

Procedures For Glue Laminating 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:

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	Inhalation of glue fumes, Chemical skin contact	3H	<ul style="list-style-type: none"> - Conduct work in a well-ventilated area - Use personal protective equipment (PPE) such as gloves and masks - Implement a fume extraction system - Provide safety training regarding glue handling - Ensure access to Material Safety Data Sheets (MSDS) - Use eco-friendly glue to reduce toxicity - Regular monitoring of air quality - Eliminate ignition sources to prevent fire - Educate workers on spill management - Store chemicals according to safety guidelines 	2M
2. Selection of timber	Manual handling injuries, Splinter injuries	3H	<ul style="list-style-type: none"> - Use mechanical aids where possible - Train workers on proper lifting techniques - Provide gloves to protect against splinters - Ensure adequate lighting and clear work area - Keep timber storage organised - Use adjustable workbenches - Conduct regular manual handling risk assessments - Limit individual handling weights - Rotate tasks to prevent fatigue - Encourage team lifting for heavy items 	2M
3. Mixing glue	Chemical exposure, Eye irritation	3H	<ul style="list-style-type: none"> - Wear goggles to protect eyes - Use mixing tools instead of hands - Ensure proper ventilation - Provide training on correct mixing ratios - Employ spill kits nearby - Conduct regular equipment checks - Isolate mixing area from other operations - Use non-toxic glue alternatives 	2M

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			<ul style="list-style-type: none"> - Dispose of chemical waste appropriately - Implement emergency eyewash stations 	
4. Application of glue	Skin contact with glue, Slip and trip on spills	3H	<ul style="list-style-type: none"> - Wear appropriate PPE - Use spill containment - Clean up spills immediately - Use proper lifting techniques - Keep work area clean and clutter free - Use proper footing and body position - Avoid running or rushing - Avoid carrying loads that obstruct vision - Use proper walking surfaces - Avoid wet or slippery surfaces - Use proper footwear - Keep walkways clear - Use proper storage practices - Avoid overexertion - Use proper body mechanics - Take regular breaks - Stay hydrated - Get adequate rest - Follow proper safety protocols - Receive proper training - Supervise work area - Communicate effectively - Use proper hand signals - Establish clear communication - Use proper safety equipment - Inspect equipment regularly - Report any issues immediately - Follow safety procedures - Stay alert and focused - Avoid distractions - Use proper safety barriers - Establish safety zones - Use proper safety lighting - Maintain clear exit routes - Use proper safety exits - Follow fire safety protocols - Know the location of fire extinguishers - Use proper fire safety equipment - Practice fire safety drills - Stay calm in an emergency - Follow evacuation procedures - Use proper safety equipment - Inspect equipment regularly - Report any issues immediately - Follow safety procedures - Stay alert and focused - Avoid distractions - Use proper safety barriers - Establish safety zones - Use proper safety lighting - Maintain clear exit routes - Use proper safety exits - Follow fire safety protocols - Know the location of fire extinguishers - Use proper fire safety equipment - Practice fire safety drills - Stay calm in an emergency - Follow evacuation procedures 	2M
5. Positioning timber pieces	Pinch points, Strain injuries	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Keep work area clean and clutter free - Use proper footing and body position - Avoid running or rushing - Avoid carrying loads that obstruct vision - Use proper walking surfaces - Avoid wet or slippery surfaces - Use proper footwear - Keep walkways clear - Use proper storage practices - Avoid overexertion - Use proper body mechanics - Take regular breaks - Stay hydrated - Get adequate rest - Follow proper safety protocols - Receive proper training - Supervise work area - Communicate effectively - Use proper hand signals - Establish clear communication - Use proper safety equipment - Inspect equipment regularly - Report any issues immediately - Follow safety procedures - Stay alert and focused - Avoid distractions - Use proper safety barriers - Establish safety zones - Use proper safety lighting - Maintain clear exit routes - Use proper safety exits - Follow fire safety protocols - Know the location of fire extinguishers - Use proper fire safety equipment - Practice fire safety drills - Stay calm in an emergency - Follow evacuation procedures 	1L
6. Clamping	Overexertion, Pinch injuries	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Keep work area clean and clutter free - Use proper footing and body position - Avoid running or rushing - Avoid carrying loads that obstruct vision - Use proper walking surfaces - Avoid wet or slippery surfaces - Use proper footwear - Keep walkways clear - Use proper storage practices - Avoid overexertion - Use proper body mechanics - Take regular breaks - Stay hydrated - Get adequate rest - Follow proper safety protocols - Receive proper training - Supervise work area - Communicate effectively - Use proper hand signals - Establish clear communication - Use proper safety equipment - Inspect equipment regularly - Report any issues immediately - Follow safety procedures - Stay alert and focused - Avoid distractions - Use proper safety barriers - Establish safety zones - Use proper safety lighting - Maintain clear exit routes - Use proper safety exits - Follow fire safety protocols - Know the location of fire extinguishers - Use proper fire safety equipment - Practice fire safety drills - Stay calm in an emergency - Follow evacuation procedures 	2M

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7. Curing glued assembly	Fire hazard from curing heat, Chemical fume exposure	4A		2M
8. Inspection of assembly	Sharp edges potential injury, Ergonomic strain	3H		2M
9. De-clamping	Sudden release causing injury, Falling objects	3H		1L

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13. Application of protective coating	Vapour inhalation, Fire risk from solvents	4A		2M
14. Drying	Heat exposure, Contact with hot paint	3H		2M
15. Packaging for dispatch	Manual handling strain, Object falls during handling	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Loading for transport	Slips, trips and falls, Back strain	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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>

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.