

## Timber Floor Laying 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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				
								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. Site Inspection	Uneven surfaces, Obstacles	3H	<p>- Conduct a thorough walk-through of the site before commencing work.</p> <p>- Remove any obstacles from the work area.</p> <p>- Clearly mark any uneven surfaces to alert workers.</p> <p>- Use appropriate warning signs for areas under maintenance. / Keep work area clean and tidy. / Ensure good lighting for visibility. / Maintain regular communication among team members. / Designate safe pathways and restricted zones. / Use PPE, including high-visibility vests. / Assess the site for additional hidden hazards and address accordingly. / Ensure team members are informed of the inspection results. / Report any new hazards as soon as they are identified. / Ensure all personal items and tools are stored securely. / Ensure all exits and emergency points are accessible at all times. / Verify that first aid kits are accessible and contents are up to date. / Document and review the site inspection regularly. / Re-evaluate control measures as project progresses. / Ensure safety signs are legible and positioned appropriately. / Conduct a site induction for all workers before project commencement. / Verify that equipment is stored in designated areas only. / Confirm emergency response plans are understood by all workers. / Update hazard register with findings from site inspection. / Ensure scaffoldings and ladders are set up safely. / Ensure there is no unauthorised access to site areas. / Clearly mark temporary structures or changes to ensure visibility. / Follow up on identified hazards to ensure they are mitigated promptly. / Reassess potential hazards after significant changes to the worksite.</p> <p>initial Risk 3H residual Risk 1L initial Risk 3H residual Risk 2M</p> <p>control Measures 1. Contact suppliers to ensure timely delivery of materials. Place materials in an organised manner and within risk-free reach. Use protective gloves when handling timber. Be aware of sharp edges and protrusions to prevent cuts. Check for splinters and handle with care.</p> <p>Store materials in a dry location to prevent degradation. 2. Verify that power tools are functioning correctly before use. 3. Ensure extension cords are placed safely to prevent trips. 4. Use power tools with safety guards. 5. Employ appropriate dust extraction systems. 6. Incorporate regular breaks to prevent fatigue. 7. Implement a communication strategy to inform others of work area. 8. Verify first aid availability and location visibility. 9. Inspect tools for damage prior to use. 10. Maintain equipment according to manufacturer instructions. 11. Ensure workers are trained in the correct use of equipment. 12. Conduct regular tool checks to ensure they are fit for purpose.</p>	2M
2. Material Handling	Manual handling, Slips, trips, and falls	3H	<p>- Use team lifting techniques or mechanical aids to move heavy objects.</p> <p>- Ensure clear pathways when transporting materials.</p> <p>- Have a spill kit available for any substance leaks.</p>	2M

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			<ul style="list-style-type: none"> <li>- Reduce clutter in work areas.</li> <li>- Wear appropriate gloves and footwear.</li> <li>- Keep surfaces dry and clean.</li> <li>- Ensure proper storage to avoid stacking hazards.</li> <li>- Regularly check and tidy workplaces.</li> <li>- Ensure all workers are trained in manual handling techniques.</li> <li>- Use trolley or dolly to move heavy or awkward items.</li> </ul>	
3. Cutting Timber	Cuts and lacerations, Noise and dust exposure	4A	<ul style="list-style-type: none"> <li>- Use correctly used saws with the appropriate blade for the job.</li> <li>- Equip each worker with adequate hearing protection.</li> <li>- Ensure dust collection systems are operational and efficient.</li> <li>- Verify that all protective covers or guards are fitted securely on tools.</li> <li>- Maintain regular inspection routines for cutting tools.</li> <li>- Wear respiratory protection to prevent dust inhalation.</li> <li>- Equip first aid kits near cutting stations.</li> <li>- Ensure safe distances are maintained during operation.</li> <li>- Implement signage warning of high-noise zones.</li> <li>- Apply stringent maintenance schedules to ensure tool efficiency.</li> </ul>	2M
4. Laying Underlay	Knee strain, Tripping hazards	3H	<ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul>	1L
5. Laying Timber Flooring	Crushing injuries, Back strain	4A	<ul style="list-style-type: none"> <li>- [REDACTED]</li> <li>- [REDACTED]</li> </ul>	2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
6. Finishing and Polishing	Chemical exposure, Fire hazards	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
7. Cleanup and Waste Disposal	Sharps and debris, Chemical spills	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

ent errors, Storage risks 3H

2M

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11. Equipment Use and Maintenance	Mechanical failure, Operator misuse	3H		1L
12. First Aid and Emergency Response	Inadequate first aid access, Delayed emergency services	3H		1L
13. Communication Protocols	Miscommunication, Lack of crucial information dissemination	3H		1L

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			<div>1. Implement a comprehensive safety training program for all workers, covering proper lifting techniques, use of PPE, and emergency procedures.</div> <div>2. Conduct regular safety audits and inspections to ensure compliance with safety protocols and identify potential hazards.</div> <div>3. Establish a clear communication system for reporting safety concerns and incidents, and ensure all workers are trained in this system.</div> <div>4. Provide workers with access to first aid kits and trained personnel to handle emergencies.</div> <div>5. Implement a strict policy on the use of PPE, and ensure all workers are wearing the appropriate equipment at all times.</div> <div>6. Conduct regular maintenance on all equipment and machinery to ensure they are in good working order.</div> <div>7. Establish a clear policy on the use of tools and equipment, and ensure all workers are trained in their proper use.</div> <div>8. Implement a strict policy on the use of mobile devices while working, to minimize distractions.</div> <div>9. Provide workers with adequate rest breaks and encourage them to take them.</div> <div>10. Establish a clear policy on the use of alcohol and drugs while working, and ensure all workers are trained in this policy.</div>	
14. Worker Welfare and Ergonomics	Overexertion, Chronic strain	3H	<div>1. Implement a job rotation system to reduce the physical demands on individual workers.</div> <div>2. Provide workers with ergonomic training and encourage them to use proper lifting techniques.</div> <div>3. Establish a clear policy on the use of PPE, and ensure all workers are wearing the appropriate equipment at all times.</div> <div>4. Conduct regular maintenance on all equipment and machinery to ensure they are in good working order.</div> <div>5. Establish a clear policy on the use of tools and equipment, and ensure all workers are trained in their proper use.</div> <div>6. Implement a strict policy on the use of mobile devices while working, to minimize distractions.</div> <div>7. Provide workers with adequate rest breaks and encourage them to take them.</div> <div>8. Establish a clear policy on the use of alcohol and drugs while working, and ensure all workers are trained in this policy.</div>	2M
15. Training and Competency	Skill deficits, Non-compliance with safety protocols	3H	<div>1. Implement a comprehensive safety training program for all workers, covering proper lifting techniques, use of PPE, and emergency procedures.</div> <div>2. Conduct regular safety audits and inspections to ensure compliance with safety protocols and identify potential hazards.</div> <div>3. Establish a clear communication system for reporting safety concerns and incidents, and ensure all workers are trained in this system.</div> <div>4. Provide workers with access to first aid kits and trained personnel to handle emergencies.</div> <div>5. Implement a strict policy on the use of PPE, and ensure all workers are wearing the appropriate equipment at all times.</div> <div>6. Conduct regular maintenance on all equipment and machinery to ensure they are in good working order.</div> <div>7. Establish a clear policy on the use of tools and equipment, and ensure all workers are trained in their proper use.</div> <div>8. Implement a strict policy on the use of mobile devices while working, to minimize distractions.</div> <div>9. Provide workers with adequate rest breaks and encourage them to take them.</div> <div>10. Establish a clear policy on the use of alcohol and drugs while working, and ensure all workers are trained in this policy.</div>	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.