

Working in Ceilings and Subfloors 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 the 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	insufficient training, poor communication	3H	<ul style="list-style-type: none"> - Conduct thorough training for all workers involved - Establish clear communication protocols before starting - Prepare all necessary equipment and ensure it's in good condition - Appoint a team leader responsible for overseeing operations - Ensure all workers understand the scope of work before commencement - Confirm that all licences and certifications are up to date - Review relevant work procedures with the team - Carry out a final site inspection - Ensure all personal protective equipment (PPE) is available - Discuss potential emergency situations and response procedures with the team 	2M
2. Access Entry Points	slips, trips	3H	<ul style="list-style-type: none"> - Use stable and appropriate ladders or scaffolding - Ensure entry points are free from obstructions - Conduct a hazard check at the entry point before use - Secure all ladders before climbing - Use non-slip footwear to reduce the risk of slipping - Clearly mark entry points with safety signs - Train workers on safe ladder usage - Maintain a clean and tidy work area - Provide adequate lighting at entry points - Use buddy systems to assist during access if necessary 	2M
3. Inspect Area	falling debris, low visibility	3H	<ul style="list-style-type: none"> - Wear PPE including helmets and safety goggles - Use adequate lighting to improve visibility - Ensure only designated personnel are in the immediate area - Conduct inspections systematically to avoid missed areas - Remove loose debris prior to starting work - Establish a debris management plan - Use radios for communication in low visibility areas - Install temporary barriers if necessary 	1L

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			<ul style="list-style-type: none"> - Inform everyone on site when inspections are underway - Schedule inspections when occupancy is low to minimise risk to workers 	
4. Setup Equipment	equipment malfunction, electrical hazards	3H	<ul style="list-style-type: none"> - Use equipment that is in good working order - Ensure all electrical equipment is properly grounded - Use appropriate personal protective equipment (PPE) - Follow manufacturer's instructions for equipment use - Avoid overloading electrical circuits - Use insulated tools when working with electrical equipment - Establish a safe work area and restrict access to unauthorized personnel - Perform regular maintenance and inspections of equipment - Use lockout/tagout procedures when working on electrical equipment - Ensure proper ventilation in areas where equipment is used - Use fire extinguishers and have a fire escape plan in place 	2M
5. Install Insulation	asbestos exposure, dust inhalation	4A	<ul style="list-style-type: none"> - Use proper ventilation and dust extraction systems - Wear appropriate PPE, including respirators - Avoid disturbing existing insulation materials - Use wet methods to minimize dust generation - Seal off work areas to prevent dust spread - Perform regular air quality monitoring - Use HEPA filters on vacuum cleaners - Avoid eating, drinking, or smoking in work areas - Clean up dust and debris thoroughly - Use protective clothing and footwear - Follow local regulations and standards for asbestos handling 	3H
6. Install Wiring	electric shock, cable entanglement	4A	<ul style="list-style-type: none"> - Use insulated tools and equipment - Follow proper wiring practices and standards - Avoid overloading circuits - Use appropriate PPE, including gloves and safety glasses - Establish a safe work area and restrict access - Perform regular inspections of wiring - Use proper cable management techniques - Avoid working on live circuits whenever possible - Use lockout/tagout procedures when working on electrical systems - Ensure proper grounding and bonding - Use fire-resistant cable where required 	2M

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7. Install Fixtures	falling objects, incorrect installation	3H		1L
8. Plumbing Work	water leakages, chemical exposure	3H		2M
9. Install HVAC Systems	ventilation issues, manual handling injuries	4A		2M

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10. Painting	paint fumes, slip hazards	3H		1L
11. Clean-up	waste management issues, slips and trips	3H		1L
12. Final Inspection	overlooked hazards, incorrect documentation	3H		1L

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13. Feedback and Review	incomplete feedback, ignoring lessons learned	3H		1L
14. Project Documentation	loss of records, mismanagement of information	2M		1L
15. Demobilisation	equipment damage during removal, site restoration neglect	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>

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>

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>

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.

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>

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>

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