Carpet Laying

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE 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:

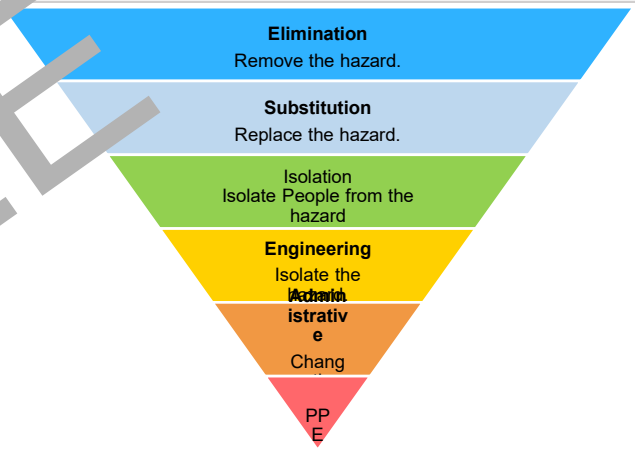
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. 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:

1. **Eliminate**
2. Substitute
3. Isolate
4. Engineering
5. Administrative
6. 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. WHS Governance, Compliance and Duty of Care	• Inadequate understanding by officers and managers of primary duty of care and due diligence obligations under WHS Act 2011 for carpet laying activities, including fixing carpet gripper rods • Absence of a documented WHS management system that specifically addresses floor-covering works and sharp-edge handling risks • Inadequate consultation mechanisms with workers and contractors about changes to carpet installation methods, tooling, or materials • Failure to ensure PCBU interfaces and responsibilities are clarified when working in occupied premises, commercial tenancies, or on multi-contractor construction sites • Insufficient review of safety performance data related to lacerations, musculoskeletal disorders and slips/trips associated with carpet gripper rod works	High	• Establish and maintain a documented WHS management system aligned with WHS Act 2011 and WHS Regulations, including specific procedures for carpet laying and fixing carpet gripper rods • Define WHS roles, responsibilities and accountabilities for officers, managers, supervisors and leading hands in relation to planning and oversight of floor-covering works • Implement a formal WHS policy endorsed by senior management that commits to eliminating or minimising risks from sharp tools and gripper rods so far as is reasonably practicable • Set up structured WHS consultation arrangements (HSCs, HSRs or toolbox forums) to capture worker feedback on hazards and effectiveness of controls associated with fixing gripper rods • Document and maintain WHS legal and other requirements register covering relevant WHS legislation, codes of practice (e.g. Hazardous Manual Tasks, Construction Work), and Australian Standards applicable to tools and PPE • Establish processes for pre-start WHS planning for each site, including verification that carpet fixing activities are covered by site-specific risk assessments or WHS management plans • Review WHS performance metrics (injury trends, near misses, audit findings) specific to carpet laying tasks at least quarterly, and integrate findings into continuous improvement actions • Ensure contractor management procedures verify that subcontract carpet layers operate to equivalent WHS standards and have compatible WHS systems for gripper rod installation work	Medium
2. Planning, Scheduling and Work Allocation	• Rushed work programs and unrealistic timeframes leading to shortcuts in safe fixing of carpet gripper rods (e.g. skipping inspections, poor housekeeping) • Inadequate site assessment before commencement resulting in failure to identify pre-existing floor damage, asbestos-containing materials, or uneven substrates • Poor coordination with other trades causing congestion, trip hazards and pressure to work around others during carpet and gripper installation • Inadequate planning for remote or after-hours work where supervision, first aid and emergency arrangements may be limited • Insufficient consideration of manual handling load, kneeling duration and	High	• Implement a formal pre-start planning process that requires supervisors to review drawings, floor layouts and substrate conditions before approving carpet gripper rod works • Include WHS criteria in job scheduling, ensuring realistic time allowances for safe measuring, cutting, fixing and inspection of gripper rods and transition edges • Mandate pre-work site inspections to identify structural floor issues, potential asbestos risks, confined areas, and access/egress constraints prior to approving works • Coordinate planning with principal contractor or building manager so that carpet layers have dedicated work areas and are not forced to work under or around other high-risk trades • Integrate manual task risk factors into rostering and job allocation, including rotation of staff on high-kneeling tasks, and limiting duration of sustained awkward postures • Establish criteria for remote or after-hours carpet installation jobs, ensuring supervision arrangements, communication methods and emergency support are documented and approved • Require development of a simple, site-specific WHS plan or job risk assessment for complex, occupied or high-traffic installations before gripper rod work commences • Include review of access routes for transporting rolls, rods and tools to minimise unnecessary manual handling distances and stair use during planning	Medium

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	repetitive movements in scheduling, leading to cumulative musculoskeletal strain			
3. Procurement of Materials, Tools and Equipment	• Procurement of substandard or inappropriate gripper rods (e.g. incorrect nail type or density for substrate) increasing risk of loosening, uplift and subsequent trip injuries • Use of poor-quality edge trims, thresholds or transition strips that do not adequately cover gripper rods, creating laceration or trip hazards • Acquisition of hand tools, knee kickers, stretchers or nail guns without safety features, ergonomic design or manufacturer instructions • Failure to specify personal protective equipment suitable for handling sharp materials (e.g. inadequate cut-resistant gloves, knee protection or eye protection) • Inadequate evaluation of new product (e.g. adhesives, underlays, specialty gripper systems) for W[illegible]mpacts prior to field use	High	• Develop minimum WHS specifications for g[illegible]per rods, including material quality, nail configuration and compatibility with common substrates (concrete, timber, particleboard) • Mandate purchase of compl[illegible]t trims and transi[illegible]s that fully cover gripper rods and meet relevant standards for slip resistance and edge protection • Standardise on an [illegible]ool types for fixing gripper rods (e.g. hammers, nail guns, staplers) that include safety f[illegible]ures such as guard, sequential triggers and non-slip grips • Implement a formal procu[illegible]ment poli[illegible]quiring WHS review and sign-off prior to purchasing new tools, plant or materials used in carpet laying activities • Specify and provide appropriate PPE including cut-resistant gloves, safety glasses, knee pads conforming to relevant standards, and suitable safety footwear for all layers • Ensure all purchased tools and equipment are supplied with manufacturer instructions, safety data and training materials for integration into induction processes • Maintain an approved products list for gripper rods, adhesives, underlays and trims, with documented assessment of their WHS and environmental characteristics • Undertake field trials and consultation with workers before rolling out any new gripper rod system or fixing method across the business	Low
4. Contractor, Worker and Supervisor Competency	• Workers or subcontractors fi[illegible] gripper rods without [illegible]competency verification or adequate on-the-job assessment • Supervisors lacking com[illegible]ce in hazard identification and risk management specific to carpet laying and gripper rod systems • Inadequate knowledge of safe use and limitations of tools used for fixing rods, including nail guns and stretching equipment • Insufficient training on manual task risk factors associated with repeated kneeling, bending, and handling sharp materials • Lack of understanding of obligations when working in occupied homes, aged	High	[redacted]	Medium

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	care, schools and other sensitive environments		[redacted]	
5. Induction, Information, Instruction and Communication	• Workers commencing carpet laying tasks without site-specific induction or awareness of local hazards (e.g. access constraints, existing services, fragile flooring) • Poor communication of procedures for safe handling, storage and disposal of gripper rods and offcuts • Lack of clear guidance on exclusion zones to separate residents, building occupants or other trades from works involving sharp edges and trip hazards • Insufficient instructio[redacted]dent, nea[redacted] miss and hazard re[redacted]ting processes related to gripper r[redacted] installation and maintenance • Language, literacy or cultural barrie[redacted] leading to misunderstanding of WH[redacted] instructions or signage	High	[redacted]	Medium
6. Plant, Tool and Equipment Management	• Use of damaged or poorly maintained hammers, nail guns, stretchers and cutters increasing risk of mis-strikes, ricochets and lacerations when fixing gripper rods • Absence of pre-use inspection processes for tools leading to undetected defects such as loose handles or malfunctioning triggers • Improvised or non-approved tools being used for gripper rod installation,	High	[redacted]	Medium

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	increasing risk of tool failure or uncontrolled movement • Lack of tagging, servicing and calibration records for powered tools and portable electrical equipment used alongside carpet laying • Inadequate storage systems resulting in sharp tools and gripper rods being left unsecured, creating cut and trip hazards		[redacted]	
7. Hazard Identification, Risk Assessment and Change Management	• Systemic failure to identify site-specific hazards related to subfloors, existing floor coverings, or embedded services before fixing gripper rods • Infrequent or informal risk assessmen that do not adequately address sharp edge, trip and manual tas ks at the system level • Lack of formal pr ess for assessing WHS impact when w too ate s or methods of fixing g pper rods are introduced • Failure to review and up ate trols after incidents, near misses or significant changes in work environments • Over-reliance on worker experience instead of structured risk assessment tools and procedures	High	[redacted]	Medium
8. Manual Tasks, Ergonomics and Health Management	• Sustained kneeling and crouching during gripper rod installation leading to knee and lower back disorders • Repetitive hammering, stretching and cutting motions causing cumulative	High	[redacted]	Medium

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	strain injuries to hands, arms and shoulders • Manual handling of heavy carpet rolls, boxes of gripper rods and tools without adequate mechanical aids or team lifting arrangements • Inadequate consideration of individual fitness, pre-existing injuries or health limitations in task allocation • Lack of systems for early reporting and management of musculoskeletal discomfort and minor injuries		[redacted]	
9. Site Access, Public Interface and Traffic Management	• Uncontrolled interaction between workers installing gripper rods and building occupants, residents or members of the public • Inadequate segregation of work zones from adjacent operational areas, leading to people walking across partially completed flooring with exposed rods • Trips, slips and falls arising from poor housekeeping, offcuts, packaging and tools left in access ways during carpet installation • Manual handling of long or awkward loads such as gripper rods through stairwells, corridors and car parks without structured access planning • Vehicle loading and unloading activities in shared car parks or loading docks without traffic management controls	High	[redacted]	Medium

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10. Environmental Conditions, Housekeeping and Waste Management	• Poor lighting reducing visibility of sharp gripper rods, tools and trip hazards during installation and inspection • Accumulation of sharp offcuts, nails and packaging materials on floors creating secondary hazards • Inadequate systems for segregation, storage and removal of waste materials, including used rods and sharp metal fragments • Floor contamination from dust, adhesive residues or moisture leading to slips and impaired adhesion of gripper rods • Failure to consider noise, dust or odour impacts on building occupants during carpet removal and replacement works	Medium	[redacted]	Low
11. Incident Reporting, Investigation and Corrective Actions	• Under-reporting of minor lacerations, near misses or trips associated with gripper rods, leading to missed opportunities for prevention • Superficial incident investigations that focus on worker error rather than systemic causes such as planning, training, or procurement deficiencies • Lack of a clear process for implementing and tracking corrective and preventive actions arising from incidents or audits • Failure to notify regulators or other duty holders of notifiable incidents in accordance with WHS Act 2011 requirements • Poor communication of lessons learnt from incidents across different teams or sites	High	[redacted]	Medium
12. Emergency Preparedness, First Aid and Health Monitoring	• Insufficient first aid resources or trained first aiders on sites where carpet and gripper rod installation is occurring	Medium		Low

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	• Lack of clear procedures for responding to serious lacerations, eye injuries from flying fragments, or acute musculoskeletal events • Workers and subcontractors unfamiliar with local emergency arrangements, including building evacuation procedures and access for emergency services • No systematic approach to monitoring health outcomes related to repetitive manual tasks, kneeling and exposure to dust or adhesives • Emergency equipment (first aid kits, eye wash, fire extinguishers) not maintained or not accessible when needed		[redacted]	
13. Performance Monitoring, Audit and Continuous Improvement	• Lack of systematic m[redacted]g of WHS performance relate[redacted] carpet laying and fixing gripper rods[redacted]llowing emerging risks to go unnotic[redacted] • Failure to verify that documented procedures and controls are actual[redacted] implemented in the field • Infrequent or informal WHS inspections and audits, resulting in inconsistent standards across different teams and sites • No structured process for reviewing the WHS management system in light of operational feedback, new technology or legislative change • Reliance on lag indicators (injuries only) rather than leading indicators (inspections, training completion, hazard reports) to manage risk	Medium	[redacted]	Low

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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 FOR 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 2025
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-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/forms-and-resources/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