

Tape Jointing Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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	Slips and trips, Exposure to dust	3H	<ul style="list-style-type: none"> - Ensure work area is clean and dry - Use appropriate ventilation systems - Conduct a pre-work briefing to raise awareness on hazards - Provide training on proper use of safety gear - Maintain clear walkways free of obstructions - Apply anti-slip mats where necessary - Ensure adequate lighting in the work area - Use designated entry and exit points to the work area - Implement housekeeping protocols - Keep fire exits unblocked at all times 	2M
2. Setting up scaffolding	Fall from heights, Scaffold collapse	4H	<ul style="list-style-type: none"> - Inspect all scaffolding components before use - Ensure all guardrails are properly secured on all sides - Certify personnel to erect scaffolding - Use of fall arrest systems when working at heights - Ensure scaffolding is built on stable, level ground - Use scaffold tags to indicate inspection status - Avoid overloading scaffolding - Secure tools and materials to prevent falling - Employ proper scaffold entry methods - Maintain clear communication during erection 	2M
3. Surface Preparation	Inhalation of dust, Chemical exposure	3H	<ul style="list-style-type: none"> - Use wet methods to minimize dust generation - Provide appropriate respirators for workers - Use gloves and protective eyewear - Ensure good ventilation in the working area - Provide safety data sheets for information - Train workers on the safe handling of chemicals - Use vacuum systems with HEPA filters - Implement regular monitoring of air quality 	1L

Hazard	Frequency	Control Measures
Cuts, Lacerations, Injury, Sharp tools	2M	<ul style="list-style-type: none"> 1. Use proper cutting techniques. 2. Wear cut-resistant gloves. 3. Keep work area clean and free of clutter. 4. Use safety shields or barriers. 5. Receive training on safe tool use. 6. Inspect tools for damage before use. 7. Store tools properly when not in use. 8. Use hand saws with caution. 9. Avoid reaching over or under loads. 10. Use proper lifting techniques.
Dust, Inhalation of	3H	<ul style="list-style-type: none"> 1. Wear respiratory protection. 2. Use local exhaust ventilation. 3. Wet methods to suppress dust. 4. Avoid dry sweeping or vacuuming. 5. Use high-efficiency particulate air (HEPA) filters. 6. Limit time spent in dusty areas. 7. Maintain equipment to reduce dust. 8. Use dust masks or respirators. 9. Avoid breathing in dust. 10. Use proper housekeeping practices.

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7. Clean-Up	Exposure to residual dust, Manual handling injuries	2M		1L
8. Inspection and Approval	Overlooked faults, incorrect procedures	2M		1L
9. Demobilisation	Vehicle movement hazards, Unsecured materials	3H		1L

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10. Post-Job Review	Inadequate review processes, Missed findings	2M		1L
11. Tool Maintenance	Tool malfunction, Injury from improper tool use	3H		1L
12. Worker Health and Safety Training	Lack of awareness, Inadequate response to incidents	4A		2M

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13. Emergency Response Preparedness	Inadequate response plans, Panic during emergencies	3H		1L
14. Environmental Protection	Pollution from waste, Damage to local ecosystem	3H		2M
15. Stakeholder Communication	Communication breakdown, Conflict with local residents	2M		1L

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16. Worker Fatigue Management	Decreased alertness, Increased accident risk	3H		1L
17. Personal Protective Equipment (PPE) Usage	Lack of PPE availability, Improper PPE usage	4A		2M
18. Injury and Illness Reporting	Underreporting of injuries, Delayed medical treatment	3H		1L

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19. Continuous Improvement Reviews	Complacency in safety measures, Failure to adopt new safety practices	2M		1L
20. Contractor Compliance	Non-compliance with safety standards, Substandard work practices	3H		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.