

Mdf Handling 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:								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 the 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	manual handling injuries, poor ventilation	3H	<ul style="list-style-type: none"> - Conduct a site inspection to identify hazards prior to work commencement - Ensure adequate ventilation systems are in place and operational - Provide manual handling training for safe lifting techniques - Ensure all workers are wearing appropriate personal protective equipment (PPE) - Keep work area tidy and free from obstructions to allow easy movement - Review material safety data sheets (MSDS) for MDF boards - Ensure all workers are educated on potential health risks - Conduct a safety briefing with all personnel involved - Provide adequate lighting for clear visibility - Mark and communicate all emergency exits clearly 	2M
2. Loading MDF Sheets	back strain, slips and trips	3H	<ul style="list-style-type: none"> - Use mechanical aids such as trolleys or forklifts where possible - Implement team lifting techniques for heavy loads - Restrict access to unauthorised personnel during loading - Ensure floors are clean and dry before loading commences - Use anti-slip mats when necessary - Monitor weather conditions if loading occurs outdoors - Train workers on appropriate loading techniques - Ensure clear communication between workers during loading - Carry out regular equipment checks and maintenance - Set weight limits as per safe handling guidelines 	2M
3. Transporting MDF Sheets	falling objects, collision risks	3H	<ul style="list-style-type: none"> - Secure MDF sheets with appropriate restraints during transport - Use tag lines to guide loads where necessary - Limit travel speed to prevent shifting of materials - Plan transport route beforehand to avoid hazards - Use spotters to assist with navigation in tight spaces - Ensure all workers involved in transportation are trained and competent - Implement a clear site traffic management plan - Maintain communication devices during transport operations 	1L

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			<ul style="list-style-type: none"> - Use high-visibility markings on transported loads - Adapt transport operations during poor weather conditions 	
4. Unloading MDF Sheets	crush injuries, poor ergonomics	3H	<ul style="list-style-type: none"> - Use high-visibility markings on transported loads - Adapt transport operations during poor weather conditions - Use proper lifting techniques - Use mechanical aids (pallet jacks, forklifts) - Ensure clear workspace - Wear appropriate PPE (hard hat, safety glasses, gloves) - Communicate with team members - Inspect equipment before use - Follow manufacturer's instructions - Keep work area clean and free of clutter - Use proper stacking techniques - Avoid overexertion - Take regular breaks - Use proper posture - Ensure adequate lighting - Use proper tie-off techniques - Avoid sudden movements - Use proper hand placement - Keep feet on the ground - Use proper grip - Avoid reaching too far - Use proper body mechanics - Communicate with team members - Inspect equipment before use - Follow manufacturer's instructions - Keep work area clean and free of clutter - Use proper stacking techniques - Avoid overexertion - Take regular breaks - Use proper posture - Ensure adequate lighting - Use proper tie-off techniques - Avoid sudden movements - Use proper hand placement - Keep feet on the ground - Use proper grip - Avoid reaching too far - Use proper body mechanics 	2M
5. Storage of MDF Sheets	fire hazard, unsafe stacking	3H	<ul style="list-style-type: none"> - Use high-visibility markings on transported loads - Adapt transport operations during poor weather conditions - Use proper lifting techniques - Use mechanical aids (pallet jacks, forklifts) - Ensure clear workspace - Wear appropriate PPE (hard hat, safety glasses, gloves) - Communicate with team members - Inspect equipment before use - Follow manufacturer's instructions - Keep work area clean and free of clutter - Use proper stacking techniques - Avoid overexertion - Take regular breaks - Use proper posture - Ensure adequate lighting - Use proper tie-off techniques - Avoid sudden movements - Use proper hand placement - Keep feet on the ground - Use proper grip - Avoid reaching too far - Use proper body mechanics - Communicate with team members - Inspect equipment before use - Follow manufacturer's instructions - Keep work area clean and free of clutter - Use proper stacking techniques - Avoid overexertion - Take regular breaks - Use proper posture - Ensure adequate lighting - Use proper tie-off techniques - Avoid sudden movements - Use proper hand placement - Keep feet on the ground - Use proper grip - Avoid reaching too far - Use proper body mechanics 	2M
6. Cutting MDF Sheets	dust inhalation, laceration injuries	4A	<ul style="list-style-type: none"> - Use high-visibility markings on transported loads - Adapt transport operations during poor weather conditions - Use proper lifting techniques - Use mechanical aids (pallet jacks, forklifts) - Ensure clear workspace - Wear appropriate PPE (hard hat, safety glasses, gloves) - Communicate with team members - Inspect equipment before use - Follow manufacturer's instructions - Keep work area clean and free of clutter - Use proper stacking techniques - Avoid overexertion - Take regular breaks - Use proper posture - Ensure adequate lighting - Use proper tie-off techniques - Avoid sudden movements - Use proper hand placement - Keep feet on the ground - Use proper grip - Avoid reaching too far - Use proper body mechanics - Communicate with team members - Inspect equipment before use - Follow manufacturer's instructions - Keep work area clean and free of clutter - Use proper stacking techniques - Avoid overexertion - Take regular breaks - Use proper posture - Ensure adequate lighting - Use proper tie-off techniques - Avoid sudden movements - Use proper hand placement - Keep feet on the ground - Use proper grip - Avoid reaching too far - Use proper body mechanics 	2M

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7. Assembling MDF Products	repetitive strain injuries, use of power tools	3H		2M
8. Finishing MDF Products	toxic solvent exposure, irritation	3H		2M
9. Quality Inspection	eye strain, slips on poorly maintained flooring	2M		1L

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10. Packaging and Dispatch	repetitive motion injuries, incorrect labeling leading to mishandling	3H		2M
11. Waste Management	chemical spills, injury from improper disposal	3H		2M
12. Cleaning and Maintenance	chemical exposure, machinery accidents	3H		2M

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13. Emergency Response	panic situations, inadequate first response	4A		2M
14. Worker Health Surveillance	unidentified health conditions, lack of monitoring	3H		2M
15. Training and Competency Development	skill gaps, complacency	2M		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.