style-type: none"> - Arrange workstations to minimise awkward postures. - Ensure sufficient space to maneuver. - Provide ergonomic tools and equipment. - Educate employees on ergonomic best practices. - Ensure workspaces are clean and uncluttered. - Implement position rotation to reduce repetitive strain. - Limit unnecessary equipment within work area. - Set up designated areas for panel storage. - Use anti-fatigue mats. - Install sufficient lighting. - Implement regular training on correct work postures. - Adjust workbenches to appropriate heights. - Ensure adequate ventilation. - Implement breaks to reduce physical fatigue. - Educate employees on ergonomics. - Conduct workspace audits periodically to evaluate layout optimizations. 	2M
4. Material Handling	manual handling injuries, collisions	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	1L

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5. Cutting Panels	cuts from panels, tool malfunctions	4A		2M
6. Panel Alignment	incorrect alignment, pinch points	3H		2M
7. Adhesive Application	chemical exposure, skin contact	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
8. Panel Securing	falling objects, tool mishandling		<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	3H
9. Curing Adhesive	adhesive fumes, accidental contact	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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10. Cleaning	chemical residues, slip hazard	3H		1L
11. Quality Check	missed defects, incomplete adhesion	2M		1L

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12. Documentation	incomplete records, data loss	3H		2M
13. Debrief	poor communication, unaddressed issues	2M		1L
14. Waste Management	improper disposal, environmental harm	3H		2M

[illegible]

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