

Priming Surfaces 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	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	
Consequence Scale:								4. Engineering	
Consequence		People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic		Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major		Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate		Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.	
Minor		First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant		No injury		no schedule impact		Deviation caught and corrected on site			

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. Site Assessment	Uneven terrain, Hidden obstacles	3H	<ul style="list-style-type: none"> - Conduct a thorough site inspection prior to work - Mark areas with uneven terrain using high visibility markers - Clear debris and obstacles from work area - Communicate hazards to all team members - Use appropriate footwear with ankle support - Ensure site is well-lit during work hours - Implement a buddy system when assessing complex sites - Monitor weather conditions regularly - Use portable lighting for dark areas - Regularly review and update risk assessment as conditions change 	2M
2. Tool Selection	Inappropriate tools used, Faulty equipment	3H	<ul style="list-style-type: none"> - Conduct a pre-use inspection of all tools - Choose tools specific for the task at hand - Calibrate tools as per manufacturer guidelines - Check electrical equipment for faults before use - Train all employees on proper tool usage - Replace or repair faulty equipment immediately - Provide personal protective equipment (PPE) suitable for tool use - Maintain a log book for tool use and maintenance - Isolate defective tools from the work area - Ensure all tools meet Australian safety standards 	2M
3. Surface Cleaning	Exposure to cleaning chemicals, Slippery surfaces	4A	<ul style="list-style-type: none"> - Use PPE including gloves and goggles when handling chemicals - Follow the manufacturer's instructions for chemical use - Use spill trays and drip mats to contain spills - Ensure all cleaning products are clearly labelled - Provide adequate ventilation in enclosed areas - Secure warning signs to alert of slippery surfaces - Train workers on safe chemical handling procedures - Have an emergency plan for chemical spills 	2M

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			<ul style="list-style-type: none"> - Keep a Material Safety Data Sheet (MSDS) available on site - Prohibit eating or drinking near chemicals 	
4. Surface Repair	Dust inhalation, Material handling injuries	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (respirator, gloves, eye protection) - Use proper material handling techniques - Ensure adequate ventilation - Avoid creating dust during material handling - Use wet methods to minimize dust - Keep work area clean and free of clutter - Use proper disposal methods for waste materials - Train workers on safe handling procedures - Implement safety barriers or signage - Regularly inspect equipment for safety issues - Establish a safety protocol for emergency situations - Provide first aid training and equipment - Conduct regular safety meetings and drills - Maintain accurate records of incidents and near misses - Review and update safety procedures as needed - Encourage a safety culture where workers report hazards - Perform regular safety audits - Use safety data sheets (SDS) for all materials - Label all containers properly - Store materials safely - Use proper lifting techniques - Avoid overexertion - Take regular breaks - Stay hydrated - Wear proper footwear - Use handrails and ladders safely - Avoid tripping hazards - Keep aisles clear - Use proper storage methods - Label all equipment - Perform regular maintenance on equipment - Use safety features on equipment - Follow manufacturer instructions - Use proper tool selection - Avoid using tools improperly - Keep tools in good condition - Store tools properly - Use proper cutting techniques - Avoid using power tools without proper training - Use proper grinding techniques - Avoid using grinding wheels without proper training - Use proper welding techniques - Avoid welding without proper training - Use proper painting techniques - Avoid painting without proper training - Use proper cleaning techniques - Avoid cleaning without proper training - Use proper disposal techniques - Avoid disposing of materials improperly - Use proper recycling techniques - Avoid recycling materials improperly - Use proper safety protocols - Avoid violating safety protocols - Use proper safety equipment - Avoid using safety equipment improperly - Use proper safety procedures - Avoid violating safety procedures - Use proper safety training - Avoid violating safety training - Use proper safety awareness - Avoid violating safety awareness - Use proper safety communication - Avoid violating safety communication - Use proper safety documentation - Avoid violating safety documentation - Use proper safety records - Avoid violating safety records - Use proper safety reporting - Avoid violating safety reporting - Use proper safety investigation - Avoid violating safety investigation - Use proper safety analysis - Avoid violating safety analysis - Use proper safety improvement - Avoid violating safety improvement 	1L
5. Priming Application	Fumes from primer, Skin irritation	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (respirator, gloves, eye protection) - Use proper application techniques - Ensure adequate ventilation - Avoid skin contact with primer - Use proper disposal methods for waste primer - Train workers on safe handling procedures - Implement safety barriers or signage - Regularly inspect equipment for safety issues - Establish a safety protocol for emergency situations - Provide first aid training and equipment - Conduct regular safety meetings and drills - Maintain accurate records of incidents and near misses - Review and update safety procedures as needed - Encourage a safety culture where workers report hazards - Perform regular safety audits - Use safety data sheets (SDS) for all materials - Label all containers properly - Store materials safely - Use proper lifting techniques - Avoid overexertion - Take regular breaks - Stay hydrated - Wear proper footwear - Use handrails and ladders safely - Avoid tripping hazards - Keep aisles clear - Use proper storage methods - Label all equipment - Perform regular maintenance on equipment - Use safety features on equipment - Follow manufacturer instructions - Use proper tool selection - Avoid using tools improperly - Keep tools in good condition - Store tools properly - Use proper cutting techniques - Avoid using power tools without proper training - Use proper grinding techniques - Avoid using grinding wheels without proper training - Use proper welding techniques - Avoid welding without proper training - Use proper painting techniques - Avoid painting without proper training - Use proper cleaning techniques - Avoid cleaning without proper training - Use proper disposal techniques - Avoid disposing of materials improperly - Use proper recycling techniques - Avoid recycling materials improperly - Use proper safety protocols - Avoid violating safety protocols - Use proper safety equipment - Avoid using safety equipment improperly - Use proper safety procedures - Avoid violating safety procedures - Use proper safety training - Avoid violating safety training - Use proper safety awareness - Avoid violating safety awareness - Use proper safety communication - Avoid violating safety communication - Use proper safety documentation - Avoid violating safety documentation - Use proper safety records - Avoid violating safety records - Use proper safety reporting - Avoid violating safety reporting - Use proper safety investigation - Avoid violating safety investigation - Use proper safety analysis - Avoid violating safety analysis - Use proper safety improvement - Avoid violating safety improvement 	1L
6. Equipment Shutdown	Electrocution, Uncontrolled equipment movement	2M	<ul style="list-style-type: none"> - Lock out/tag out (LOTO) procedures - Use proper shutdown techniques - Ensure equipment is properly grounded - Avoid contact with live electrical components - Use proper disposal methods for waste equipment - Train workers on safe handling procedures - Implement safety barriers or signage - Regularly inspect equipment for safety issues - Establish a safety protocol for emergency situations - Provide first aid training and equipment - Conduct regular safety meetings and drills - Maintain accurate records of incidents and near misses - Review and update safety procedures as needed - Encourage a safety culture where workers report hazards - Perform regular safety audits - Use safety data sheets (SDS) for all materials - Label all containers properly - Store materials safely - Use proper lifting techniques - Avoid overexertion - Take regular breaks - Stay hydrated - Wear proper footwear - Use handrails and ladders safely - Avoid tripping hazards - Keep aisles clear - Use proper storage methods - Label all equipment - Perform regular maintenance on equipment - Use safety features on equipment - Follow manufacturer instructions - Use proper tool selection - Avoid using tools improperly - Keep tools in good condition - Store tools properly - Use proper cutting techniques - Avoid using power tools without proper training - Use proper grinding techniques - Avoid using grinding wheels without proper training - Use proper welding techniques - Avoid welding without proper training - Use proper painting techniques - Avoid painting without proper training - Use proper cleaning techniques - Avoid cleaning without proper training - Use proper disposal techniques - Avoid disposing of materials improperly - Use proper recycling techniques - Avoid recycling materials improperly - Use proper safety protocols - Avoid violating safety protocols - Use proper safety equipment - Avoid using safety equipment improperly - Use proper safety procedures - Avoid violating safety procedures - Use proper safety training - Avoid violating safety training - Use proper safety awareness - Avoid violating safety awareness - Use proper safety communication - Avoid violating safety communication - Use proper safety documentation - Avoid violating safety documentation - Use proper safety records - Avoid violating safety records - Use proper safety reporting - Avoid violating safety reporting - Use proper safety investigation - Avoid violating safety investigation - Use proper safety analysis - Avoid violating safety analysis - Use proper safety improvement - Avoid violating safety improvement 	1L

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7. Site Cleanup	Injury from leftover debris, Chemical residues	3H		1L
8. Worker Training	Lack of awareness, Improper procedures	4A		2M
9. Communication	Failure to communicate hazards, Miscommunication	3H		2M

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10. Emergency Response	Delayed response, Inadequate first aid supplies	4A		1L
11. PPE Usage	Incompatible PPE, Improper use	3H		2M
12. Monitoring and Review	Unidentified New Hazards, Ineffective Control Measures	3H		2M

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13. Transporting Materials	Vehicles accidents, Material spillage	3H		1L
14. Equipment Calibration	Incorrect measurements and failure	2M		1L
15. Waste Disposal	Environmental contamination, Improper disposal methods	4A		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>

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.