

Wood Varnishing Process 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	chemical exposure, trip hazards	3H	<ul style="list-style-type: none"> - Conduct a pre-start safety briefing - Use spill containment kits in storage areas - Remove obstructions from the work area - Clearly label stored chemicals - Consult SDS for all materials used - Ensure emergency exits are accessible - Conduct risk assessment prior to work - Train workers on safe handling of chemicals - Utilise proper PPE such as gloves and goggles - Implement a sign-in/out sheet for chemical usage 	2M
2. Surface Cleaning	slippery surfaces, chemical splash	3H	<ul style="list-style-type: none"> - Use non-slip mats on flooring - Wear appropriate PPE, including gloves and goggles - Ensure adequate ventilation - Provide training on cleaning chemical usage - Store cleaning agents safely - Avoid overuse of cleaning liquids - Employ buddy system for safety monitoring - Contain spills immediately - Provide eyewash stations near work area - Secure lids on all chemical containers 	2M
3. Sanding	dust inhalation, ergonomic strain	4A	<ul style="list-style-type: none"> - Use dust extraction units - Wear dust masks or respiratory protection - Train staff in ergonomic practices - Rotate tasks to reduce strain - Provide sanding tools with vibration control - Maintain correct posture during sanding - Implement regular breaks - Use adjustable workstations 	3H

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			<ul style="list-style-type: none"> - Conduct fitness for work assessments - Provide staff with training on equipment use 	
4. Varnish Mixing	chemical exposure, spillage	4A	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Work in a well-ventilated area - Use spill kits to contain any spills immediately - Store chemicals in approved containers - Label all containers clearly - Follow safe handling procedures for chemicals - Use dedicated mixing equipment - Clean up spills immediately - Dispose of waste materials correctly - Keep work area tidy - Use appropriate lifting techniques - Avoid contact with skin and eyes - Wash hands thoroughly after handling - Use safety showers and eyewash stations - Have first aid kit available - Report any incidents immediately - Follow emergency procedures - Keep fire extinguishers nearby - Do not smoke or eat in the work area - Use designated smoking areas - Keep fire exits clear - Follow fire safety procedures - Use appropriate fire extinguishers - Evacuate the area if necessary - Follow fire safety drills - Keep fire alarm pull stations clear - Do not use mobile phones while working - Use designated mobile phone areas - Keep work area free of clutter - Use appropriate storage for tools and equipment - Label all tools and equipment - Use tools and equipment correctly - Follow safe working practices - Use appropriate lifting techniques - Avoid contact with skin and eyes - Wash hands thoroughly after handling - Use safety showers and eyewash stations - Have first aid kit available - Report any incidents immediately - Follow emergency procedures - Keep fire extinguishers nearby - Do not smoke or eat in the work area - Use designated smoking areas - Keep fire exits clear - Follow fire safety procedures - Use appropriate fire extinguishers - Evacuate the area if necessary - Follow fire safety drills - Keep fire alarm pull stations clear - Do not use mobile phones while working - Use designated mobile phone areas - Keep work area free of clutter - Use appropriate storage for tools and equipment - Label all tools and equipment - Use tools and equipment correctly - Follow safe working practices 	3H
5. Varnish Application	chemical irritation, fire risk	4A	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Work in a well-ventilated area - Use spill kits to contain any spills immediately - Store chemicals in approved containers - Label all containers clearly - Follow safe handling procedures for chemicals - Use dedicated mixing equipment - Clean up spills immediately - Dispose of waste materials correctly - Keep work area tidy - Use appropriate lifting techniques - Avoid contact with skin and eyes - Wash hands thoroughly after handling - Use safety showers and eyewash stations - Have first aid kit available - Report any incidents immediately - Follow emergency procedures - Keep fire extinguishers nearby - Do not smoke or eat in the work area - Use designated smoking areas - Keep fire exits clear - Follow fire safety procedures - Use appropriate fire extinguishers - Evacuate the area if necessary - Follow fire safety drills - Keep fire alarm pull stations clear - Do not use mobile phones while working - Use designated mobile phone areas - Keep work area free of clutter - Use appropriate storage for tools and equipment - Label all tools and equipment - Use tools and equipment correctly - Follow safe working practices 	3H
6. Drying Process	fume inhalation, flammable environment	4A	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) - Work in a well-ventilated area - Use spill kits to contain any spills immediately - Store chemicals in approved containers - Label all containers clearly - Follow safe handling procedures for chemicals - Use dedicated mixing equipment - Clean up spills immediately - Dispose of waste materials correctly - Keep work area tidy - Use appropriate lifting techniques - Avoid contact with skin and eyes - Wash hands thoroughly after handling - Use safety showers and eyewash stations - Have first aid kit available - Report any incidents immediately - Follow emergency procedures - Keep fire extinguishers nearby - Do not smoke or eat in the work area - Use designated smoking areas - Keep fire exits clear - Follow fire safety procedures - Use appropriate fire extinguishers - Evacuate the area if necessary - Follow fire safety drills - Keep fire alarm pull stations clear - Do not use mobile phones while working - Use designated mobile phone areas - Keep work area free of clutter - Use appropriate storage for tools and equipment - Label all tools and equipment - Use tools and equipment correctly - Follow safe working practices 	3H

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7. Quality Control Inspection	eye strain, sharp edges	2M		1L
8. Cleanup and Waste Disposal	chemical residue, sharp edges	3H		2M
9. Equipment Maintenance	electrical hazard, mechanical hazard	4A		3H

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10. Record Keeping	data errors, privacy breaches	2M		1L
11. Final Review	compliance errors, documentation errors	2M		1L
12. Training & Induction	knowledge gaps, inadequate skills	3H		2M

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13. Staff Wellness Monitoring	stress, injury	3H		2M
14. Emergency Preparedness	panic, delayed response	4A		3H
15. Supplier and Material Management	material shortages, quality inconsistencies	3H		2M

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16. Incident Reporting	underreporting, delayed response	3H		2M
17. Continuous Improvement	lack of innovation, stagnation	3H		2M
18. Customer Feedback	negative reviews, communication breakdown	2M		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.