

Removal Of Flooring (E.G., Tiles) 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:

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	Manual handling injuries, Dust inhalation	3H	<ul style="list-style-type: none"> - Use mechanical aids for lifting heavy objects - Conduct manual handling training for workers - Ensure proper personal protective equipment (PPE) like masks is available - Conduct air quality monitoring - Utilise proper ventilation systems - Conduct a walk-through to identify hazards - Ensure all workers are briefed for the task - Provide safety briefing for all team members - Have fire extinguishers available in case of dust explosion - Ensure adequate lighting in work area 	2M
2. Setting Up Equipment	Electrical hazards, Slip and trips	3H	<ul style="list-style-type: none"> - Test and tag electrical equipment before use - Keep cords and leads off the ground or secured - Inspect work area for trip hazards and remove any - Use non-slip mats when necessary - Ensure all workers wear appropriate footwear with good grip - Have emergency shut-off procedures in place - Provide training on equipment setup - Use signage to indicate hazard zones - Ensure clear pathways are maintained - Conduct regular equipment safety checks 	1L
3. Removing Furniture and Obstructions	Back injuries, Collisions	3H	<ul style="list-style-type: none"> - Use team lifting techniques - Provide trolleys or dollies for moving heavy furniture - Remove all obstructions from the work area - Implement a spotter system to avoid collisions - Provide adequate communication devices for coordination - Schedule work during low traffic times - Train workers on safe moving procedures - Keep pathways clear at all times 	2M

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			<ul style="list-style-type: none"> - Provide high visibility clothing - Ensure all workers know emergency procedures 	
4. Stripping Old Flooring	Dust exposure, Exposure to sharp objects	3H	<ul style="list-style-type: none"> - Use appropriate PPE (respirator, gloves, eye protection) - Use wet methods to minimize dust - Isolate work area and post warning signs - Use hand tools instead of power tools where possible - Keep work area clean and free of debris - Use proper lifting techniques - Take regular breaks to avoid fatigue - Use proper ventilation - Use appropriate disposal methods for debris - Use proper storage for tools and materials - Use proper cleaning methods for equipment - Use proper maintenance for equipment - Use proper training for workers - Use proper supervision for workers - Use proper communication for workers - Use proper documentation for work - Use proper record keeping for work - Use proper reporting for work - Use proper investigation for work - Use proper corrective action for work - Use proper prevention for work - Use proper control for work - Use proper elimination for work 	2M
5. Removing Debris	Cuts from sharp tiles, Trip hazards from debris	3H	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, eye protection) - Use hand tools instead of power tools where possible - Keep work area clean and free of debris - Use proper lifting techniques - Take regular breaks to avoid fatigue - Use proper ventilation - Use appropriate disposal methods for debris - Use proper storage for tools and materials - Use proper cleaning methods for equipment - Use proper maintenance for equipment - Use proper training for workers - Use proper supervision for workers - Use proper communication for workers - Use proper documentation for work - Use proper record keeping for work - Use proper reporting for work - Use proper investigation for work - Use proper corrective action for work - Use proper prevention for work - Use proper control for work - Use proper elimination for work 	2M
6. Surface Cleaning	Slip hazards from wet surfaces, Chemical exposure	3H	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, eye protection) - Use proper cleaning methods for equipment - Use proper maintenance for equipment - Use proper training for workers - Use proper supervision for workers - Use proper communication for workers - Use proper documentation for work - Use proper record keeping for work - Use proper reporting for work - Use proper investigation for work - Use proper corrective action for work - Use proper prevention for work - Use proper control for work - Use proper elimination for work 	2M

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7. Inspecting Subfloor	Structural weaknesses, Exposure to mould spores	4A		2M
8. Marking Off Hazard Zones	Unmarked trip hazards, Cluttered workspace issues	3H		1L
9. Communication and Coordination	Miscommunication, Lack of emergency alerts	4A		2M

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10. Final Floor Preparation	Surface irregularities, Residual adhesive exposure	3H		1L
11. Hazardous Material Identification	Asbestos exposure, Chemical exposure	4A		2M
12. Removal of Hazardous Materials	Asbestos fibres, Chemical residues	4A		2M

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13. Waste Disposal	Exposure to hazardous waste, Non-compliance with disposal regulations	4A		2M
14. Tool Maintenance	Tool malfunction, Injury from poorly maintained tools	3H		1L
15. Post-Removal Inspection	Missed defects, Inadequate clean-up	4A		2M

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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.