

Replace Mirrors 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:								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	
								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	Slips on wet surfaces, Injuries from tools	3H	<ul style="list-style-type: none"> - Ensure the working area is dry and clean - Use non-slip mats around the work area - Complete a toolbox talk before the work commences - Verify the availability of suitable tools and equipment - Perform a pre-task risk assessment - Ensure staff have completed necessary training - Confirm all staff are wearing appropriate PPE - Put up warning signs around the work area - Allocate tasks according to individual capabilities - Ensure tools are in good condition 	2M
2. Gather Tools	Lifting injuries, Injury from sharp tools	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Provide mechanical aids for heavy lifting - Ensure team lifting is implemented for heavy items - Store sharp tools properly - Perform regular inspections on lifting equipment - Limit the number of sharp tools carried at one time - Provide cut-resistant gloves - Designate clear pathways for transporting equipment - Ensure all lifting aids are clearly marked and visible - Train workers on safe lifting practices 	2M
3. Remove Old Mirror	Cuts from broken glass, Falls from height	4A	<ul style="list-style-type: none"> - Wear cut-resistant gloves and safety goggles - Use a scaffold or proper ladder with safety top handrails - Two-person teams to prevent solo removal risks - Prevent access below elevated work - Utilize a mechanical hoist if necessary - Inspect for damage prior to removal - Implement edge protection if working over 2 metres - Brief team with emergency procedures for glass breakage 	2M

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			<ul style="list-style-type: none"> - Maintain three points of contact when on ladders - Communicate with a spotter when removing large panels 	
4. Dispose of Old Mirror	Sharp object injury, Injury from lifting or moving	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Use a spotter when lifting or moving large panels - Wear appropriate PPE (gloves, safety glasses) - Clear the work area of obstacles - Use a designated disposal area for old mirrors - Communicate with the spotter throughout the process - Do not touch the sharp edges of the mirror - Use a tool to break the mirror into small pieces - Dispose of the mirror pieces in a designated container - Clean the work area after disposal 	1L
5. Prepare Wall Surface	Dust inhalation, Surface irregularities	2M	<ul style="list-style-type: none"> - Wear a respirator mask to protect against dust inhalation - Use a dust mask if a respirator is not available - Wet the wall surface before sanding to reduce dust - Use a vacuum cleaner to remove dust from the wall and the work area - Use a sanding block to smooth the wall surface - Check the wall surface for irregularities and sand them down - Use a level to ensure the wall is straight - Clean the wall surface with a damp cloth - Dispose of sanding dust in a designated container - Clean the work area after sanding 	1L
6. Measure and Mark	Incorrect measurements, Eye strain	2M	<ul style="list-style-type: none"> - Use a measuring tape to take accurate measurements - Double-check measurements before marking - Use a level to ensure the measurements are straight - Use a marker to mark the wall surface - Take breaks to avoid eye strain - Use a magnifying glass to check the markings - Clean the measuring tape after use - Dispose of the measuring tape in a designated container - Clean the work area after measuring 	1L

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7. Install Wall Brackets	Falls from height, Injuries from power tools	3H		2M
8. Secure New Mirror	Mirror slippage, Injury from lifting	4A		2M
9. Clean Installed Mirror	Chemical exposure, Slips from wet floors	2M		1L

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10. Final Inspection	Delayed hazard identification, Inadequate safety signoff	2M		1L
11. Dispose of Waste Materials	Contamination from hazardous waste Physical injury	2M		1L
12. Dismantle Equipment	Pinched fingers, Strains from improper lifting	2M		1L

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13. Conduct Debrief	Missed learning opportunities, Lack of feedback	1L		1L
14. Client Handover	Inappropriate timing, Inadequate project knowledge transfer	2M		1L
15. Review WHS Documentation	Documentation errors, Unclear procedures	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.