

## Trim Finish Application 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			<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				
								<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 surface, poor lighting	3H	<ul style="list-style-type: none"> <li>- Ensure adequate lighting is available in the area.</li> <li>- Clean any spills immediately to prevent slips.</li> <li>- Use 'Wet Floor' signage when cleaning floors.</li> <li>- Provide appropriate footwear with slip-resistant soles.</li> <li>- Conduct a pre-task briefing with the team.</li> <li>- Assess the area for potential slipping hazards before starting.</li> <li>- Establish good housekeeping practices.</li> <li>- Provide training on surface awareness.</li> <li>- Monitor the area for changes in conditions.</li> <li>- Schedule routine inspections and cleaning.</li> </ul>	2M
2. Material Selection	incorrect material use, manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Verify materials against order specifications before use.</li> <li>- Use mechanical aids where possible for lifting.</li> <li>- Apply proper manual handling techniques.</li> <li>- Train workers in the selection process to prevent errors.</li> <li>- Ensure availability of material data sheets at workstations.</li> <li>- Place frequently used materials at accessible heights.</li> <li>- Regularly audit material storage areas.</li> <li>- Ensure proper labeling of storage locations.</li> <li>- Conduct checks on material condition before use.</li> <li>- Engage workers in ergonomic training programs.</li> </ul>	2M
3. Equipment Setup	equipment malfunction, electrical shock	4A	<ul style="list-style-type: none"> <li>- Perform a pre-use inspection on all equipment.</li> <li>- Verify electrical equipment is properly grounded.</li> <li>- Train workers on proper equipment use and care.</li> <li>- Implement a lockout/tagout procedure for faulty equipment.</li> <li>- Use only equipment that is regularly maintained.</li> <li>- Provide personal protective equipment (PPE) specific to tasks.</li> <li>- Ensure safety barriers are in place where applicable.</li> <li>- Document and follow up on all equipment inspections.</li> </ul>	3H

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			<ul style="list-style-type: none"> <li>- Replace defective equipment immediately.</li> <li>- Display equipment operational procedures prominently.</li> </ul>	
4. Masking and Taping	adhesive fumes, repetitive strain injury	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (respirator, gloves, eye protection).</li> <li>- Work in a well-ventilated area.</li> <li>- Take regular breaks to avoid repetitive strain.</li> <li>- Use ergonomic tools and techniques.</li> <li>- Rotate tasks to reduce strain.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use proper lifting and carrying techniques.</li> <li>- Avoid overexertion.</li> <li>- Seek medical attention if symptoms persist.</li> </ul>	2M
5. Surface Cleaning	chemical exposure, slips	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (gloves, eye protection, respirator).</li> <li>- Work in a well-ventilated area.</li> <li>- Avoid contact with skin and eyes.</li> <li>- Use proper cleaning techniques.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use proper lifting and carrying techniques.</li> <li>- Avoid overexertion.</li> <li>- Seek medical attention if symptoms persist.</li> </ul>	2M
6. Mixing Solutions	chemical reaction, burns	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE (gloves, eye protection, respirator).</li> <li>- Work in a well-ventilated area.</li> <li>- Avoid contact with skin and eyes.</li> <li>- Use proper mixing techniques.</li> <li>- Keep work area clean and free of clutter.</li> <li>- Use proper lifting and carrying techniques.</li> <li>- Avoid overexertion.</li> <li>- Seek medical attention if symptoms persist.</li> </ul>	3H

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7. Applying Trim Finish	inhalation of vapours, skin contact	4A		3H
8. Drying the Finish	fire hazard, poor ventilation	4A		3H
9. Quality Inspection	eye strain, inadequate lighting	2M		1L



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13. Record Keeping	loss of records, data inaccuracies	2M		1L
14. Debriefing	miscommunication, overlooked issues	3H		2M
15. Lessons Learned Implementation	ineffective action items, resistance to change	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.