

Insulation Works 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:

| | |
|----|---|
| 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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 | <p>Inadequate briefing, Lack of equipment checks , initialRisk, 3H, residualRisk, 2M, controlMeasures, - Conduct a pre-brief session for all workers - Verify that all necessary tools and personal protective equipment (PPE) are present and in proper working condition - Confirm all workers are adequately trained and aware of procedures, step, 2. Material Handling, hazards, Manual lifting, Sharp edges, initialRisk, 3H, residualRisk, 2M, controlMeasures, - Use lifting aids or team lifting techniques - Wear cut-resistant gloves to handle materials - Install guards or buffers on sharp edges, step, 3. Accessing Work Area, hazards, Slips, Trips, Falls, initialRisk, 4A, residualRisk, 2M, controlMeasures, - Ensure ladders and scaffolding are secure and stable - Clear the area of any trip hazards - Maintain three points of contact when climbing, step, 4. Installation of Insulation Panels, hazards, Falling objects, Dust inhalation, initialRisk, 3H, residualRisk, 4L, controlMeasures, - Wear hard hats and respiratory protective equipment - Use appropriate lifting techniques for overhead work - Implement a safe lifting zone and restrict access to non-authorised personnel, step, 5. Handling Insulation Materials, hazards, Skin irritation, Eye irritation, initialRisk, 3H, residualRisk, 1L, controlMeasures, - Provide and wear gloves, protective clothing, and goggles - Implement hygiene facilities for washing skin - Use insulation with lower irritant properties where possible, step, 6. Cutting Insulation, hazards, Cuts, Dust generation, initialRisk, 4A, residualRisk, 2M, controlMeasures, - Use suitable cutting tools with safeguarding - Implement dust extraction systems - Ensure all operators are trained in safe cutting practices, step, 7. Fixing Insulation, hazards, Pinch points, Working at height, initialRisk, 3H,</p> | 4A | <ul style="list-style-type: none"> - Conduct a pre-brief session for all workers - Verify that all necessary tools and personal protective equipment (PPE) are present and in proper working condition - Confirm all workers are adequately trained and aware of procedures - Use lifting aids or team lifting techniques - Wear cut-resistant gloves to handle materials - Install guards or buffers on sharp edges - Ensure ladders and scaffolding are secure and stable - Clear the area of any trip hazards - Maintain three points of contact when climbing - Wear hard hats and respiratory protective equipment - Use appropriate lifting techniques for overhead work - Implement a safe lifting zone and restrict access to non-authorised personnel - Provide and wear gloves, protective clothing, and goggles - Implement hygiene facilities for washing skin | 2M |

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| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | <p>residualRisk, 2M, controlMeasures, - Secure equipment against movement - Install insulation from a stable platform - Use fall protection systems when working at heights, step, 8. Sealing Joints, hazards, Chemical exposure, Spills, initialRisk, 3H, residualRisk, 1L, controlMeasures, - Use non-toxic, environmentally friendly sealants - Wear chemical resistant gloves and masks - Keep spill kits and cleaning materials accessible, step, 9. Use of Power Tools, hazards, Electrical shock, Noise, initialRisk, 3H, residualRisk, 1L, controlMeasures, - Ensure tools are double insulated and regularly tested - Implement hearing protection programs - Train workers to correctly use power tools, step, 10. Transporting Materials, hazards, Vehicle collision, Falling objects during transport, initialRisk, 3H, residualRisk, 2M, controlMeasures, - Use appropriate securing methods for transported materials - Ensure vehicle operators are licensed and trained - Schedule transport during low-traffic periods when possible, step, 11. Waste Disposal, hazards, Environmental pollution, Manual handling, initialRisk, 2M, residualRisk, 2M, controlMeasures, - Follow environmental guidelines for disposing of waste material - Use bins and skips appropriately - Utilise proper lifting techniques for removal of heavy waste, step, 12. Site Clean-up, hazards, Debris, Slips, initialRisk, 2M, residualRisk, 1L, controlMeasures, - Conduct a thorough site inspection to ensure all debris is removed - Implement housekeeping routines during the project - Use signage to indicate varying terrain, step, 13. Final Inspection, hazards, Missed defects, Insecure fixtures, initialRisk, 2M, residualRisk, 1L, controlMeasures, - Conduct a comprehensive checklist of all installed elements - Engage a supervisor or experienced personnel for inspection approval - Rectify all noted defects prior</p> | | | |

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| | to handover, step, 14. Demobilisation, hazards, Vehicle traffic, Equipment damage, initialRisk, 3H, residualRisk, 1L, controlMeasures, - Coordinate vehicle and personnel movement - Conduct equipment checks before removal - Use traffic management plans, step, 15. Reporting, hazards, Missed incidents, Inaccurate data recording, initialRisk, 2M, residualRisk, 1L, controlMeasures, - Implement an incident reporting system - Ensure personnel are trained in accurate data entry - Regularly review reports for potential improvements | | | |
| | Skin irritation , Eye irritation | 3H | <ul style="list-style-type: none"> - Conduct a pre-brief session for all workers - Verify that all necessary tools and personal protective equipment (PPE) are present and in proper working condition - Confirm all workers are adequately trained and aware of procedures - Use lifting aids or team lifting techniques - Wear cut-resistant gloves to handle materials - Install guards or buffers on sharp edges - Ensure ladders and scaffolding are secure and stable - Clear the area of any trip hazards - Maintain three points of contact when climbing - Wear hard hats and respiratory protective equipment - Use appropriate lifting techniques for overhead work - Implement a safe lifting zone and restrict access to non-authorised personnel - Provide and wear gloves, protective clothing, and goggles - Implement hygiene facilities for washing skin | 1L |
| Handling Insulation Materials | Dust generation , Falling objects | 4A | <ul style="list-style-type: none"> - Conduct a pre-brief session for all workers - Verify that all necessary tools and personal protective equipment (PPE) are present and in proper working condition - Confirm all workers are adequately trained and aware of procedures - Use lifting aids or team lifting techniques | 2M |

- Install guards or buffers on sharp edges
- Ensure ladders and scaffolding are secure and stable
- Clear the area of any trip hazards
- Maintain three points of contact when climbing
- Wear hard hats and respiratory protective equipment
- Use appropriate lifting techniques for overhead work
- Implement a safety zone and restrict access to non-authorised personnel
- Provide and wear gloves, protective clothing and goggles
- Implement hygiene facilities for washing skin

3H

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| | | | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | |
| Waste Disposal | Inhalation of toxic substances , Contact with corrosive substances | 3H | <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> | 2M |
| Transporting Materials | Noise , Slip and fall due to wet conditions | 3H | <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> | 2M |

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| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 17. Walkway Access | Sharp edges, Overhead hazards , initialRisk, 3H, residualRisk, 2M, controlMeasures, - Conduct a pre-brief session for all workers - Verify that all necessary tools and personal protective equipment (PPE) are present and in proper working condition - Confirm all workers are adequately trained and aware of procedures - Install guards or buffers on sharp edges - Mark and level hazardous areas(specifically accounts for working in grain or crop, machinery, livestock and other ag. risks found on site), , - Specify no go zones and work only 10 uprights/m2 keeping walkways clear, open and accessible, - Utilise protective barriers in walkways - Restrict entry to work zone to authorised personnel only - Conduct regular site clean-ups/improvements | 4A | [REDACTED] | 2M |
| Final Inspection | Equipment damage , Non-used materials remains conspicuous | 2M | [REDACTED] | 1L |
| 1. Preparation | Inadequate briefing, Lack of equipment checks | 3H | [REDACTED] | 2M |

[illegible]

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| | | | | |
| Handling Insulation Materials | Skin irritation, Eye irritation | 3H | | 1L |
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| | | | | |
| Fixing Insulation | Noise , Tool misuse | 3H | | 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