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Laminating Veneering and Surface Finishing

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:	

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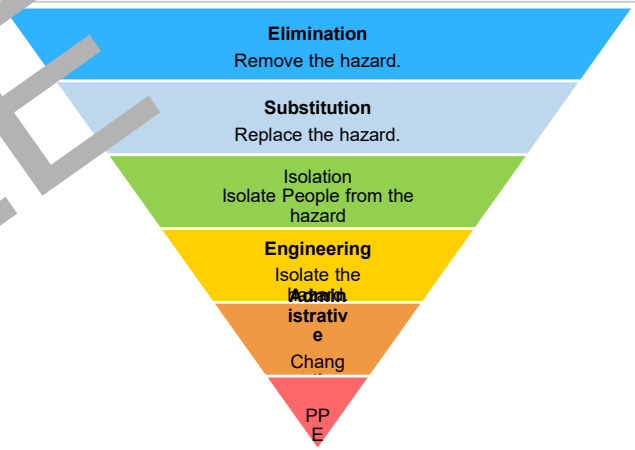
RISK MATRIX

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



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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.*

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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, Duty of Care and Legislative Compliance	• Lack of documented WHS management system aligned to WHS Act 2011 and WHS Regulations • Unclear allocation of WHS duties for officers, PCBUs, supervisors and workers in laminating and veneering operations • Failure to consult workers and HSRs on changes to laminating, veneering and surface finishing processes • Inadequate monitoring of compliance with relevant Australian Standards (e.g. AS/NZS 4801 or ISO 45001 principles, machinery and electrical standards) • Absence of formal WHS objectives, targets and key performance indicators for laminating and veneering activities • Insufficient due diligence by officers in relation to acquisition of heavy presses, laminating machinery and ventilation systems • Poor integration of contractor activities (e.g. maintenance, installation of presses and edge-banding lines) into site WHS system	4A	• Implement and maintain a formal WHS management system consistent with WHS Act 2011 and recognised standards (e.g. ISO 45001) specifically addressing laminating, veneering and surface finishing operations • Define, document and communicate WHS roles, responsibilities and accountabilities for officers, managers, supervisors, workers and contractors involved in laminating and veneering • Establish a WHS governance structure (e.g. WHS committee, regular safety leadership meetings) with scheduled review of risks related to acrylic solid surface fabrication, edge banding, laminated board and veneer pressing • Implement formal consultation, cooperation and coordination procedures with workers and PCBUs sharing the workplace, including documented toolbox talks when processes, adhesives or equipment change • Develop a legislative compliance register for relevant WHS, electrical, hazardous chemicals, plant, fire and environmental requirements linked to laminating and surface finishing activities • Require officers to demonstrate due diligence through periodic documented plant inspections, budget allocation for safety upgrades (e.g. guarding, extraction, noise control) and review of incident trends • Integrate contractor management procedures (prequalification, induction, safe work documentation verification, supervision) for all third parties installing or maintaining laminating presses, edge-banders and dust extraction systems • Schedule annual internal WHS system audits and periodic independent audits focusing on higher-risk plant (heavy presses, CNC routers, edge-banding equipment, glue lines) and hazardous chemical use	3H
2. Plant Procurement, Design and Guarding for Laminating and Veneering Equipment	• Purchase of heavy presses, edge-banding machines, laminate cutting saws and CNC equipment without WHS and ergonomic criteria in specifications • Inadequate fixed guarding, interlocks or safety distance on pressing, cutting and trimming equipment • Lack of fail-safe controls and emergency stop systems on glue spreaders, conveyors and veneer presses • Insufficient risk assessment of infeed and outfeed pinch points on layered laminate lines and melamine door skin attaching equipment	4A	• Embed WHS performance specifications in plant procurement processes, requiring compliance with relevant Australian Standards for machinery safety, emergency stops and electrical design • Require pre-purchase risk assessments and consultation with operators, maintenance personnel and HSRs for all new laminating, veneering, edging and surface finishing plant • Ensure all presses, edge banders, laminate cutting saws, inlay fabrication machines and associated conveyors are fitted with compliant fixed guards, interlocks and two-hand controls where applicable • Implement an engineering review and sign-off process for any plant modifications, including guarding changes, to ensure controls remain effective and compliant • Establish plant design and layout standards that separate pedestrian walkways from high-risk plant operating zones and material flow paths using physical barriers and marked exclusion zones • Standardise emergency stop design (colour, location, function) across all laminating and veneering equipment, and verify functionality through scheduled testing • Include noise and vibration criteria in plant procurement and require suppliers to provide measured emission data and recommended control measures	2M

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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
	• Use of non-compliant or modified guarding that can be easily bypassed or removed by operators • Poor layout of plant leading to interaction between pedestrians and moving materials handling equipment around presses and laminating lines • Failure to consider noise and vibration emissions from edge banders, sanders and trimming saws during plant selection		• Maintain a plant register including design risk assessments, OEM manuals, and records of safety features for each piece of laminating and veneering equipment	
3. Hazardous Chemicals, Adhesives and Resins Management	• Uncontrolled use of solvent-based contact cements, resins and adhesives for laminating and veneering • Lack of up-to-date safety data sheets (SDS) and chemical risk assessments for glues, hardeners and cleaning solvents • Inadequate ventilation and local exhaust systems during glue laminating, spray application and curing processes • Poor controls for decanting, storage and labelling of flammable and combustible liquids used in surface finishing • Inadequate systems for managing isocyanate-containing products, catalysts and high-VOC finishes • Insufficient training on chemical hazards leading to skin contact, respiratory sensitisation and long-term health effects • Improper disposal of waste adhesives, contaminated rags and solvent containers leading to fire, exposure and environmental risks	4A	• Maintain a hazardous chemicals register specific to laminating, veneering and surface finishing products, ensuring all SDS are current and readily accessible • Undertake formal hazardous chemicals risk assessments for primary adhesive systems, contact cements, solvents and resin systems, and document required controls • Implement engineering controls such as local exhaust ventilation at glue-spreading stations, spray booths and curing areas, with regular performance verification and maintenance • Develop and enforce procedures for procurement, storage, segregation and labelling of adhesives, resins and flammable liquids in compliant cabinets and stores • Standardise to lower-toxicity, low-VOC and water-based adhesives where practicable, supported by supplier evidence and compatibility testing • Provide competency-based training covering chemical hazards, SDS interpretation, health monitoring requirements (where applicable), and emergency response for spills and exposures • Implement a controlled waste management system for adhesive residues, contaminated rags, filters and containers, including licensed waste disposal where required • Establish permit or approval processes for introducing any new adhesive, resin or finishing product to ensure risk assessment and control measures are in place prior to use	2M
4. Dust, Fume, Vapour and Airborne Contaminant Control	• Generation of fine dust from cutting, trimming and sanding plastic laminate, acrylic solid surface and melamine boards • Release of fumes and vapours from heating processes, edge-banding hot-melt adhesives and curing operations	4A	[redacted]	2M

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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
	• Inadequate design, capacity or maintenance of dust extraction and filtration systems on cutting, routing and sanding equipment • Accumulation of combustible dust in ducting, filter housings and overhead structures creating fire and explosion risks • Lack of monitoring of airborne contaminants against relevant Workplace Exposure Standards • Poor housekeeping leading to settled dust becoming airborne from foot traffic and compressed air cleaning • Insufficient training on the health impacts of inhalable and respirable dusts, particularly when working with composite and acrylic products		[redacted]	
5. Manual Handling, Ergonomics and Material Flow	• Repetitive manual handling of heavy laminate sheets, acrylic solid surface slabs, melamine doors and veneered panels • Awkward postures when handling oversized boards into presses, edge-banders and inlay machines • Inadequate mechanical assistance for lifting and transferring layered laminates, door skins and core materials • Poor layout of storage racks, presses and cutting stations increasing carrying distances and twist/turn movements • Insufficient assessment of manual tasks leading to gradual onset musculoskeletal disorders among laminating and veneering workers • High force tasks when clamping, positioning and aligning veneers, inlays and door skins during pressing operations	3H	[redacted]	2M
6. Machine Operation, Isolation and Maintenance Systems	• Lack of formal lock out tag out (LOTO) or isolation procedures for presses,	4A		2M

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	edge-banders, glue spreaders and trimming machines • Inadequate preventive maintenance programs for critical safety components (interlocks, emergency stops, pressure relief valves, guarding) • Unauthorised bypassing of safety features to increase production speed on laminating and veneering equipment • Poorly controlled access to maintenance and service areas during operation of heavy presses and automated lines • Unplanned breakdowns due to poor maintenance leading to rushed repair work, exposure to moving parts and stored energy • Insufficient training of maintenance personnel on specific hazards associated with glue laminating, hot presses and inlay equipment		[redacted]	
7. Fire and Explosion Risk Management (Flammable Liquids, Dust and Heat Sources)	• Use of flammable solvents, contact adhesives and cleaning [redacted] near ignition sources in la[redacted]nating and finishing areas • Build-up of comb[redacted] from sanding and cutting la[redacted]nates, melamine and acrylic solid surfaces in enclosed spaces • Inadequate hazardous area classification and control around hot presses, curing ovens and spray application areas • Poor control of hot work activities (grinding, welding, cutting) near laminating lines and adhesive storage • Insufficient fire detection, alarm and suppression systems in high fire-load areas containing wood products, laminates and packaging • Lack of emergency planning for fire scenarios, including egress from areas	4A	[redacted]	2M

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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
	with large presses and dense storage racks			
8. Noise, Vibration and Occupational Health Monitoring	• High noise levels from cutting, sanding, pressing and edge-banding processes in enclosed workshops • Cumulative hearing damage due to long-term exposure without effective noise management program • Localised hand-arm vibration exposure from powered sanders, grinders and trimmers used on laminate and acrylic solid surface products • Lack of systematic health monitoring for workers exposed to hazardous noise, isocyanates, solvents or significant dust • Insufficient communication of monitoring results and required controls to workers and supervisors	3H	[redacted]	2M
9. Competency, Training and Supervision for Laminating and Veneering Operations	• Inadequate competency verification fo operators of heavy presses, edge-banders, inlay machines and CNC cutters • Reliance on informal on-the-job learning without do mented training or assessment criteri • Lack of specific tra in hazards associated with acrylic solid surface fabrication, layered laminate work d machine-made inlay prod • Insufficient supervision of new or young workers in high-risk laminating and finishing tasks • Skills fade due to infrequent use of certain equipment or emergency procedures	3H	[redacted]	2M
10. Work Planning, Scheduling and Fatigue Management	• Production-driven scheduling that encourages bypassing of safety systems or rushing of laminating and veneering tasks • Extended shifts or overtime during peak orders for laminated doors,	3H	[redacted]	2M

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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
	veneered panels and inlaid products leading to fatigue-related errors • Inadequate planning for curing times, adhesive set periods and press cycles contributing to process shortcuts • Insufficient coordination between design, production and maintenance functions leading to last-minute changes and unsafe workarounds • Lack of formal fatigue management arrangements for shift workers in continuous or seasonal production runs		[redacted]	
11. Storage, Handling and Housekeeping of Materials and Finished Products	• Unstable storage of laminate sheets, acrylic solid surface slabs and veneered panels leading to collapse or impact injuries • Inadequate racking systems for heavy or oversized products such as melamine door skins and layered laminates • Poor housekeeping with offcuts, adhesives, inlay materials and packaging obstructing walkways and emergency exits • Uncontrolled stac[illegible]g of pressed panels near heavy [illegible]resses and glue laminating lines • Insufficient segregation of raw materials, in-process work and fini[illegible]ed products leading to cong[illegible]d manual handling risks	3H	[redacted]	2M
12. Contractor and Supplier Management for Plant, Chemicals and Services	• Contractors installing or maintaining presses, edge-banders or extraction systems operating outside site WHS procedures • Suppliers introducing new adhesives, laminates or surface finishes without adequate hazard information or risk assessment • Poor coordination between multiple PCBUs during plant upgrades or layout changes in laminating areas	3H	[redacted]	2M

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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
	• Inadequate verification of contractor competencies for high-risk activities (electrical work, pressure systems, working at height on extraction ducting) • Failure to capture lessons learned from contractor incidents or near misses for system improvement		[redacted]	
13. Change Management, New Processes and Continuous Improvement	• Introduction of new laminating technologies, heavy presses or adhesives without structured risk assessment • Incremental changes to inlay processes, glue types or curing methods leading to unforeseen risk interactions • Failure to review WHS impacts of production scale-up for layered laminate, inlaid work or acrylic fabrication lines • Poor capture of worker feedback and incident data to drive safety improvements in laminating and veneering operations	3H	[redacted]	2M
14. Emergency Preparedness, Response and First Aid	• Inadequate preparedness for incidents involving heavy presses, entrapment or crush injuries • Poorly planned response to chemical spills of adhesives, resins or solvents used in laminating and veneering • Insufficient first aid capability for burns, cuts, eye injuries and respiratory exposures common to laminating operations • Lack of coordination with emergency services regarding layout, hazardous materials and plant shut-down procedures • Confusing or obstructed emergency exit routes from high-density laminating and storage areas	3H	[redacted]	2M

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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

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