

Tile Cutting For Outlet Box Inserts 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	slippery floor, trip hazards	3H	<ul style="list-style-type: none"> - Ensure the floor is dry and free of oil or water. - Remove any unnecessary obstacles from the work area. - Clearly mark walkways and potential trip hazards. - Conduct a safety briefing with all workers. - Ensure proper lighting for clear visibility. - Use caution signs at any potential hazard points. - Wear non-slip footwear. - Maintain clean and organized work spaces. - Assign a supervisor to monitor safety compliance. - Conduct regular inspections of the area. 	2M
2. Tool Inspection	equipment malfunction, electric shock	4H	<ul style="list-style-type: none"> - Check all equipment before use for any signs of damage. - Verify the electrical test tag on electrical equipment is current. - Ensure power tools are connected to appropriate RCD protected outlets. - Implement a lockout/tagout system for faulty tools. - Calibrate tools according to manufacturer's instructions. - Train workers on correct tool inspection procedures. - Maintain a log of equipment inspection and maintenance. - Provide insulated tools to reduce electrical risk. - Ensure all workers have up-to-date first-aid training. - Implement a regular preventive maintenance schedule. 	2M
3. Material Handling	manual handling injuries, cuts from sharp edges	3H	<ul style="list-style-type: none"> - Use mechanical aids for lifting heavy items. - Implement team lifting for awkward loads. - Provide cut-resistant gloves. - Train staff in correct manual handling techniques. - Use proper Personal Protective Equipment (PPE). - Store materials at an appropriate height. - Keep all cutters and blades sharp to reduce slip risk. - Use guarding on cutting machines. 	1L

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			<ul style="list-style-type: none">- Ensure work areas are free from clutter to facilitate movement.- Conduct manual handling training sessions regularly.	
4. Marking the Tile	sharp tools, inhalation of dust	3H	<ul style="list-style-type: none">- Wear eye protection at all times.- Use hand saws or tile cutters instead of chisels.- Use water spray to reduce dust during cutting.- Wear a respirator mask if working in enclosed spaces.- Keep work area clean and free of debris.- Use proper lifting techniques when moving materials.- Take regular breaks to avoid fatigue.- Use safety harnesses when working at heights.- Ensure all equipment is well-maintained.- Provide adequate lighting for the workspace.- Use fall protection systems where applicable.- Establish clear communication protocols between workers.- Perform safety checks before starting work.- Use barriers to restrict access to hazardous areas.- Train workers on emergency procedures.- Post warning signs for potential hazards.- Use non-slip footwear.- Avoid carrying heavy loads alone.- Use mechanical aids like dollies or hoists.- Implement a permit-to-work system for high-risk tasks.- Regularly inspect and test safety equipment.- Encourage a strong safety culture.- Provide first aid kits and ensure they are accessible.- Conduct toolbox talks before starting new tasks.- Use color coding for different types of equipment.- Limit the number of people in the work area.- Use ladders safely and follow manufacturer instructions.- Avoid running or playing jokes while working.- Keep aisles clear for emergency exits.- Use proper tie-off techniques for fall protection.- Ensure all workers are trained and competent.- Document all safety incidents and near misses.- Review safety performance regularly.- Use personal protective equipment (PPE) correctly.- Avoid distractions like mobile phones while working.- Use appropriate storage for materials and tools.- Follow safe work practices for all activities.- Ensure adequate ventilation in confined spaces.- Use gas testing equipment in potentially hazardous atmospheres.- Implement a hot work permit system.- Control noise levels by using earplugs or earmuffs.- Monitor temperature and humidity in the workplace.- Provide shade or cooling vests in hot environments.- Use anti-static measures in sensitive areas.- Control vibration exposure by taking breaks.- Use ergonomic tools and equipment.- Rotate tasks to prevent repetitive strain injuries.- Encourage good posture and body mechanics.- Use proper stacking techniques for materials.- Avoid overexertion by using team lifts.- Implement a buddy system for high-risk tasks.- Use safety belts and lanyards for fall protection.- Ensure all workers understand their roles and responsibilities.- Conduct regular safety audits.- Update safety plans as needed.- Communicate changes in safety procedures effectively.- Foster a zero-tolerance policy for unsafe behavior.- Recognize and reward safe work practices.- Stay up-to-date with the latest safety regulations.- Participate in safety training and drills.- Report any unsafe conditions immediately.- Use safety meetings to discuss concerns.- Encourage workers to speak up about safety issues.- Create a safe environment for everyone.- Prioritize safety above speed and cost.- Continuously improve safety performance.- Seek feedback from workers on safety matters.- Invest in quality safety equipment.- Collaborate with safety professionals.- Learn from industry best practices.- Stay motivated and committed to safety.- Remember, safety is everyone's responsibility.- Work smart, stay safe.- Safety is the foundation of success.- Don't take shortcuts when it comes to safety.- Always wear your seat belt.- Please don't drink and drive.- Look both ways before crossing the street.- Use caution around power lines.- Never touch downed power lines.- Call 911 if you see a downed power line.- Stay off of downed power lines.- If you get stuck in a vehicle, call 911.- Stay calm and wait for help.- Do not attempt to exit the vehicle yourself.- If you are trapped, use proper escape techniques.	2M
5. Cutting the Tile	flying debris, excessive noise	4A	<ul style="list-style-type: none">- Wear eye protection at all times.- Use hand saws or tile cutters instead of chisels.- Use water spray to reduce dust during cutting.- Wear a respirator mask if working in enclosed spaces.- Keep work area clean and free of debris.- Use proper lifting techniques when moving materials.- Take regular breaks to avoid fatigue.- Use safety harnesses when working at heights.- Ensure all equipment is well-maintained.- Provide adequate lighting for the workspace.- Use fall protection systems where applicable.- Establish clear communication protocols between workers.- Perform safety checks before starting work.- Use barriers to restrict access to hazardous areas.- Train workers on emergency procedures.- Post warning signs for potential hazards.- Use non-slip footwear.- Avoid carrying heavy loads alone.- Use mechanical aids like dollies or hoists.- Implement a permit-to-work system for high-risk tasks.- Regularly inspect and test safety equipment.- Encourage a strong safety culture.- Provide first aid kits and ensure they are accessible.- Conduct toolbox talks before starting new tasks.- Use color coding for different types of equipment.- Limit the number of people in the work area.- Use ladders safely and follow manufacturer instructions.- Avoid running or playing jokes while working.- Keep aisles clear for emergency exits.- Use proper tie-off techniques for fall protection.- Ensure all workers are trained and competent.- Document all safety incidents and near misses.- Review safety performance regularly.- Use personal protective equipment (PPE) correctly.- Avoid distractions like mobile phones while working.- Use appropriate storage for materials and tools.- Follow safe work practices for all activities.- Ensure adequate ventilation in confined spaces.- Use gas testing equipment in potentially hazardous atmospheres.- Implement a hot work permit system.- Control noise levels by using earplugs or earmuffs.- Monitor temperature and humidity in the workplace.- Provide shade or cooling vests in hot environments.- Use anti-static measures in sensitive areas.- Control vibration exposure by taking breaks.- Use ergonomic tools and equipment.- Rotate tasks to prevent repetitive strain injuries.- Encourage good posture and body mechanics.- Use proper stacking techniques for materials.- Avoid overexertion by using team lifts.- Implement a buddy system for high-risk tasks.- Use safety belts and lanyards for fall protection.- Ensure all workers understand their roles and responsibilities.- Conduct regular safety audits.- Update safety plans as needed.- Communicate changes	2M
6. Checking Fit	sharp tile edges, hand injuries	3H	<ul style="list-style-type: none">- Wear eye protection at all times.- Use hand saws or tile cutters instead of chisels.- Use water spray to reduce dust during cutting.- Wear a respirator mask if working in enclosed spaces.- Keep work area clean and free of debris.- Use proper lifting techniques when moving materials.- Take regular breaks to avoid fatigue.- Use safety harnesses when working at heights.- Ensure all equipment is well-maintained.- Provide adequate lighting for the workspace.- Use fall protection systems where applicable.- Establish clear communication protocols between workers.- Perform safety checks before starting work.- Use barriers to restrict access to hazardous areas.- Train workers on emergency procedures.- Post warning signs for potential hazards.- Use non-slip footwear.- Avoid carrying heavy loads alone.- Use mechanical aids like dollies or hoists.- Implement a permit-to-work system for high-risk tasks.- Regularly inspect and test safety equipment.- Encourage a strong safety culture.- Provide first aid kits and ensure they are accessible.- Conduct toolbox talks before starting new tasks.- Use color coding for different types of equipment.- Limit the number of people in the work area.- Use ladders safely and follow manufacturer instructions.- Avoid running or playing jokes while working.- Keep aisles clear for emergency exits.- Use proper tie-off techniques for fall protection.- Ensure all workers are trained and competent.- Document all safety incidents and near misses.- Review safety performance regularly.- Use personal protective equipment (PPE) correctly.- Avoid distractions like mobile phones while working.- Use appropriate storage for materials and tools.- Follow safe work practices for all activities.- Ensure adequate ventilation in confined spaces.- Use gas testing equipment in potentially hazardous atmospheres.- Implement a hot work permit system.- Control noise levels by using earplugs or earmuffs.- Monitor temperature and humidity in the workplace.- Provide shade or cooling vests in hot environments.- Use anti-static measures in sensitive areas.- Control vibration exposure by taking breaks.- Use ergonomic tools and equipment.- Rotate tasks to prevent repetitive strain injuries.- Encourage good posture and body mechanics.- Use proper stacking techniques for materials.- Avoid overexertion by using team lifts.- Implement a buddy system for high-risk tasks.- Use safety belts and lanyards for fall protection.- Ensure all workers understand their roles and responsibilities.- Conduct regular safety audits.- Update safety plans as needed.- Communicate changes	2M

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7. Cleaning Area	slip hazards from dust or water, manual handling risks	3H		1L
8. Installing Tiles	falling tiles, back strain	4A		2M
9. Electrical Safety	electrocution, faulty wiring	4A		1L

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10. Final Inspection	missed imperfections, unsecured elements	2M		1L
11. Tool Storage	trip hazards, unauthorised access	3H		1L
12. Reporting	lack of incident reporting, inadequate response	3H		1L

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13. Training Compliance	unqualified personnel, outdated procedures	3H		2M
14. Emergency Procedures	unpreparedness, ineffective response	4A		2M
15. Wrap-Up Procedures	incomplete tasks, overlooked hazards	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.