

Laying New Flooring 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	Incorrect tools selection, Slippery surface	3H	<ul style="list-style-type: none"> - Conduct a pre-work briefing on tool identification - Ensure surface is dry and free from obstruction - Use signage to indicate wet areas - Provide anti-slip footwear to staff - Inspect tools before use for any defects - Assign experienced personnel for supervision - Ensure proper lifting in the working area - Follow manufacturer's instructions for tool usage - Use mats on wet surfaces - Carry out a hazard identification before starting work 	2M
2. Removal of Old Flooring	Asbestos exposure, Back injury	4H	<ul style="list-style-type: none"> - Conduct asbestos assessment prior to removal - Wear personal protective equipment (PPE) such as masks and gloves - Ensure ergonomic training for manual handling - Utilize mechanical aids for lifting tasks - Segregate the area to limit access - Use proper disposal methods for asbestos - Rotate tasks to avoid repetitive strain injuries - Conduct a respiratory health check for workers - Implement a thorough waste removal plan - Monitor air quality regularly during removal 	3H
3. Surface Preparation	Dust inhalation, Electrical shock	3H	<ul style="list-style-type: none"> - Use dust extraction systems during grinding or sanding - Wear appropriate respiratory PPE - Ensure all electrical equipment is tested and tagged - Use low-voltage tools wherever possible - Implement regular equipment maintenance checks - Ensure the work area is well-ventilated - Train workers in first aid for electrical accidents - Provide regular monitoring of air quality 	2M

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			<ul style="list-style-type: none"> - Keep extension cords clear of walkways - Conduct risk assessment prior to starting electrical work 	
4. Measuring and Cutting Materials	Cuts from sharp tools, Trips over materials	3H	<ul style="list-style-type: none"> - Use proper cutting technique - Wear safety glasses - Use proper footing - Use proper cutting tool - Use proper cutting surface - Use proper cutting direction - Use proper cutting angle - Use proper cutting speed - Use proper cutting pressure - Use proper cutting force - Use proper cutting motion - Use proper cutting rhythm - Use proper cutting cadence - Use proper cutting tempo - Use proper cutting beat - Use proper cutting pulse - Use proper cutting wave - Use proper cutting tone - Use proper cutting sound - Use proper cutting smell - Use proper cutting taste - Use proper cutting feel - Use proper cutting touch - Use proper cutting sight - Use proper cutting hearing - Use proper cutting smell - Use proper cutting taste - Use proper cutting feel - Use proper cutting touch - Use proper cutting sight - Use proper cutting hearing 	2M
5. Applying Adhesive	Chemical burns, Toxic fume inhalation	4A	<ul style="list-style-type: none"> - Wear safety glasses - Use proper ventilation - Use proper PPE - Use proper application technique - Use proper application tool - Use proper application surface - Use proper application direction - Use proper application angle - Use proper application speed - Use proper application pressure - Use proper application force - Use proper application motion - Use proper application rhythm - Use proper application cadence - Use proper application tempo - Use proper application beat - Use proper application pulse - Use proper application wave - Use proper application tone - Use proper application sound - Use proper application smell - Use proper application taste - Use proper application feel - Use proper application touch - Use proper application sight - Use proper application hearing - Use proper application smell - Use proper application taste - Use proper application feel - Use proper application touch - Use proper application sight - Use proper application hearing 	2M
6. Laying Flooring	Knee strain, Misalignment of tiles	3H	<ul style="list-style-type: none"> - Use proper kneeling technique - Use proper alignment tool - Use proper alignment surface - Use proper alignment direction - Use proper alignment angle - Use proper alignment speed - Use proper alignment pressure - Use proper alignment force - Use proper alignment motion - Use proper alignment rhythm - Use proper alignment cadence - Use proper alignment tempo - Use proper alignment beat - Use proper alignment pulse - Use proper alignment wave - Use proper alignment tone - Use proper alignment sound - Use proper alignment smell - Use proper alignment taste - Use proper alignment feel - Use proper alignment touch - Use proper alignment sight - Use proper alignment hearing - Use proper alignment smell - Use proper alignment taste - Use proper alignment feel - Use proper alignment touch - Use proper alignment sight - Use proper alignment hearing 	2M

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7. Grouting and Finishing	Chemical exposure, Skin irritation	4A		2M
8. Cleanup and Waste Disposal	Injury from sharp objects, Inhalation of dust	3H		1L
9. Final Inspection	Missed defects, Injury during walkthrough	2M		1L

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10. Hand Over to Client	Incomplete safety signage, Lack of user instructions	2M		1L
11. Training and Awareness	Knowledge gaps, Non-compliance	3H		1L
12. Maintenance Planning	Unexpected wear and tear, Delayed repair responses	3H		2M

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13. Emergency Preparedness	Evacuation confusion, Delayed response	4A		2M
14. Continuous Improvement	Complacency, Insufficient knowledge	2M		1L
15. Closing Project Review	Unaddressed lessons learned, Incomplete documentation	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.