

Leadlighting Implementation 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:

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	Sharp tools, Chemical exposure	3H	<ul style="list-style-type: none"> - Conduct safety training for all staff - Ensure appropriate PPE is available and worn - Secure the area to prevent unauthorised access - Pre-check tools for proper functioning - Ensure MSDSs are accessible for all chemicals handled - Provide spill containment kits nearby - Maintain communication devices for emergency contact - Install proper ventilation systems - Limit access to trained personnel only - Label all tools and materials for easy identification 	2M
2. Design Planning	Workplace stress, Poor ergonomic setup	2H	<ul style="list-style-type: none"> - Allow adequate breaks during design work - Implement ergonomic workstations - Monitor stress levels and provide support - Schedule tasks to prevent fatigue - Use ergonomic chairs and desks - Provide adjustable lighting - Regularly review workload distribution - Encourage a balanced work-life environment - Offer support for mental health - Ensure clear communication about demands 	1L
3. Material Selection	Chemical allergies, Incorrect material labelling	3H	<ul style="list-style-type: none"> - Verify all materials are accurately labelled - Conduct allergy assessments for staff - Provide protective gear for handling materials - Use dedicated storage for different materials - Train staff on recognising symptoms of allergies - Implement double-check systems before usage - Record any allergic reactions systematically - Limit the handlers of specific high-risk materials 	2M

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			- Install allergen information sheets in work areas - Develop clear disposal procedures for materials	
4. Cutting Glass	Glass shards, Equipment malfunction	4A	- Wear safety glasses and gloves - Use a sharp, clean glass cutter - Cut on a stable, padded surface - Apply steady, controlled pressure - Score the glass and lift it carefully - Dispose of glass shards in a sharps container - Report any equipment issues immediately - Keep work area clean and free of clutter - Use proper body mechanics to avoid strain - Follow manufacturer's instructions for equipment use - Use a glass cutting mat for protection - Avoid rushing the cutting process - Use a helper if possible for larger pieces - Store glass pieces safely after cutting - Regularly inspect and maintain cutting tools	2M
5. Assembly	Physical injury, Chemical odours	3H	- Wear appropriate PPE (gloves, apron) - Work in a well-ventilated area - Follow assembly instructions carefully - Handle components gently to avoid damage - Use proper lifting techniques - Avoid contact with skin or eyes - Wash hands thoroughly after assembly - Store components properly - Report any issues with components or equipment - Keep work area organized - Use safety barriers if working with heavy machinery - Follow safety protocols for chemical handling - Use a fume hood if working with volatile substances - Avoid eating or drinking in the workspace - Keep fire extinguishers accessible	2M
6. Soldering	Burns, Fume inhalation	4A	- Wear heat-resistant gloves and safety glasses - Work in a well-ventilated area or use a fume extractor - Pre-heat the soldering iron before use - Hold the iron correctly to avoid burns - Apply solder to the joint, not the iron - Remove the iron from the joint immediately after soldering - Clean the soldering iron tip regularly - Dispose of solder scraps properly - Keep a fire extinguisher nearby - Avoid touching the hot iron or components - Use a soldering stand to hold the iron - Follow manufacturer's safety instructions - Avoid breathing in fumes - Use a mask if necessary - Keep work area clean and free of flammable materials	2M

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7. Cleaning	Chemical exposure, Slip hazards	2M		1L
8. Kiln Firing	Heat exposure, Electrical malfunction	4A		2M
9. Quality Control	Repetitive stress injuries, Inadequate lighting	2M		1L

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10. Packaging	Manual handling injuries, Packaging material hazards	3H		2M
11. Labelling	Adhesive chemical exposure, Inaccurate labelling	2M		1L
12. Shipping	Transportation injuries, Loss during transit	3H		2M

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13. Maintenance	Tool malfunction, Unexpected repairs	3H		2M
14. Personnel Training	Insufficient skill levels, Inadequate emergency response	3H		1L
15. Waste Disposal	Environmental contamination, Accidental exposure	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Project Communication	Miscommunication, Deadline stress	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
17. Inventory Management	Stock discrepancy, Storage insufficiency	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>	2M
18. Emergency Preparedness	Delayed response, Panic during emergencies	4A	<div></div> <div></div> <div></div>	1L

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19. Reporting and Documentation	Incomplete records, Data breaches	3H		2M
20. Continuous Improvement	Resistance to change, Inadequate innovation	2M		1L

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