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

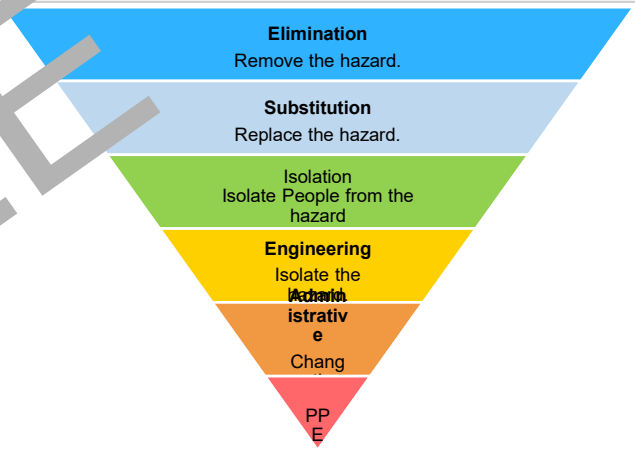
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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, Roles and Accountability	• Lack of clearly defined WHS responsibilities for sealing joint activities within the PCBU and contractor organisations • Inadequate WHS governance structure to oversee sealing joints work across multiple sites or projects • Insufficient consultation and coordination between principal contractor, subcontractors and workers about joint sealing risks and controls • Failure to integrate WHS Act 2011 due diligence duties into senior management decision-making for sealing activities • Inadequate resourcing (time, budget, competent people) allocated to manage WHS risks associated with sealing joints	High	• Establish and document a WHS governance framework that explicitly includes sealing joints as a high-risk activity requiring planned risk management and ongoing review • Define and document WHS roles, responsibilities and authorities for directors, managers, supervisors, HSRs and workers involved in sealing joints, ensuring alignment with WHS Act 2011 s27 due diligence duties and s19 primary duty of care • Implement a formal consultation and communication procedure (toolbox talks, WHS meetings, digital notices) to involve workers and HSRs in identifying and controlling system-level risks related to joint sealing • Require written WHS management plans on projects where sealing joints is undertaken, detailing how sealing risks are managed, coordinated and reviewed across PCBUs as per WHS Regulation requirements • Set measurable WHS performance indicators for sealing joint activities (e.g. audit scores, incident rates, close-out of corrective actions) and review them at senior management level on a defined schedule • Include WHS performance, including sealing joints risk management, as a standing agenda item in management meetings and board reports to demonstrate due diligence and oversight • Establish a process to ensure adequate and competent supervision is available whenever sealing joint work is undertaken, including defined supervisor-to-worker ratios for complex or high-risk sites	Medium
2. Contractor and Supplier Management	• Engagement of contractors or suppliers for sealing works without adequate WHS prequalification or competency checks • Poor coordination between multiple contractors leading to overlapping tasks and uncontrolled exposure to dust or access hazards • Inadequate verification of safety performance history of sealant manufacturers, distributors and applicator subcontractors • Use of non-compliant or unsuitable sealant products due to cost-driven procurement decisions without WHS input • Insufficient clarity in contracts about WHS responsibilities, information sharing and incident reporting requirements for sealing activities	High	• Implement a formal contractor prequalification system that requires evidence of WHS management capability, licences, training records and incident history specific to sealing joint or similar works • Specify in tender and contract documents the WHS standards, risk assessment requirements and performance expectations for sealing joints, including compliance with WHS Act 2011 and relevant WHS Regulations and Codes of Practice • Require contractors to provide project-specific WHS documentation for sealing joints (e.g. risk assessments, safe work procedures, SDS registers) for review and approval prior to commencement • Include clear contractual clauses outlining responsibilities for hazard identification, incident notification, consultation, supervision and provision of plant and substances for sealing works • Establish a process for coordination of multiple PCBUs on site, including pre-start coordination meetings, shared risk registers and scheduling controls to avoid concurrent incompatible activities (e.g. hot works near flammable sealants) • Undertake periodic WHS audits of sealing joint contractors and key suppliers, with documented corrective actions and follow-up • Require suppliers to provide up-to-date Safety Data Sheets (SDS) for sealants and associated chemicals, and verify that supplied products match the approved specifications	Medium
3. Procurement of Materials, Plant and Equipment	• Procurement of sealants and primers with high VOCs, sensitising agents or	High		Medium

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	other hazardous chemical properties without considering safer alternatives • Supply of incompatible products (e.g. incorrect sealant type for substrate or temperature conditions) leading to product failure and rework • Selection of application equipment (e.g. guns, pumps, mixing systems) that are ergonomically poor or difficult to maintain, increasing risk of musculoskeletal disorders and equipment failure • Procurement processes that do not require WHS review of new or changed products used in sealing joints • Inadequate labelling or packaging of materials leading to misuse or storage in unsuitable conditions		• Integrate WHS criteria into procurement policies for all sealing materials and equipment, requiring assessment of SDS, VOC content, flammability and potential for respiratory or skin sensitisation before purchase • Establish a product approval process where new or alternative sealants must be reviewed by WHS and technical personnel for suitability, hazards and required controls before being used on site • Specify ergonomic and safety requirements in procurement documents for sealant application equipment (e.g. adjustable, low-force guns; anti-vibration features; easy-to-clean components; guarding and isolation where applicable) • Maintain an approved product list for sealing joint materials, ensuring only evaluated and authorised sealants, primers and cleaners are ordered and used • Require suppliers to provide detailed product information (technical data sheets, SDS, application limitations) and ensure it is stored in an accessible central database • Include contractual requirements for compliant labelling and packaging of sealants and associated chemicals in accordance with WHS Regulation and relevant Australian standards • Implement a change management process for substitution of sealant products, including review of WHS risks, compatibility checks and communication to affected workers	
4. Hazardous Chemicals and Health Risk Management	• Exposure to hazardous chemicals within sealants, primers, solvents and cleaners, including isocyanates, silica, VOCs and sensitisers • Inadequate system for maintaining and reviewing Safety Data Sheets and chemical registers for sealing products • Insufficient health risk assessments for repeated or long-term exposure to sealant fumes and residues • Lack of systematic controls for decanting, mixing, storage and disposal of sealing products and associated waste • Poor management of health surveillance requirements where workers are exposed to respiratory sensitisers or other hazardous substances	High	[redacted]	Medium
5. Training, Competency and Information	• Workers applying sealants without verified competency in safe use of	High		Medium

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	products, equipment and relevant WHS procedures • Supervisors lacking adequate knowledge to identify system-level deficiencies in sealing joint activities • Insufficient induction for new workers or contractors regarding site-specific sealing hazards and required control measures • Training that focuses only on task technique and not on legislative duties, hazard reporting and escalation pathways • Inconsistent or undocumented training leading to gaps in competency when personnel change or when work is scaled up		[redacted]	
6. Planning, Design and Job Management	• Inadequate early-stage planning leading to sealing work in unsuitable conditions (e.g. confin spaces, poor ventilation, extreme temperatures) without appropriat systems of control • Failure to consider design and constructability during project design resulting in difficult access or increased exposure to fall and ergo risks during sealing • Lack of formal planning for sequencing sealing with other trades, increasing risk of contamination, damage, rework and time pressure • Insufficient allowance in schedules and budgets for safe curing times, ventilation periods and staged access control • Poor coordination between design, procurement and site teams resulting in last-minute product or method changes without risk review	High	[redacted]	Medium

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			[redacted]	
7. Plant, Tools and Maintenance Management	• Application equipment (e.g. sealant guns, pumps, mixers, compressors) not maintained in safe working order leading to leaks, bursts or failures • Lack of formal inspection and tagging systems for electrical or pneumatic equipment used during sealing • Use of inappropriate or modified plant without engineering review, increasing risk of injury or exposure • Inadequate systems for decontamination and maintenance of tools that come into contact with hazardous sealants or solvents • Poor management of spare parts an replacements leading to substitution o non-approved components	Medium	[redacted]	Low
8. Ventilation, Environmental and Exposure Controls	• Systemic lack of sessm ventilation adequacy joint sea g is performed in enclosed or poorly ventilated areas • Over-reliance on personal protective equipment instead of higher-order controls to manage inhalation exposure to fumes and vapours • Failure to consider cumulative exposure of workers performing sealing tasks across multiple locations or projects • Inadequate systems for monitoring air quality or verifying effectiveness of ventilation controls where hazardous sealants are used • Poor integration of environmental controls with building management	High	[redacted]	Medium

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	systems, leading to re-circulation of contaminated air		[redacted]	
9. Personal Protective Equipment Management	• Inconsistent provision and management of PPE for sealing works leading to inadequate protection from chemical and ergonomic risks • Lack of formal fit testing and maintenance systems for respiratory protective equipment where required • PPE policies that are not aligned with actual hazards of specific sealant products and application methods • Insufficient training on correct selection, use, limitations and disposal of PPE associated with sealing operations • Failure to integrate PPE requirements into procurement and [redacted] management, resulting in shortages or use of non-compliant items	Medium	[redacted]	Low
10. Supervision, Monitoring and Behavioural Controls	• Insufficient on-site supervision of sealing activities leading to uncontrolled deviations from procedures and risk controls • Normalisation of unsafe practices (e.g. short-cuts with curing times, PPE non-use) due to production pressures and weak safety culture • Lack of structured monitoring of worker wellbeing and early signs of health effects associated with sealing products • Inadequate mechanisms for workers to raise WHS concerns about sealing tasks without fear of reprisal	High	[redacted]	Medium

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	• Failure to act on observed non-compliance with WHS controls for sealing joints		[redacted]	
11. Incident, Near Miss and Non-Conformance Management	• Under-reporting of incidents and near misses related to sealing joints, resulting in repeated systemic failures • Lack of structured investigation processes that identify root causes at system and management levels • Ineffective corrective action processes where identified issues with sealing systems are not implemented or verified • Poor capture and sharing of lessons learned between projects or business units undertaking sealing work • Failure to comply with notifiable incident requirements under WHS Act 2011 for serious events associated with sealing activities	Medium	[redacted]	Low
12. Documentation, Records and Information Management	• Inadequate documentation of risk assessments, procedures and approvals for sealing joint activities • Obsolete or conflicting documents being used on site, leading to inconsistent control measures • Poor recordkeeping of training, inspections, maintenance and health surveillance related to sealing operations • Lack of version control for key documents such as sealing specifications, SDS and emergency procedures	Medium	[redacted]	Low

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	• Information about hazards and controls for sealing joints not being readily accessible to workers and supervisors		[redacted]	
13. Emergency Preparedness and Response	• Lack of specific emergency planning for chemical spills, fires or acute health incidents associated with sealing products • Inadequate availability of first aid resources and trained personnel for likely sealing-related exposures (e.g. eye, skin, inhalation) • Workers and supervisors not familiar with emergency procedures specific to sealing work areas, especially in confined or high-risk locations • Emergency drills and exercises that d not consider scenarios involving sealan fumes, flammable vapou mass exposure • Failure to coordi e emerge information with bu g gem neighbouring businesses or emerge y services where sealing is conducte or near occupied facilities	Medium	[redacted]	Low

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