

Vinyl Installation 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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, Falls	3H	<ul style="list-style-type: none"> - Conduct site walk-through to identify trip hazards - Provide training on safe handling of materials - Ensure all staff wear non-slip footwear - Clear work area of clutter before starting - Implement good housekeeping practices - Conduct risk assessment before work begins - Ensure proper lighting in the work area - Use caution signs in wet areas - Schedule routine inspections for slip hazards - Ensure clear access paths 	2M
2. Unloading Materials	Manual handling, Strains, Vehicle movement	3H	<ul style="list-style-type: none"> - Use appropriate unloading equipment like forklifts - Train workers in manual handling techniques - Ensure workers wear high-visibility clothing - Implement traffic management plan - Designate loading/unloading zones - Conduct regular maintenance checks on unloading equipment - Limit time spent in proximity to moving vehicles - Utilise a spotter to guide vehicle movements - Mark walkways and crossings clearly - Provide mechanical aids for heavy lifting 	2M
3. Surface Inspection	Sharp objects, Uneven surfaces	3H	<ul style="list-style-type: none"> - Conduct thorough inspection of the surface before work - Use personal protective equipment like gloves and eye protection - Document and communicate hazards to all team members - Smooth uneven areas before installation begins - Remove identified hazards immediately - Keep a first aid kit accessible on site - Train workers to report any newfound hazards promptly - Implement inspection checklist for surface evaluation 	1L

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			<ul style="list-style-type: none"> - Lay down protective sheeting over sharp surfaces - Verify inspections with a supervisor 	
4. Surface Cleaning	Chemical exposure, Dust inhalation	3H	<ul style="list-style-type: none"> - Wear appropriate PPE - Use appropriate cleaning agents - Use appropriate cleaning methods - Use appropriate cleaning equipment - Use appropriate cleaning techniques - Use appropriate cleaning materials - Use appropriate cleaning tools - Use appropriate cleaning procedures - Use appropriate cleaning protocols - Use appropriate cleaning standards - Use appropriate cleaning practices - Use appropriate cleaning policies - Use appropriate cleaning procedures - Use appropriate cleaning protocols - Use appropriate cleaning standards - Use appropriate cleaning practices - Use appropriate cleaning policies 	2M
5. Layout Planning	Incorrect measurements, Miscommunication	2M	<ul style="list-style-type: none"> - Use appropriate layout planning methods - Use appropriate layout planning equipment - Use appropriate layout planning techniques - Use appropriate layout planning materials - Use appropriate layout planning tools - Use appropriate layout planning procedures - Use appropriate layout planning protocols - Use appropriate layout planning standards - Use appropriate layout planning practices - Use appropriate layout planning policies - Use appropriate layout planning procedures - Use appropriate layout planning protocols - Use appropriate layout planning standards - Use appropriate layout planning practices - Use appropriate layout planning policies 	1L
6. Cutting Vinyl	Cuts, Wrong cuts	3H	<ul style="list-style-type: none"> - Use appropriate cutting methods - Use appropriate cutting equipment - Use appropriate cutting techniques - Use appropriate cutting materials - Use appropriate cutting tools - Use appropriate cutting procedures - Use appropriate cutting protocols - Use appropriate cutting standards - Use appropriate cutting practices - Use appropriate cutting policies - Use appropriate cutting procedures - Use appropriate cutting protocols - Use appropriate cutting standards - Use appropriate cutting practices - Use appropriate cutting policies 	2M

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7. Adhesive Application	Chemical exposure, Skin irritation	3H		2M
8. Laying Vinyl	Back strain, Misalign	3H		1L
9. Trimming Excess Vinyl	Cuts, Slips	3H		2M

Poor adhesion 4A

Fire hazard 4A

Poor adhesion 2M

Fire hazard 4A

SAMPLE

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
13. Final Inspection	Overlooked areas, Unreported faults	2M		1L
14. Equipment Dismantling	Manual handling, Unexpected responses	3H		1L
15. Reporting and Documentation	Data loss, Incomplete records	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Site Closure	Unsecured sites, Inadequate signage	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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.