

## Rubbing Finishing Compounds 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<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.    |  |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard |  |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard    |  |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change             |  |
|                |               |               |               |            |              |                |                                   | <b>PPE</b>                                  |  |

### 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         | Chemical exposure, Slips and trips   | 3H           | <ul style="list-style-type: none"> <li>- Ensure proper ventilation in the work area.</li> <li>- Clear the workspace of all unnecessary items to avoid trips.</li> <li>- Use absorbent mats around the work area to prevent slips.</li> <li>- Train all workers on chemical safety and emergency procedures.</li> <li>- Supply appropriate spill kits in the work area.</li> <li>- Ensure safety data sheets for all compounds are accessible.</li> <li>- Post clear signage indicating chemical hazards.</li> <li>- Conduct personal protective equipment (PPE) checks before starting work.</li> <li>- Limit access to the area to authorised personnel.</li> <li>- Schedule regular cleaning and maintenance of the area.</li> </ul> | 2M            |
| 2. Material Handling   | Musculoskeletal injuries and falling | 4H           | <ul style="list-style-type: none"> <li>- Use mechanical aids and lifting equipment for heavy materials.</li> <li>- Train workers on correct lifting techniques.</li> <li>- Conduct regular inspection of lifting equipment.</li> <li>- Utilize team lifting for oversized loads.</li> <li>- Ensure materials are properly secured and balanced on lifts.</li> <li>- Provide adjustable workstations to cater for different workers.</li> <li>- Implement a tagging system to label heavy loads.</li> <li>- Set up a clear pathway free of obstacles for material transport.</li> <li>- Encourage regular rest breaks to reduce fatigue.</li> <li>- Provide anti-fatigue mats for prolonged standing periods.</li> </ul>                | 2M            |
| 3. Surface Preparation | Noise, Dust inhalation               | 3H           | <ul style="list-style-type: none"> <li>- Use dust extraction systems during surface cleaning.</li> <li>- Provide respirators meeting appropriate standards for dust protection.</li> <li>- Enclose noisy equipment or install noise barriers.</li> <li>- Conduct noise level assessments regularly.</li> <li>- Equip workers with hearing protection devices where necessary.</li> <li>- Housekeeping to promptly remove dust accumulation.</li> <li>- Apply dampening methods to reduce airborne dust.</li> <li>- Provide information, training, and supervision regarding noise exposure.</li> </ul>   | 1L            |

| 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 |
|                       |   |              | <ul style="list-style-type: none"> <li>- Restrict access and duration of exposure to high noise areas.</li> <li>- Consult with occupational hygienists regarding dust mitigation.</li> </ul>          |               |
| 4. Applying Compound  | Chemical burns, Skin irritation                 | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 5. Buffing            | Respiratory issues, Eye injuries                | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 6. Quality Inspection | Repetitive strain injuries, Chemical inhalation | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 1L            |

| 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 |
|                          |   |              |  |               |
| 7. Packaging             | Sharp edges, Manual handling injuries   | 3H           |  | 2M            |
| 8. Waste Disposal        | Environment pollution, Hazardous Spills | 4A           |  | 2M            |
| 9. Equipment Maintenance | Electrical shock, Moving parts          | 4A           |  | 2M            |

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|------------------------|--|--------------|--|---------------|
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|                        |  |              |  |               |
| 10. Record Keeping     | Data inaccuracy, Loss of records           | 3H           |  | 1L            |
| 11. Training           | Incomplete understanding, Training fatigue | 2M           |  | 1L            |
| 12. Emergency Response | Injury escalation, Delayed response        | 4A           |  | 2M            |

| 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 |
|   |   |              |  |               |
| 13. Personal Protective Equipment (PPE) | Equipment misuse, Inadequate protection   | 3H           |  | 1L            |
| 14. Communication                       | Miscommunication, Information             | 3H           |  | 1L            |
| 15. Work Environment                    | Inadequate lighting, Temperature extremes | 3H           |  | 1L            |

| 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 |
|                                |  |              |  |               |
| 16. Transportation of Products | Traffic accidents, Loading incidents                   | 4A           |  | 2M            |
| 17. Health Monitoring          | Undetected health issues, Inconsistent health tracking | 3H           |  | 1L            |
| 18. Workload Management        | Over-exertion, Mental fatigue                          | 3H           |  | 1L            |



4A

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.