

Trimming Installed Drywall 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:

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, trips	3H	<ul style="list-style-type: none"> Wear non-slip footwear Ensure area is well lit Clear work area of unnecessary items Provide adequate signage Inspect area regularly for hazards Wear appropriate PPE Train workers on hazard recognition Maintain floors clean and dry Provide appropriate access routes Ensure tools and materials are organised 	2M
2. Inspection of tools	Tool malfunction, Electrical shock	3H	<ul style="list-style-type: none"> Ensure tools are regularly maintained Use tools according to manufacturer instructions Inspect tools for damage before use Use battery-operated tools where possible Ensure electrical tools are tested and tagged Provide training on tool use Immediately remove defective tools from service Check insulation of electrical cables Have a tool inspection checklist Use residual current devices (RCDs) 	2M
3. Measuring drywall area	Cuts from sharp tools, Eye injury	3H	<ul style="list-style-type: none"> Wear cut-resistant gloves Use retractable blades Ensure blades are stored safely when not in use Wear safety glasses Use laser measuring tools to minimise risks Train workers on safe handling of tools Keep measuring tools in good condition Clearly mark cutting lines before cutting 	1L

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			Position body away from cutting line Ensure adequate lighting during measurement	
4. Marking cut lines	Repetitive strain injury, Inaccurate markings	2M	<ul style="list-style-type: none"> Use a laser level to ensure accurate markings Use a chalk line for straight lines Take frequent breaks to avoid repetitive strain Use a sharp utility knife to make clean cuts Wear gloves to protect hands from blisters Use a step ladder to reach higher areas safely Ensure the work area is clear of obstacles Use proper body mechanics (bend knees, lift with legs) Communicate with other workers if needed Use a dust mask if cutting in a confined space Secure the drywall properly before cutting 	1L
5. Cutting drywall	Falling debris, Dust inhalation	4A	<ul style="list-style-type: none"> Wear safety glasses and a dust mask Use a hand saw or reciprocating saw for cutting Support the drywall from below to prevent falling Make controlled cuts to minimize dust Use a vacuum or dust collector if available Work in a well-ventilated area Use proper cutting technique (cut on the back side of the drywall) Secure the drywall to the studs before cutting Use a utility knife for scoring and snapping Take breaks to avoid fatigue Use a drop cloth to catch debris 	2M
6. Holding drywall steady	Strains and sprains, Crushing hazards	3H	<ul style="list-style-type: none"> Use a helper to hold the drywall in place Use a strap or rope to secure the drywall Communicate with the helper for coordination Use proper body mechanics to avoid strain Take breaks to rest muscles Use a saw to cut the drywall to size Ensure the drywall is properly supported Use a level to check for square Secure the drywall to the studs Use a utility knife for final trimming 	2M

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7. Installing support frames	Hit by tools, Incorrect installation leading to collapse	3H		2M
8. Adjusting drywall fit	Pinching injuries, Minor damage	3H		1L
9. Re-cutting as necessary	Noise, Tool injury	3H		2M

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10. Clean up and disposal	Dust, Waste hazards	3H		2M
11. Final inspection	Missed faults, Structural integrity issues	4A		2M
12. Reporting	Data inaccuracy, Delayed reporting	3H		2M

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13. Electrical safety check	Electrical shock, Fire risk	4A		2M
14. Lifting and moving materials	Musculoskeletal injuries, pinch wounds	4A		2M
15. Emergency response plan	Lack of preparedness, Communication breakdown	4A		2M

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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>

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>

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>

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.

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>

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>

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