

Installing Drywall Screws 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:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

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

Notes on Hierarchy of Controls:

Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

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, trip, Falling objects	3H	<ul style="list-style-type: none"> - Conduct site inspection to identify potential tripping hazards. - Ensure all tools and materials are organised and within reach. - Communicate the task plan with the team. - Clear debris from the work area. - Maintain good housekeeping practices. - Wear appropriate footwear with non-slip soles. - Use tool belts or hangers for securing equipment. - Secure materials and tools not in immediate use. - Conduct a pre-task safety meeting. - Inspect personal protective equipment (PPE) for defects. 	2M
2. Gathering Tools	Manual handling injuries, Cuts from sharp tools	3H	<ul style="list-style-type: none"> - Use mechanical aids to transport heavy tools. - Lift with proper ergonomics using your legs. - Store sharp tools in sheaths or containers. - Wear gloves to protect hands from cuts. - Plan the sequence of tool collection. - Store tools at waist height to reduce lifting strains. - Ensure adequate lighting for the task. - Verify the integrity of tool handles and grips. - Rotate tasks among workers to avoid fatigue. - Conduct manual handling training. 	2M
3. Ladder Placement	Falls from height, Ladder instability	4A	<ul style="list-style-type: none"> - Position ladder on a stable, even surface. - Ensure ladder is at the correct angle (1:4 ratio). - Secure the ladder at the top and bottom. - Use a spotter when working on the ladder. - Check ladder for defects before use. - Do not carry tools while climbing; use tool belts. - Follow the three-point contact rule. - Use extension poles for high reaches when possible. 	3H

Injury Type		Frequency	Severity	Prevention Measures
Musculoskeletal Injuries	Repetitive Strain Injuries (RSIs)	High	Low to Moderate	Ergonomic adjustments, Regular breaks, Strengthening exercises
	Acute Trauma (Falls, Slips, Trips)	Medium	High	Proper training, Safety equipment, Regular inspection and maintenance of ladders
Electrical Injuries	Electrocution	Low	High	Lockout/Tagout (LOTO) procedures, Proper insulation, Safety training
	Electrical Burns	Medium	Medium	Proper use of tools, Avoidance of live wires, PPE (gloves, face shields)
Chemical Injuries	Chemical Burns	Low	High	Proper labeling, Storage, PPE (gloves, goggles), Spill containment
	Chemical Exposure (Respiratory, Skin Irritation)	Medium	Low to Moderate	Proper ventilation, PPE (respirators, gloves), Hydration
Environmental Injuries	Heat Stress/Heat Stroke	Medium	High	Hydration, Shade, Acclimatization, PPE (cooling vests)
	Cold Stress/Frostbite	Low	High	Proper clothing, Warmth, PPE (gloves, hats)
Other Injuries	Eye Injuries (Flying Debris, Chemical Splashes)	Medium	High	Safety glasses, Face shields, PPE (goggles)
	Hearing Loss (Noise Exposure)	High	Low	Earplugs, Ear muffs, PPE (ear protection)

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7. Attaching Screws	Tool slips, Repetitive motion injuries	3H		2M
8. Cleaning Work Area	Injury from leftover debris. Debris materials can be tripping hazards	2M		1L
9. Inspect Installed Screws	Incomplete fastening, Damage to drywall	3H		2M

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10. Final Review	Overlooked errors, Complacency	2M		1L
11. Dismantling Access Equipment	Falls from height, Equipment instability	4A		3H
12. Site Clean-up	Exposure to leftover hazardous materials, Falls due to leftover equipment	3H		2M

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13. Equipment Storage	Improper storage causing injuries later, Loss or theft of tools	2M		1L
14. Documentation	Inaccurate record-keeping, Delays	2M		1L
15. Worker Training	Inadequate training, Non-compliance with procedures	3H		2M

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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.