

## Hand Trowelling 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			<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				
								aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.	

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, Trips	3H	<ul style="list-style-type: none"> <li>- Ensure the work area is clean and dry before starting.</li> <li>- Use anti-slip mats or footwear.</li> <li>- Keep hoses and cables neatly coiled and away from the working area.</li> <li>- Conduct a work area assessment prior to the task.</li> <li>- Establish clear pedestrian paths away from the worksite.</li> <li>- Ensure adequate lighting in the work area.</li> <li>- Wear appropriate personal protective equipment (PPE) including non-slip shoes.</li> <li>- Train all workers in slip and trip hazard awareness.</li> <li>- Utilize barriers or signage to mark hazardous areas.</li> <li>- Review weather conditions for outdoor work.</li> </ul>	2M
2. Tool Inspection	Tool malfunction, Injury from handling	3H	<ul style="list-style-type: none"> <li>- Inspect all tools for wear and damage before use.</li> <li>- Ensure all safety features are functioning properly.</li> <li>- Lock out faulty tools until repairs are done.</li> <li>- Use gloves when inspecting sharp tools.</li> <li>- Follow the manufacturer's instructions for tool maintenance.</li> <li>- Conduct regular maintenance checks on tools.</li> <li>- Establish a reporting procedure for faulty equipment.</li> <li>- Provide training on the correct inspection techniques.</li> <li>- Have a repair kit available for minor defects.</li> <li>- Document all inspections and actions taken.</li> </ul>	1L
3. Transport Tools	Back strain, Dropping tools	3H	<ul style="list-style-type: none"> <li>- Use trolleys or carts for transporting heavy tools.</li> <li>- Plan route before moving heavy tools.</li> <li>- Bend at the knees, not the waist, to lift tools.</li> <li>- Secure tools in transport to prevent dropping.</li> <li>- Work in teams for moving heavier items.</li> <li>- Provide manual handling training.</li> <li>- Ensure clear and unobstructed pathways.</li> <li>- Use tool bags with padded straps.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Limit the weight of items carried by hand.</li> <li>- Make frequent trips to avoid overloading.</li> </ul>	
4. Site Preparation	Unstable ground, Environmental obstructions	4A	<ul style="list-style-type: none"> <li>- Establish a safe work area by clearing debris and obstructions.</li> <li>- Use proper shoring and bracing techniques for excavation.</li> <li>- Implement erosion control measures to prevent soil collapse.</li> <li>- Use appropriate equipment and tools for ground stabilization.</li> <li>- Conduct regular inspections of the ground conditions.</li> <li>- Avoid working on saturated or loose soil.</li> <li>- Use proper trenching and shoring methods.</li> <li>- Implement safety protocols for working on uneven terrain.</li> <li>- Use appropriate footwear and safety gear.</li> <li>- Establish clear communication and coordination among workers.</li> <li>- Implement a permit system for excavation work.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Avoid working in adverse weather conditions.</li> <li>- Implement a fall protection system for workers on elevated surfaces.</li> <li>- Use proper storage and handling of materials.</li> <li>- Establish a safe access and egress route.</li> <li>- Implement a monitoring system for ground movement.</li> <li>- Use appropriate signage and barriers to warn of hazards.</li> <li>- Conduct a risk assessment before starting work.</li> <li>- Implement a safety plan for the entire project.</li> <li>- Use proper ventilation and dust control measures.</li> <li>- Establish a clear chain of command.</li> <li>- Implement a regular safety training program.</li> <li>- Use proper tie-off and fall arrest techniques.</li> <li>- Avoid working near overhead power lines.</li> <li>- Implement a permit-to-work system.</li> <li>- Use proper excavation and shoring methods.</li> <li>- Establish a safe work zone.</li> <li>- Implement a communication system for workers.</li> <li>- Use proper equipment and tools for site preparation.</li> <li>- Conduct regular safety meetings.</li> <li>- Implement a safety audit system.</li> <li>- Use proper storage and handling of hazardous materials.</li> <li>- Establish a clear safety protocol for the entire project.</li> <li>- Implement a regular safety training program.</li> <li>- Use proper tie-off and fall arrest techniques.</li> <li>- Avoid working near overhead power lines.</li> <li>- Implement a permit-to-work system.</li> <li>- Use proper excavation and shoring methods.</li> <li>- Establish a safe work zone.</li> <li>- Implement a communication system for workers.</li> <li>- Use proper equipment and tools for site preparation.</li> <li>- Conduct regular safety meetings.</li> <li>- Implement a safety audit system.</li> <li>- Use proper storage and handling of hazardous materials.</li> <li>- Establish a clear safety protocol for the entire project.</li> </ul>	2M
5. Tool Setup	Electrical shock, Improper assembly	4A	<ul style="list-style-type: none"> <li>- Use insulated tools and equipment.</li> <li>- Follow proper assembly instructions.</li> <li>- Implement a lockout/tagout procedure.</li> <li>- Use proper wiring and grounding techniques.</li> <li>- Conduct regular inspections of electrical equipment.</li> <li>- Avoid working on live electrical circuits.</li> <li>- Use appropriate personal protective equipment (PPE).</li> <li>- Establish a safe work area for tool setup.</li> <li>- Implement a permit system for electrical work.</li> <li>- Use proper storage and handling of tools.</li> <li>- Establish a clear communication system.</li> <li>- Implement a safety plan for the entire project.</li> <li>- Use proper tie-off and fall arrest techniques.</li> <li>- Avoid working near overhead power lines.</li> <li>- Implement a permit-to-work system.</li> <li>- Use proper excavation and shoring methods.</li> <li>- Establish a safe work zone.</li> <li>- Implement a communication system for workers.</li> <li>- Use proper equipment and tools for tool setup.</li> <li>- Conduct regular safety meetings.</li> <li>- Implement a safety audit system.</li> <li>- Use proper storage and handling of hazardous materials.</li> <li>- Establish a clear safety protocol for the entire project.</li> <li>- Implement a regular safety training program.</li> <li>- Use proper tie-off and fall arrest techniques.</li> <li>- Avoid working near overhead power lines.</li> <li>- Implement a permit-to-work system.</li> <li>- Use proper excavation and shoring methods.</li> <li>- Establish a safe work zone.</li> <li>- Implement a communication system for workers.</li> <li>- Use proper equipment and tools for tool setup.</li> <li>- Conduct regular safety meetings.</li> <li>- Implement a safety audit system.</li> <li>- Use proper storage and handling of hazardous materials.</li> <li>- Establish a clear safety protocol for the entire project.</li> </ul>	1L
6. Manual Handling	Muscle strain, Spinal injuries	3H	<ul style="list-style-type: none"> <li>- Use proper lifting techniques.</li> <li>- Avoid heavy lifting.</li> <li>- Implement a team lifting system.</li> <li>- Use proper posture and body mechanics.</li> <li>- Conduct regular stretching and warm-up exercises.</li> <li>- Avoid working in awkward positions.</li> <li>- Use appropriate PPE.</li> <li>- Establish a safe work area for manual handling.</li> <li>- Implement a permit system for manual handling work.</li> <li>- Use proper storage and handling of materials.</li> <li>- Establish a clear communication system.</li> <li>- Implement a safety plan for the entire project.</li> <li>- Use proper tie-off and fall arrest techniques.</li> <li>- Avoid working near overhead power lines.</li> <li>- Implement a permit-to-work system.</li> <li>- Use proper excavation and shoring methods.</li> <li>- Establish a safe work zone.</li> <li>- Implement a communication system for workers.</li> <li>- Use proper equipment and tools for manual handling.</li> <li>- Conduct regular safety meetings.</li> <li>- Implement a safety audit system.</li> <li>- Use proper storage and handling of hazardous materials.</li> <li>- Establish a clear safety protocol for the entire project.</li> <li>- Implement a regular safety training program.</li> <li>- Use proper tie-off and fall arrest techniques.</li> <li>- Avoid working near overhead power lines.</li> <li>- Implement a permit-to-work system.</li> <li>- Use proper excavation and shoring methods.</li> <li>- Establish a safe work zone.</li> <li>- Implement a communication system for workers.</li> <li>- Use proper equipment and tools for manual handling.</li> <li>- Conduct regular safety meetings.</li> <li>- Implement a safety audit system.</li> <li>- Use proper storage and handling of hazardous materials.</li> <li>- Establish a clear safety protocol for the entire project.</li> </ul>	2M

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7. Placing Materials	Material collapse, Finger injuries	4A		2M
8. Trowelling Technique	Repetitive strain, Overexertion	3H		1L
9. Completing Work	Fatigue, Inattention	3H		1L

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10. Cleaning Up	Residual waste, Slips on residue	3H		1L
11. Tool Storage	Falling tools, Deterioration	3H		1L
12. Reporting Incidents	Unreported injuries, Inaccurate records	3H		1L

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13. Personal Protective Equipment (PPE)	Incorrect use, Insufficient protection	3H		1L
14. Emergency Procedures	Delayed response, Confusion during emergencies	4A		1L
15. Communication	Miscommunication, Lack of awareness	3H		1L

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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.