

## Using Adhesives Or Hazardous Substances 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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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1. Preparation	Inhalation of fumes, Skin contact with chemicals	3H	<ul style="list-style-type: none"> <li>- Conduct a risk assessment prior to work</li> <li>- Ensure adequate ventilation in the work area</li> <li>- Wear appropriate personal protective equipment (PPE)</li> <li>- Review Safety Data Sheets (SDS) for all substances</li> <li>- Set up emergency washing stations</li> <li>- Limit substance quantities in the work area</li> <li>- Train all workers on handling hazardous substances</li> <li>- Isolate the work area to prevent unauthorized access</li> <li>- Use properly applied containers for substances</li> <li>- Store substances in a designated safe location</li> </ul>	2M
2. Selecting Adhesives	Exposure to inappropriate adhesive, Allergic reactions	3H	<ul style="list-style-type: none"> <li>- Select adhesives based on job requirements</li> <li>- Consult with chemical experts if needed</li> <li>- Verify allergen information on labels</li> <li>- Ensure compatibility with materials</li> <li>- Store adhesives away from incompatible substances</li> <li>- Regular pneumatic checks before application</li> <li>- Monitor usage quantities</li> <li>- Provide alternatives for workers with allergies</li> <li>- Train workers on selecting appropriate adhesives</li> <li>- Follow manufacturer's instructions</li> </ul>	1L
3. Mixing Adhesives	Chemical reaction, Spillage	4A	<ul style="list-style-type: none"> <li>- Perform mixing in a controlled environment</li> <li>- Use mechanical mixers to limit exposure</li> <li>- Ensure all containers are stable and fit for purpose</li> <li>- Train workers in correct mixing procedures</li> <li>- Have appropriate PPE available and in use</li> <li>- Ensure emergency spill kits are present</li> <li>- Keep work area clean and organised</li> <li>- Monitor environmental conditions such as humidity</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Label all mixed adhesives properly</li> <li>- Minimize manual handling of adhesives</li> </ul>	
4. Applying Adhesives	Splashing, Fume inhalation	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE (goggles, gloves, respirator)</li> <li>- Work in a well-ventilated area</li> <li>- Avoid skin contact with adhesives</li> <li>- Use proper mixing technique</li> <li>- Clean up spills immediately</li> <li>- Store adhesives properly</li> <li>- Use mechanical mixing if available</li> <li>- Avoid breathing in fumes</li> <li>- Use low-VOC adhesives if possible</li> <li>- Wear a respirator if fume levels are high</li> <li>- Keep work area clean and free of clutter</li> <li>- Use proper disposal methods for waste</li> <li>- Train workers on safe handling procedures</li> <li>- Post warning signs in the work area</li> <li>- Use spill containment measures</li> <li>- Regularly inspect and maintain equipment</li> <li>- Follow manufacturer's instructions</li> <li>- Use appropriate ventilation system</li> <li>- Avoid open flames or sparks</li> <li>- Use fire-resistant containers</li> <li>- Keep fire extinguishers nearby</li> <li>- Establish a no-smoking policy</li> <li>- Use proper labeling for all materials</li> <li>- Conduct regular safety audits</li> <li>- Provide safety training for all employees</li> <li>- Use safety data sheets (SDS) for all chemicals</li> <li>- Implement a permit-to-work system for high-risk tasks</li> <li>- Use fall protection if working at heights</li> <li>- Avoid tripping hazards</li> <li>- Use proper lifting techniques</li> <li>- Keep aisles clear</li> <li>- Use proper storage practices</li> <li>- Regularly inspect and maintain safety equipment</li> <li>- Use appropriate PPE for all tasks</li> <li>- Establish a safety culture</li> <li>- Conduct regular safety meetings</li> <li>- Encourage employee participation in safety</li> <li>- Report and investigate incidents</li> <li>- Review and improve safety procedures</li> <li>- Use safety checklists</li> <li>- Implement a lockout/tagout procedure</li> <li>- Use proper electrical safety practices</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Establish a clear chain of command</li> <li>- Use proper decision-making skills</li> <li>- Stay focused on the task</li> <li>- Avoid rushing</li> <li>- Use proper time management</li> <li>- Prioritize tasks</li> <li>- Delegate responsibilities</li> <li>- Seek help when needed</li> <li>- Stay organized</li> <li>- Use proper planning</li> <li>- Review progress regularly</li> <li>- Adjust plans as needed</li> <li>- Communicate changes</li> <li>- Stay flexible</li> <li>- Adapt to changing circumstances</li> <li>- Stay calm under pressure</li> <li>- Use problem-solving skills</li> <li>- Identify potential risks</li> <li>- Develop contingency plans</li> <li>- Stay informed</li> <li>- Keep up-to-date with industry trends</li> <li>- Attend training and conferences</li> <li>- Network with colleagues</li> <li>- Stay motivated</li> <li>- Set goals</li> <li>- Celebrate achievements</li> <li>- Stay positive</li> <li>- Maintain a healthy work-life balance</li> <li>- Take care of your physical and mental health</li> <li>- Seek support when needed</li> <li>- Stay committed to safety</li> <li>- Follow all safety rules and regulations</li> <li>- Be a role model for others</li> <li>- Encourage others to follow safety rules</li> <li>- Report unsafe behavior</li> <li>- Stop work if you feel unsafe</li> <li>- Do not drink and work</li> <li>- Avoid drug use</li> <li>- Stay sober</li> <li>- Use proper judgment</li> <li>- Stay alert</li> <li>- Avoid fatigue</li> <li>- Get enough sleep</li> <li>- Eat healthy food</li> <li>- Exercise regularly</li> <li>- Stay healthy</li> <li>- Stay safe</li> </ul>	2M
5. Curing and Drying	Inhalation of fumes, Heat generation	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (goggles, gloves, respirator)</li> <li>- Work in a well-ventilated area</li> <li>- Avoid skin contact with adhesives</li> <li>- Use proper mixing technique</li> <li>- Clean up spills immediately</li> <li>- Store adhesives properly</li> <li>- Use mechanical mixing if available</li> <li>- Avoid breathing in fumes</li> <li>- Use low-VOC adhesives if possible</li> <li>- Wear a respirator if fume levels are high</li> <li>- Keep work area clean and free of clutter</li> <li>- Use proper disposal methods for waste</li> <li>- Train workers on safe handling procedures</li> <li>- Post warning signs in the work area</li> <li>- Use spill containment measures</li> <li>- Regularly inspect and maintain equipment</li> <li>- Follow manufacturer's instructions</li> <li>- Use appropriate ventilation system</li> <li>- Avoid open flames or sparks</li> <li>- Use fire-resistant containers</li> <li>- Keep fire extinguishers nearby</li> <li>- Establish a no-smoking policy</li> <li>- Use proper labeling for all materials</li> <li>- Conduct regular safety audits</li> <li>- Provide safety training for all employees</li> <li>- Use safety data sheets (SDS) for all chemicals</li> <li>- Implement a permit-to-work system for high-risk tasks</li> <li>- Use fall protection if working at heights</li> <li>- Avoid tripping hazards</li> <li>- Use proper lifting techniques</li> <li>- Keep aisles clear</li> <li>- Use proper storage practices</li> <li>- Regularly inspect and maintain safety equipment</li> <li>- Use appropriate PPE for all tasks</li> <li>- Establish a safety culture</li> <li>- Conduct regular safety meetings</li> <li>- Encourage employee participation in safety</li> <li>- Report and investigate incidents</li> <li>- Review and improve safety procedures</li> <li>- Use safety checklists</li> <li>- Implement a lockout/tagout procedure</li> <li>- Use proper electrical safety practices</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Establish a clear chain of command</li> <li>- Use proper decision-making skills</li> <li>- Stay focused on the task</li> <li>- Avoid rushing</li> <li>- Use proper time management</li> <li>- Prioritize tasks</li> <li>- Delegate responsibilities</li> <li>- Seek help when needed</li> <li>- Stay organized</li> <li>- Use proper planning</li> <li>- Review progress regularly</li> <li>- Adjust plans as needed</li> <li>- Communicate changes</li> <li>- Stay flexible</li> <li>- Adapt to changing circumstances</li> <li>- Stay calm under pressure</li> <li>- Use problem-solving skills</li> <li>- Identify potential risks</li> <li>- Develop contingency plans</li> <li>- Stay informed</li> <li>- Keep up-to-date with industry trends</li> <li>- Attend training and conferences</li> <li>- Network with colleagues</li> <li>- Stay motivated</li> <li>- Set goals</li> <li>- Celebrate achievements</li> <li>- Stay positive</li> <li>- Maintain a healthy work-life balance</li> <li>- Take care of your physical and mental health</li> <li>- Seek support when needed</li> <li>- Stay committed to safety</li> <li>- Follow all safety rules and regulations</li> <li>- Be a role model for others</li> <li>- Encourage others to follow safety rules</li> <li>- Report unsafe behavior</li> <li>- Stop work if you feel unsafe</li> <li>- Do not drink and work</li> <li>- Avoid drug use</li> <li>- Stay sober</li> <li>- Use proper judgment</li> <li>- Stay alert</li> <li>- Avoid fatigue</li> <li>- Get enough sleep</li> <li>- Eat healthy food</li> <li>- Exercise regularly</li> <li>- Stay healthy</li> <li>- Stay safe</li> </ul>	2M
6. Cleaning Equipment	Chemical exposure, Slips from spills	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (goggles, gloves, respirator)</li> <li>- Work in a well-ventilated area</li> <li>- Avoid skin contact with adhesives</li> <li>- Use proper mixing technique</li> <li>- Clean up spills immediately</li> <li>- Store adhesives properly</li> <li>- Use mechanical mixing if available</li> <li>- Avoid breathing in fumes</li> <li>- Use low-VOC adhesives if possible</li> <li>- Wear a respirator if fume levels are high</li> <li>- Keep work area clean and free of clutter</li> <li>- Use proper disposal methods for waste</li> <li>- Train workers on safe handling procedures</li> <li>- Post warning signs in the work area</li> <li>- Use spill containment measures</li> <li>- Regularly inspect and maintain equipment</li> <li>- Follow manufacturer's instructions</li> <li>- Use appropriate ventilation system</li> <li>- Avoid open flames or sparks</li> <li>- Use fire-resistant containers</li> <li>- Keep fire extinguishers nearby</li> <li>- Establish a no-smoking policy</li> <li>- Use proper labeling for all materials</li> <li>- Conduct regular safety audits</li> <li>- Provide safety training for all employees</li> <li>- Use safety data sheets (SDS) for all chemicals</li> <li>- Implement a permit-to-work system for high-risk tasks</li> <li>- Use fall protection if working at heights</li> <li>- Avoid tripping hazards</li> <li>- Use proper lifting techniques</li> <li>- Keep aisles clear</li> <li>- Use proper storage practices</li> <li>- Regularly inspect and maintain safety equipment</li> <li>- Use appropriate PPE for all tasks</li> <li>- Establish a safety culture</li> <li>- Conduct regular safety meetings</li> <li>- Encourage employee participation in safety</li> <li>- Report and investigate incidents</li> <li>- Review and improve safety procedures</li> <li>- Use safety checklists</li> <li>- Implement a lockout/tagout procedure</li> <li>- Use proper electrical safety practices</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper footwear</li> <li>- Avoid distractions</li> <li>- Use proper communication</li> <li>- Establish a clear chain of command</li> <li>- Use proper decision-making skills</li> <li>- Stay focused on the task</li> <li>- Avoid rushing</li> <li>- Use proper time management</li> <li>- Prioritize tasks</li> <li>- Delegate responsibilities</li> <li>- Seek help when needed</li> <li>- Stay organized</li> <li>- Use proper planning</li> <li>- Review progress regularly</li> <li>- Adjust plans as needed</li> <li>- Communicate changes</li> <li>- Stay flexible</li> <li>- Adapt to changing circumstances</li> <li>- Stay calm under pressure</li> <li>- Use problem-solving skills</li> <li>- Identify potential risks</li> <li>- Develop contingency plans</li> <li>- Stay informed</li> <li>- Keep up-to-date with industry trends</li> <li>- Attend training and conferences</li> <li>- Network with colleagues</li> <li>- Stay motivated</li> <li>- Set goals</li> <li>- Celebrate achievements</li> <li>- Stay positive</li> <li>- Maintain a healthy work-life balance</li> <li>- Take care of your physical and mental health</li> <li>- Seek support when needed</li> <li>- Stay committed to safety</li> <li>- Follow all safety rules and regulations</li> <li>- Be a role model for others</li> <li>- Encourage others to follow safety rules</li> <li>- Report unsafe behavior</li> <li>- Stop work if you feel unsafe</li> <li>- Do not drink and work</li> <li>- Avoid drug use</li> <li>- Stay sober</li> <li>- Use proper judgment</li> <li>- Stay alert</li> <li>- Avoid fatigue</li> <li>- Get enough sleep</li> <li>- Eat healthy food</li> <li>- Exercise regularly</li> <li>- Stay healthy</li> <li>- Stay safe</li> </ul>	1L

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7. Disposal of Waste	Contamination, Injury from sharp waste	3H		1L
8. Storage of Adhesives	Leakage, Chemical	3H		1L
9. Inventory Management	Expired substances, Inadequate stock	3H		1L

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10. Emergency Response	Injury during emergencies, Delayed response actions	4A		2M
11. Transport of Adhesives	Spills during transport, Injury from lifting	4A		2M
12. Receiving Deliveries	Dropped containers, Exposure to unknown substances	4A		2M

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13. Training and Education	Knowledge gaps, Incorrect handling	4A		2M
14. Stakeholder Communication	Misinformation, Lack of understanding	3H		2M
15. Reviewing Risk Assessment	Outdated information, Inadequate risk controls	3H		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.