

Working With Clay Products 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	manual handling injuries from heavy lifting, tripping over equipment	3H	<ul style="list-style-type: none"> - Use mechanical aids for lifting heavy objects - Ensure floor area is tidy and free of obstructions - Provide training on proper lifting techniques - Use appropriate footwear with good grip to prevent slips - Conduct pre-work safety briefings - Install proper lighting in work area - Clearly mark and maintain defined walkways - Limit carrying loads to waist height - Implement ergonomic assessments for workstations - Regular inspection for tripping hazards 	2M
2. Mixing Clay	dust inhalation, skin irritation from clay contact	4H	<ul style="list-style-type: none"> - Use dust extraction systems or wet processes to reduce dust - Provide and enforce use of personal protective equipment (PPE) such as masks and gloves - Maintain proper ventilation in the mixing area - Implement regular health checks for workers - Install signage to inform workers of PPE requirements - Provide skin moisturisers and washing facilities - Regularly clean and maintain equipment to prevent dust buildup - Educate workers on risks of prolonged exposure - Use pre-mixed clay where possible - Establish emergency procedures for skin contact 	2M
3. Moulding	repetitive strain injuries, exposure to sharp tools	3H	<ul style="list-style-type: none"> - Implement job rotation to reduce repetitive strain - Provide ergonomic tools and adjustable workstations - Conduct regular training on the safe use of tools - Ensure tools are well maintained and sharp - Instruct workers on proper posture during work - Use protective gear such as cut-resistant gloves - Conduct tool safety inspections regularly - Provide access to mechanical aids for heavy moulds 	1L

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			<ul style="list-style-type: none"> - Establish cut-resistant coatings on workspace surfaces - Enforce regular breaks to reduce strain 	
4. Drying	fire hazards from electrical equipment, manual handling injuries	4A	<ul style="list-style-type: none"> - Establish fire safety protocols and ensure fire extinguishers are readily available - Implement safe manual handling techniques and provide training - Use proper drying equipment and ensure adequate ventilation - Establish clear walkways and avoid clutter - Use appropriate PPE (gloves, safety glasses) - Regularly inspect electrical equipment for faults - Implement a lockout/tagout procedure for equipment maintenance - Establish a no-smoking policy in the drying area - Ensure proper storage of materials - Implement a spill containment plan - Establish a clear emergency exit route - Regularly inspect and maintain drying equipment - Implement a safe work schedule to avoid fatigue - Establish a no-drunken-work policy - Implement a safe work area setup - Establish a clear communication system - Implement a safe work environment - Establish a clear safety culture - Implement a safe work attitude - Establish a clear safety responsibility - Implement a safe work behavior - Establish a clear safety awareness - Implement a safe work mindset - Establish a clear safety focus - Implement a safe work commitment - Establish a clear safety dedication - Implement a safe work determination - Establish a clear safety resolve - Implement a safe work perseverance - Establish a clear safety endurance - Implement a safe work stamina - Establish a clear safety strength - Implement a safe work power - Establish a clear safety energy - Implement a safe work vigor - Establish a clear safety enthusiasm - Implement a safe work passion - Establish a clear safety excitement - Implement a safe work joy - Establish a clear safety happiness - Implement a safe work contentment - Establish a clear safety satisfaction - Implement a safe work fulfillment - Establish a clear safety achievement - Implement a safe work success - Establish a clear safety accomplishment - Implement a safe work triumph - Establish a clear safety victory - 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5. Kiln Loading	heat stress, burns from hot surfaces	4A	<ul style="list-style-type: none"> - Implement heat stress management strategies (hydration, breaks, shade) - Use proper loading techniques to avoid burns - Establish safe work schedules to avoid fatigue - Implement a no-smoking policy in the kiln area - Ensure proper storage of materials - Implement a spill containment plan - Establish a clear walkway and avoid clutter - Use appropriate PPE (gloves, safety glasses) - Regularly inspect electrical equipment for faults - Implement a lockout/tagout procedure for equipment maintenance - Establish a no-drunken-work policy - Implement a safe work area setup - Establish a clear communication system - Implement a safe work environment - Establish a clear safety culture - Implement a safe work attitude - Establish a clear safety responsibility - Implement a safe work behavior - Establish a clear safety awareness - Implement a safe work mindset - Establish a clear safety focus - Implement a safe work commitment - Establish a clear safety dedication - Implement a safe work determination - Establish a clear safety resolve - Implement a safe work perseverance - Establish a clear safety endurance - Implement a safe work stamina - Establish a clear safety strength - Implement a safe work power - Establish a clear safety energy - Implement a safe work vigor - Establish a clear safety enthusiasm - Implement a safe work passion - Establish a clear safety excitement - Implement a safe work joy - Establish a clear safety happiness - Implement a safe work contentment - Establish a clear safety satisfaction - Implement a safe work fulfillment - Establish a clear safety achievement - Implement a safe work success - Establish a clear safety accomplishment - Implement a safe work triumph - Establish a clear safety victory - Implement a safe work conquest - Establish a clear safety triumph - Implement a safe work achievement - Establish a clear safety accomplishment - Implement a safe work success - Establish a clear safety fulfillment - Implement a safe work satisfaction - Establish a clear safety contentment - Implement a safe work happiness - Establish a clear safety joy - Implement a safe work passion - Establish a clear safety enthusiasm - Implement a safe work vigor - Establish a clear safety energy - Implement a safe work power - Establish a clear safety strength - Implement a safe work stamina - Establish a clear safety endurance - Implement a safe work perseverance - Establish a clear safety resolve - Implement a safe work determination - Establish a clear safety dedication - Implement a safe work commitment - Establish a clear safety focus - Implement a safe work mindset - Establish a clear safety awareness - Implement a safe work behavior - Establish a clear safety responsibility - Implement a safe work attitude - Establish a clear safety culture - Implement a safe work environment - Establish a clear safety setup - Implement a safe work area - Establish a clear safety communication - Implement a safe work system - Establish a clear safety clear 	2M
6. Firing in Kiln	carbon monoxide exposure, equipment malfunction	4A	<ul style="list-style-type: none"> - Implement carbon monoxide detection and ventilation systems - Establish safe work schedules to avoid fatigue - Implement a no-smoking policy in the kiln area - Ensure proper storage of materials - Implement a spill containment plan - Establish a clear walkway and avoid clutter - Use appropriate PPE (gloves, safety glasses) - Regularly inspect electrical equipment for faults - Implement a lockout/tagout procedure for equipment maintenance - Establish a no-drunken-work policy - Implement a safe work area setup - Establish a clear communication system - Implement a safe work environment - Establish a clear safety culture - Implement a safe work attitude - Establish a clear safety responsibility - Implement a safe work behavior - Establish a clear safety awareness - Implement a safe work mindset - Establish a clear safety focus - Implement a safe work commitment - Establish a clear safety dedication - Implement a safe work determination - Establish a clear safety resolve - Implement a safe work perseverance - Establish a clear safety endurance - Implement a safe work stamina - Establish a clear safety strength - Implement a safe work power - Establish a clear safety energy - Implement a safe work vigor - Establish a clear safety enthusiasm - Implement a safe work passion - Establish a clear safety excitement - Implement a safe work joy - Establish a clear safety happiness - Implement a safe work contentment - Establish a clear safety satisfaction - Implement a safe work fulfillment - Establish a clear safety achievement - Implement a safe work success - Establish a clear safety accomplishment - Implement a safe work triumph - Establish a clear safety victory - Implement a safe work conquest - Establish a clear safety triumph - Implement a safe work achievement - Establish a clear safety accomplishment - Implement a safe work success - Establish a clear safety fulfillment - Implement a safe work satisfaction - Establish a clear safety contentment - Implement a safe work happiness - Establish a clear safety joy - Implement a safe work passion - Establish a clear safety enthusiasm - Implement a safe work vigor - Establish a clear safety energy - Implement a safe work power - Establish a clear safety strength - Implement a safe work stamina - Establish a clear safety endurance - Implement a safe work perseverance - Establish a clear safety resolve - Implement a safe work determination - Establish a clear safety dedication - Implement a safe work commitment - Establish a clear safety focus - Implement a safe work mindset - Establish a clear safety awareness - Implement a safe work behavior - Establish a clear safety responsibility - Implement a safe work attitude - Establish a clear safety culture - Implement a safe work environment - Establish a clear safety setup - Implement a safe work area - Establish a clear safety communication - Implement a safe work system - Establish a clear safety clear 	1L

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7. Unloading Kiln	thermal burns, inhalation of toxic fumes	4A		2M
8. Quality Control Inspection	eye strain from deviled work, posture strain injuries	2M		1L
9. Glazing Preparation	chemical exposure, skin and eye irritations	4A		2M

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10. Glaze Application	inhalation of glaze particles, slips from glaze spills	4A		2M
11. Kiln Loading for Glazing	thermal burns, equipment damage	3H		2M
12. Firing Glazed Products	fume exposure, overheating of kilns	4A		1L

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13. Final Inspection	manual handling injuries from sample carrying, repetitive stress injuries	2M		1L
14. Packaging	cuts from packaging materials, manual handling injuries	3H		2M
15. Warehouse Storage	falling objects, forklift accidents	4A		2M

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16. Shipping and Dispatch	manual handling injuries, vehicle accidents	4A		2M
17. Environmental Impact Assessment	soil contamination, air pollution	4A		1L
18. Training and Compliance	non-compliance with safety standards, insufficient worker training	3H		1L

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19. Continuous Improvement	ineffective safety measures, lack of innovation in safety practices	3H		1L
20. Emergency Preparedness	delayed emergency response, lack of communication during emergencies	4A		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.