

Slipping On Wet Surfaces While Grouting 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:								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	Inadequate PPE, Cluttered workspace	3H	<ul style="list-style-type: none"> - Ensure all personnel are wearing appropriate PPE including gloves and non-slip footwear - Clear any unnecessary tools and materials from the work area - Conduct a site-specific safety briefing for all workers involved - Review the work plan and emergency procedures with the team - Display appropriate safety signage around the work area - Check that all PPE is in good condition and fits properly - Allocate tasks according to skill and experience levels - Establish a communication system for reporting hazards and incidents - Verify that personnel are trained in manual handling techniques - Confirm availability of first aid kits and trained first aid officers 	2M
2. Mixing Grout	Chemical exposure, Manual handling injuries	3H	<ul style="list-style-type: none"> - Use appropriate PPE such as gloves and masks to prevent inhalation or skin contact - Ensure good ventilation in the mixing area - Follow manufacturer's instructions for the safe mixing of grout - Use mechanical aids or team lifts for heavy lifting tasks - Train workers in the correct techniques for manual handling - Have emergency wash stations accessible for chemical exposure - Store all chemicals in labelled containers with safety data sheets available - Rotate tasks to minimise repetitive handling injuries - Inspect tools and equipment for safety before use - Limit loads to manageable weights, using assistance where necessary 	2M
3. Application of Grout	Slippery surfaces, Repetitive strain injuries	4A	<ul style="list-style-type: none"> - Use temporary anti-slip mats or coatings in the work area - Allow grout to set slightly before walking on the surface - Apply grout using ergonomic tools that minimise strain - Rotate tasks among workers to reduce repetitive movements - Perform stretching exercises to reduce risk of strain injuries - Train workers on correct application techniques to prevent uneven surfaces - Regularly check floor conditions during work to identify any slip hazards - Keep the floor clear of excess water and grout 	2M

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			<ul style="list-style-type: none"> - Ensure a clean and tidy workspace to reduce slips and trips - Provide rest breaks to reduce fatigue and muscle strain 	
4. Cleaning and Finishing	Inadequate cleaning, Chemical exposure	3H	<ul style="list-style-type: none"> - Use appropriate cleaning agents and dilution ratios - Wear personal protective equipment (PPE) such as gloves and eye protection - Ensure adequate ventilation in the workspace - Follow manufacturer instructions for cleaning products - Test for chemical residues after cleaning - Use proper cleaning techniques to avoid spreading chemicals - Store cleaning products safely and securely - Train staff on safe cleaning procedures - Conduct regular safety checks on cleaning equipment - Have spill kits available for immediate use - Establish clear signage for hazardous areas - Implement a system for reporting and recording cleaning incidents - Review and update cleaning procedures regularly - Conduct regular safety audits - Provide first aid training for staff - Ensure emergency exits are clear and unobstructed - Conduct regular fire drills - Maintain accurate records of all safety incidents - Review and update safety policies and procedures - Conduct regular safety training for all staff - Establish a safety committee - Implement a safety management system - Conduct regular risk assessments - Review and update risk assessments regularly - Conduct regular safety audits - Provide first aid training for staff - Ensure emergency exits are clear and unobstructed - Conduct regular fire drills - Maintain accurate records of all safety incidents - Review and update safety policies and procedures - Conduct regular safety training for all staff - Establish a safety committee - Implement a safety management system - Conduct regular risk assessments - Review and update risk assessments regularly 	1L
5. Inspection and Final Checks	Missed defects, Unidentified hazards	2M	<ul style="list-style-type: none"> - Conduct thorough visual inspections of all work areas - Use checklists to ensure all areas are covered - Involve experienced staff in the inspection process - Document all findings and defects - Prioritize defects for repair based on severity - Implement a system for tracking and resolving defects - Conduct regular safety audits - Provide first aid training for staff - Ensure emergency exits are clear and unobstructed - Conduct regular fire drills - Maintain accurate records of all safety incidents - Review and update safety policies and procedures - Conduct regular safety training for all staff - Establish a safety committee - Implement a safety management system - Conduct regular risk assessments - Review and update risk assessments regularly 	1L
6. Site Handover	Lack of communication, Incomplete documentation	2M	<ul style="list-style-type: none"> - Conduct a final safety check of the site - Ensure all safety equipment is in good working order - Provide clear instructions to the receiving team - Document all safety information and handover details - Sign off the handover process - Conduct regular safety audits - Provide first aid training for staff - Ensure emergency exits are clear and unobstructed - Conduct regular fire drills - Maintain accurate records of all safety incidents - Review and update safety policies and procedures - Conduct regular safety training for all staff - Establish a safety committee - Implement a safety management system - Conduct regular risk assessments - Review and update risk assessments regularly 	1L

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7. Incident Management	Delayed response, Inadequate reporting	3H		2M
8. Worker Health Monitoring	Undetected health issues, Excessive fatigue	2M		1L

contamination, Waste

3H

days, Slip

3H

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			<div></div> <div></div> <div></div> <div></div>	
12. Task Delegation	Miscommunication, Skill inadequacy	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
13. Continuous Improvement	Stagnant processes, Unidentified risks	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
14. Equipment Maintenance	Equipment failure, Unsafe equipment use	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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15. Safety Signage	Inadequate warning signs, Confusing information	2M		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.