# Flooring, Wall and Ceiling Installation

| | | |
|---|---|---|
| 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: |

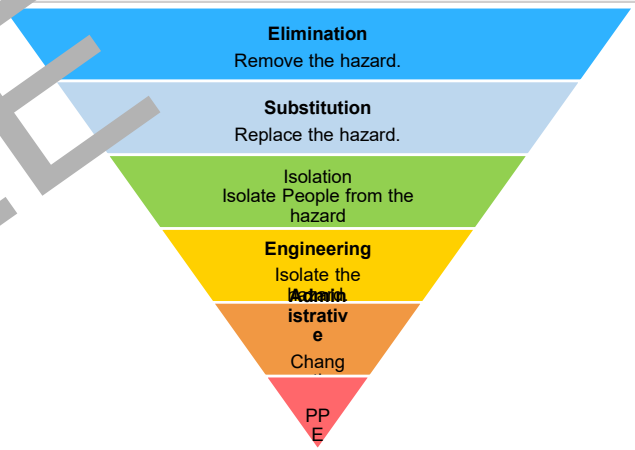
## CLIENT OR PRINCIPAL CONTRACTOR DETAILS

| | |
|---|---|
| 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, Duties and Consultation | • PCBU and officers not fully understanding due diligence obligations under WHS Act 2011<br>• Lack of clear WHS responsibilities for flooring, wall and ceiling installation activities (including acoustic and bulkhead works)<br>• Inadequate consultation with workers and subcontractors about WHS issues and changes in work methods<br>• Poor integration of WHS requirements into contracts for partitioning, acoustic panelling and raised timber floor trades<br>• Failure to monitor and review WHS performance across multiple sites and projects<br>• Insufficient enforcement of WHS requirements for smaller specialist contractors (e.g. acoustic ceiling installers, fibre cement sheeting crews | 4A | • Implement a WHS governance framework that clearly allocates officer due diligence responsibilities in line with WHS Act 2011, including oversight of wall lining, partitioning, flooring and ceiling works<br>• Develop a WHS responsibility matrix that assigns specific duties to project managers, site supervisors, leading hands and subcontractor principals for lining and partition systems<br>• Embed WHS requirements and performance expectations in head contracts and subcontracts, including mandatory compliance with principal contractor WHS management plans<br>• Establish formal consultation arrangements (toolbox talks, pre-start meetings, HSRs, WHS committees) that specifically address changes in installation methods, new materials, acoustic systems and bulkhead details<br>• Introduce a WHS planning and review cycle for each project, including periodic management walk-arounds and documented WHS performance reviews for wall, floor and ceiling trades<br>• Include WHS compliance clauses with escalation and removal-from-site provisions for subcontractors who repeatedly fail to meet agreed WHS standards<br>• Provide WHS duty-of-care and due diligence training to officers and senior managers focused on construction fitout activities such as partitioning, eave linings and raised timber floors | 3H |
| 2. Design, Engineering and Buildability Management | • Installation designs for partitions, acoustic ceilings and bulkheads not reviewed for constructability and safe access requirements<br>• Lack of coordination between architectural, structural and services designs leading to congested ceiling spaces and unsafe work positioning<br>• Acoustic panelling and ceiling layouts not optimised for reduced cutting, handling and work at height<br>• Inadequate structural design of raised timber floors and bulkheads leading to overloading and collapse risk during construction<br>• No formal design risk register capturing WHS risks associated with panel layout, partition framing and access holes in floorboards<br>• Late design changes creating pressure, rework and non-standard site | 4A | • Implement a formal design risk management process (in line with WHS Regulations Part 6.2) that includes WHS review of flooring, wall, bulkhead and ceiling systems at design stage<br>• Conduct constructability workshops with designers, engineers and key trades to review safe installation sequences, clearances and access for partitioning, acoustic ceilings and eave linings<br>• Develop standardised details and installation methodologies for acoustic panelling, bulkhead construction and fibre cement sheeting that minimise high-risk work at height and overhead work<br>• Require engineering sign-off for raised timber floor systems, heavy acoustic ceiling systems and large bulkheads, including temporary support requirements during installation<br>• Use digital modelling (e.g. BIM) where practicable to coordinate services with ceiling grids, bulkheads and partitions, ensuring adequate access and minimising intersection conflicts<br>• Establish a design change management procedure that assesses WHS implications of late changes (e.g. new access holes, added bulkheads, revised panel layouts) before approval<br>• Incorporate optimised panel layout principles into design documentation to reduce cutting, waste, manual handling and work in awkward positions | 2M |

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| | modifications (e.g. ad hoc cutting of access holes and bulkhead alterations) | | | |
| 3. Project Planning, Staging and Scheduling | • Poor sequencing of trades leading to congestion, working above and below other workers and increased risk of falling objects<br>• Compressed timeframes causing shortcuts in safe systems of work for panel alignment, bulkhead construction and partition framing<br>• Inadequate planning for early installation of raised timber floors, leading to overloading or use as access ways before completion<br>• Acoustic ceiling and panelling works scheduled during heavy services installation, creating access conflicts and unsafe work platforms<br>• Lack of planning for noisy or dust-generating activities (e.g. cutting fibre cement sheeting and access holes) affecting other workers and building occupants<br>• Insufficient allowan[illegible]or curing times, sealants or adhesi[illegible]s impacting stability of linings or panels[illegible]when sub[illegible]works commence | 4A | • Develop a detailed construction program that s[illegible]ences floo[illegible]g, wall and ceiling works to avoid stacked trades and overhead work co[illegible]ts, in consultation[illegible]ith all[illegible]bcontractors<br>• Include explicit mile[illegible]s in th[illegible]rogram for compl[illegible]n of structural work, services rough-in and inspection hold p[illegible]s bef[illegible]start[illegible]partitioning[illegible]inings and acoustic ceiling installation<br>• Plan bulkhe[illegible]constructio[illegible]raised t[illegible]er f[illegible]or installation and eave linings so that temporary supports, exclusion zone[illegible]and acce[illegible]arrangeme[illegible]are clearly identified in advance<br>• Sch[illegible]high-n[illegible]and high-dust tasks (such as cutting fibre cement sheeting and floorboard access holes)[illegible]e of pe[illegible]occupancy times and coordinate with building management where relevant<br>• Incorp[illegible]ate[illegible]ntinge[illegible]time into the program to reduce pressure for unsafe practices when delays occur (e[illegible]unp[illegible]ned design changes to partition layouts or acoustic systems)<br>• E[illegible]blis[illegible]ore-start coordination meetings between site management and all lining/ceiling/flooring trades to revie[illegible]ily workfaces, stacking of materials and interaction risks<br>• [illegible]efine and enforce rules in the program for not loading raised timber floors or unfinished bulkheads be[illegible]nd design capacity prior to engineer or supervisor sign-off | 2M |
| 4. Contractor, Subcontractor and Competency Management | • Engagement of installers without verification of competency in acc[illegible]ic systems, bulkhead consti[illegible]and partitioning steel-stud-track installation<br>• Inadequate induction of subcontractors to site-specific WHS procedures for working at height and manual handling of panels<br>• Lack of verification of trade licences, high-risk work licences (where applicable) and VOCs for use of access equipment<br>• Subcontractors using unsafe or non-compliant practices from previous sites (e.g. makeshift platforms for ceiling | 4A | [redacted] | 2M |

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| | works, uncontrolled cutting of access holes)<br>• Limited supervision and oversight of small crews undertaking complex tasks such as raised timber floors and intricate bulkheads<br>• No systematic performance management or debrief process to address recurring WHS issues with particular subcontractors | | [redacted] | |
| 5. Work at Height and Access Systems Management | • Inadequate systems for planning and controlling work at height during acoustic ceiling installation, bulkhead construction and eave linings<br>• Use of unsuitable or poorly maintained ladders and mobile scaffolds by multiple subcontractors without central oversight<br>• Lack of engineered access solutions for high-level partitioning, panel alignment and ceiling grid works<br>• Uncontrolled use of raised timber floo and incomplete platforms access ways or work platform<br>• Poor coordinatio f EWP use in congested areas l ding fo with structures and workers<br>• Insufficient inspection regimes for scaffolding, platforms and temp y supports used in ceiling and bulkhead works | 4 | [redacted] | 2M |
| 6. Structural Stability and Temporary Works Control | • Temporary instability of partition frames, bulkheads and ceiling grids prior to full fixing and bracing<br>• Unengineered temporary props used for heavy acoustic ceiling panels, bulkhead framing and fibre cement sheeting<br>• Raised timber floors and subfloors not verified structurally before loading with materials or used as work platforms | 4A | [redacted] | 2M |

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| | • Inadequate control of cutting access holes in floorboards, weakening structural members or fire separation<br>• Failure to lock-out or isolate underlying services (e.g. electrical, hydraulic) before cutting into floors or walls<br>• Poor communication between installers and engineers regarding temporary works modifications on site | | [redacted] | |
| 7. Hazardous Substances, Silica and Dust Management | • Generation of respirable crystalline silica dust when cutting fibre cement sheeting and some floor products<br>• Use of adhesives, sealants and coatings for interior lining panels and acoustic systems without adequate ventilation controls<br>• Inadequate selection and fit-testing of respiratory protective equipment for installers undertaking cutting and grinding tasks<br>• Poor housekeeping leading to accumulation of fine dust on raised timber floors and in ceiling voids<br>• Lack of information from suppliers regarding hazardous properties of new acoustic and lining materials<br>• Inadequate communication to other trades and building occupants about dust-generating tasks (e.g. cutting access holes in floorboards) | 4A | [redacted] | 2M |
| 8. Manual Handling and Ergonomic Risk Management | • Repetitive lifting and carrying of large lining sheets, acoustic panels and fibre cement boards over long distances<br>• Awkward postures when aligning panel ends and edges, fitting interior lining panels and fixing ceiling tiles above shoulder height | 3H | [redacted] | 2M |

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| | • Insufficient mechanical aids for moving heavy bundles of partitioning steel-stud-track and timber for raised floors<br>• Poor planning of material delivery points causing excessive manual handling up stairs or through narrow corridors<br>• Lack of task rotation and rest breaks for repetitive installation of partitioning and acoustic panelling<br>• Inadequate training on team lifting and safe handling techniques for long, flexible or fragile panels | | [redacted] | |
| 9. Plant, Tools and Equipment Management | • Use of non-compliant or poorly maintained power tools for cutting fibre cement sheeting, panels and floorboards<br>• Inadequate guarding or dust extraction on saws and cutting stations used for flooring and partition components<br>• Shared tools and access equipment across subcontractors without central inspection and tagging sy[redacted]s<br>• Improvised cutting [redacted]et-ups on raised timber floors and p[redacted]tforms increasing risk of instability a[redacted]<br>• Failure to implement lock-out/tag-o[redacted] procedures for defective plant used [redacted] lining and ceiling works<br>• Insufficient training for safe use of specialised tools such as panel lifters, laser alignment devices and gas-actuated fixing tools | [redacted]H | [redacted] | 2M |
| 10. Electrical, Services and Hidden Building Elements | • Contact with live electrical services when cutting access holes in floorboards, walls or ceilings<br>• Damage to concealed fire services, sprinkler pipes or data cabling during partitioning and bulkhead construction | 4A | [redacted] | 2M |

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| | • Inadequate use of service plans and detection tools before fixing or cutting through building elements<br>• Lack of coordination with electricians and plumbers when installing partitions and acoustic ceilings around services<br>• Uncontrolled penetration of fire-rated walls, ceilings or floors compromising fire compartmentation<br>• Poor documentation of new access panels and penetrations created during installation works | | [redacted] | |
| 11. Environmental Conditions, Noise and Public Interface | • Excessive noise from cutting, drilling and fixing panels impacting workers and building occupants<br>• Poor lighting levels in ceiling voids, bulkhead recesses and under raised timber floors affecting visibility and increasing incident risk<br>• Inadequate separation b[illegible]en construction areas a[illegible]ccupied zones when fitting interio[illegible]ing panels and acoustic systems<br>• Exposure to heat o[illegible]d stress wh[illegible] installing eave linings and external bulkheads<br>• Dust and debris migrating from installation areas into public or tenant spaces<br>• Insufficient control of access for unauthorised persons to raised floors, partially completed partitions and ceiling access points | 3H | [redacted] | 2M |
| 12. Emergency Preparedness, First Aid and Incident Response | • Inadequate emergency procedures specific to multi-level fitouts, raised floors and ceiling void works<br>• Delayed response to injuries occurring in concealed or difficult-to-access areas (e.g. ceiling spaces, underfloor cavities) | 3H | [redacted] | 1L |

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|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | • Lack of first aid equipment suitable for cuts, eye injuries and dust exposure from cutting panels and fibre cement<br>• Poor incident reporting culture leading to under-reporting of near misses during partitioning and bulkhead works<br>• Unclear roles and responsibilities during fire or evacuation events when access ways are partially obstructed by materials<br>• Insufficient drills and practice evacuations reflecting actual site conditions and staging | | [redacted] | |
| 13. Information, Documentation and Change Management | • Out-of-date or incomplete drawings and specifications for partitions, panelling, bulkheads and raised floors being used on site<br>• Verbal instructions a[illegible]d undocumented design variations le[illegible]ng to unsafe improvisation (e.g[illegible]d hoc acces[illegible]oles or panel layouts)<br>• Inadequate communication of manufacturer installation requirem[illegible]s for acoustic systems and [illegible]ment products<br>• Failure to update SWMS, risk assessments and procedures when construction methods or materials change<br>• Poor record-keeping of inspections, sign-offs and test results related to ceiling grids, partitions and raised floors<br>• Lack of controlled distribution of key WHS documents to subcontractor supervisors and leading hands | 3H | [redacted] | 1L |
| 14. Health Monitoring, Fatigue and | • Cumulative fatigue from repetitive overhead work on ceilings and | 3H | | 2M |

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| Psychosocial Risk Management | bulkheads and extended shifts to meet deadlines<br>• Stress and psychosocial strain due to rework from design changes, time pressure and coordination conflicts between trades<br>• Exposure to silica and hazardous substances without appropriate health monitoring arrangements where required by regulation<br>• Lack of systems to identify and manage workers affected by heat stress, dehydration or pre-existing musculoskeletal conditions<br>• Poor communication channels for workers to raise health and wellbeing concerns related to ceiling, wall and flooring works<br>• High turnover of subcontracted labour limiting continuity of health monitoring and wellbeing initiatives | | [redacted] | |
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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