

Veneer Application 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	slips, errant equipment	3H	<ul style="list-style-type: none"> - Conduct pre-task briefing. - Ensure clear communication among team members. - Complete safety checklists prior to work. - Ensure availability of Safety Data Sheets (SDS). - Keep working area organized and free from unnecessary equipment. - Provide signage to alert of potential hazards. - Confirm emergency protocols with all workers. - Check all personal protective equipment (PPE) is available and in good condition. - Ensure appropriate lighting. - Verify functional communication devices. 	2M
2. Material Handling	muscle strain, cuts	3H	<ul style="list-style-type: none"> - Use mechanical aids wherever possible. - Ensure correct lifting techniques are adhered to. - Wear appropriate cut-resistant gloves. - Maintain ergonomic postures during handling. - Conduct periodic rest breaks to avoid fatigue. - Keep work area tidy to prevent tripping. - Ensure all team members have received manual handling training. - Place materials close to avoid excessive stretching or bending. - Use team lifting for heavier sheets. - Avoid handling large materials in windy conditions. 	2M
3. Mixing Glue	chemical exposure, spills	3H	<ul style="list-style-type: none"> - Follow manufacturer's instructions on glue mixing ratios. - Use gloves and eye protection when handling chemicals. - Ensure proper ventilation in the mixing area. - Use appropriate containers to avoid spills. - Have spill kits readily available and accessible. - Conduct training on handling chemical substances safely. - Avoid mixing near sources of ignition. - Ensure no food or drink in mixing area. 	2M

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			<ul style="list-style-type: none"> - Store mixed glue safely to prevent accidental contact. - Label containers clearly to avoid misuse. 	
4. Surface Cleaning	contact with solvents, dust inhalation	2M	<ul style="list-style-type: none"> - Wear appropriate PPE (gloves, eye protection, respiratory protection). - Work in a well-ventilated area. - Use appropriate cleaning methods (e.g., avoid dry brushing). - Clean up spills immediately. - Store cleaning materials safely. - Label cleaning materials clearly. - Use appropriate disposal methods for waste. - Keep work area clean and free of clutter. - Use appropriate tools and equipment. - Follow manufacturer's instructions for all materials used. - Train staff on proper cleaning procedures. - Conduct regular safety checks. - Have first aid kit available. - Report any incidents immediately. 	1L
5. Application Area Setup	trip hazards, poor lighting	2M	<ul style="list-style-type: none"> - Clear the work area of any obstacles. - Use proper lighting for the work area. - Mark off the work area. - Use appropriate safety barriers. - Keep walkways clear. - Use appropriate signage. - Ensure proper ventilation. - Use appropriate disposal methods for waste. - Keep work area clean and free of clutter. - Use appropriate tools and equipment. - Follow manufacturer's instructions for all materials used. - Train staff on proper setup procedures. - Conduct regular safety checks. - Have first aid kit available. - Report any incidents immediately. 	1L
6. Veneer Cutting	sharp tools, eye injury	3H	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, eye protection, respiratory protection). - Work in a well-ventilated area. - Use appropriate cutting methods (e.g., avoid dry cutting). - Clean up spills immediately. - Store cutting materials safely. - Label cutting materials clearly. - Use appropriate disposal methods for waste. - Keep work area clean and free of clutter. - Use appropriate tools and equipment. - Follow manufacturer's instructions for all materials used. - Train staff on proper cutting procedures. - Conduct regular safety checks. - Have first aid kit available. - Report any incidents immediately. 	2M

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7. Adhesive Application	skin irritation, fume inhalation	3H		2M
8. Veneer Positioning	muscle strain, misa	2M		1L
9. Veneer Pressing	crush injuries, equipment malfunction	4A		2M

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10. Curing	high temperature, fume generation	3H		1L
11. Quality Check	eye strain, ergonomic strain	2M		1L
12. Trimming Excess Veneer	cuts, dust	3H		2M

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13. Finishing	chemical exposure, static discharge	3H		1L
14. Packaging	repetitive strain, fall hazards	2M		1L
15. Waste Management	slips from spills, chemical exposure	3H		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>

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.