

Timber Flooring Hardwood and Parquetry

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

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 | <ul style="list-style-type: none"> Unclear allocation of WHS duties between PCBU, officers, supervisors and subcontractors under WHS Act 2011 Lack of documented WHS policy covering timber flooring hardwood and parquet activities Insufficient consultation with workers and subcontractors on WHS issues, changes in methods or new products No formal process for worker participation in decision-making about controls (e.g. handling systems, adhesives, moisture testing processes) Failure to integrate WHS obligations into commercial contracts and project documentation Inadequate monitoring of compliance with company and principal contractor WHS requirements Poor incident, near-miss and hazard reporting culture leading to under-reporting of systemic issues | 4A | <ul style="list-style-type: none"> Establish and maintain a WHS management system aligned with the WHS Act 2011, WHS Regulation and relevant Codes of Practice for construction and flooring works Clearly define and document WHS responsibilities and accountabilities for directors, managers, supervisors, leading hands and workers, including subcontractors Include WHS duties and clauses, minimum competency standards and access to safety documentation in all commercial agreements and subcontractor contracts Implement formal consultation mechanisms such as toolbox talks, pre-start meetings and safety committees to seek input on hardwood and parquet work methods and controls Develop and communicate a WHS policy that specifically covers timber flooring laying, parquet, floating floors and associated preparation activities Introduce a no-blame hazard and near-miss reporting system with simple reporting channels and feedback loops for workers on corrective actions Conduct periodic WHS system audits and management reviews to verify effectiveness and legal compliance including random site inspections on flooring projects | 2M |
| 2. Competency, Licensing and Training for Flooring Works | <ul style="list-style-type: none"> Inadequate trade competency for timber floor laying, parquet laying and floating floor installation Lack of training in substrate assessment, checking moisture content of wood and concrete, and recognition of structural defects Insufficient instruction on safe use of specialised equipment (floor sanders, nail guns, moisture meters, saws, laser levelling equipment) No verification of high-risk work licences where needed (e.g. for associated tasks such as using powered access equipment or forklifts for material handling) | 4A | <ul style="list-style-type: none"> Implement a competency framework for hardwood flooring, parquet and floating floor laying that references relevant Australian Standards and industry best practice Require evidence of trade qualifications, recognised prior learning or supervised competency assessments before workers perform unsupervised timber floor laying or parquet work Provide documented task-specific training in substrate preparation, aligning starter rows, ply laying, fixing weak boards and moisture testing (including correct use and calibration of moisture meters) Maintain a training matrix capturing induction, plant and equipment training, hazardous substances awareness, noise, manual handling and emergency procedures Ensure all operators of powered plant (e.g. floor sanders, nail guns, saws) receive formal training, and retain training records and verification of competence onsite Deliver regular toolbox talks covering hazards specific to hardwood flooring installation, parquet work and floating floor systems, including case studies of failures Schedule periodic refresher training and competency reassessment, especially when new products, tools or installation techniques are introduced | 2M |

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| | <ul style="list-style-type: none"> Poor understanding of manufacturer specifications for timber, adhesives, ply underlay and coatings Workers unaware of health risks from timber dust, adhesives, coatings, noise and manual handling No refresher training program leading to skills drift and unsafe shortcuts | | | |
| 3. Project Planning, Design and Programming of Flooring Works | <ul style="list-style-type: none"> Lack of early involvement in design decisions for timber flooring systems, leading to incompatible substrates or inadequate allowances for movement Poor coordination with other trades causing congestion, trip hazards, rework and time pressure Inadequate time in the program for acclimatisation of timber, moisture checks, ply laying, parquetry inlays and curing of adhesives or coatings No formal process to review design documentation, floor plans and specifications for constructability and WHS implications Compressed time frames leading to fatigue, shortcuts and working with unsuitable moisture content, resulting in substandard repairs Failure to sequence noisy or dusty work at appropriate times, causing exposure and conflict with other site occupants Insufficient planning for waste management, off-cuts, packaging and safe storage of adhesives, coatings and timber products | 3H | <ul style="list-style-type: none"> Integrate timber flooring and parquetry specialists into pre-construction planning to review design intent, substrate requirements and WHS issues Review and sign off construction programs to ensure adequate durations are allocated for substrate assessment, moisture testing, ply underlay installation, timber acclimatisation and staged laying Coordinate with the principal contractor to sequence hardwood flooring, parquetry and floating floor installation to minimise clashes with wet trades, services and ceiling works Establish planning procedures that require review of drawings, specifications and manufacturer installation guidelines prior to commencing each project Implement a formal variation and re-programming process when site conditions or moisture content do not meet specification, ensuring work is delayed until risks are controlled Plan noisy or dusty tasks (e.g. floor sanding, cutting, ripping out defective boards) at agreed times and locations to minimise exposure to other workers or occupants Incorporate waste minimisation and recycling strategies for timber off-cuts and packaging into project planning, including designated collection points and removal schedules | 1L |
| 4. Procurement and Selection of Materials, Adhesives and Coatings | <ul style="list-style-type: none"> Purchasing unsuitable or non-conforming timber products, parquetry blocks or floating floor systems not designed for the intended environment | 3H | <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 1.2em; margin-bottom: 5px;"></div> | 1L |

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| | <ul style="list-style-type: none"> • Use of adhesives, sealers or coatings with high VOCs or hazardous constituents without adequate controls • Failure to source moisture-appropriate timber and underlay materials for the building's climate and substrate conditions • Inconsistent batches of timber leading to uneven performance, cupping or movement • Lack of Safety Data Sheets (SDS) and specification documentation for adhesives, fillers and coatings • Substitution of cheaper materials without WHS review or checking compatibility with moisture content or substrate prep methods • Inadequate consideration of slip resistance, fire performance and acoustic requirements as part of system selection | | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | |
| 5. Moisture, Substrate and Structural Assessment Systems | <ul style="list-style-type: none"> • No formal procedure for checking moisture content of wood before tiling or timber floor laying • Inadequate assessment of sub-floor levels, structural integrity and existing defects (e.g. broken or weak boards and planks) before installation • Reliance on subjective (touch/appearance) instead of calibrated moisture meters and levelling tools • Failure to identify dampness, leaks or vapour drive from slabs resulting in post-installation cupping, warping or adhesive failure • Lack of criteria for acceptance/rejection of substrates prior to laying floating floors, parquetry or hardwood flooring • Inadequate documentation of test results, leading to disputes and difficulty tracing systemic failures | 4A | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |

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| 6. Management of Substrate Repairs and Ply Underlay Systems | <ul style="list-style-type: none"> Ad-hoc approach to fixing broken or weak boards and planks without engineering or trade guidance Inconsistent standards for lie down ply layer installation and fixing patterns, leading to noise, movement or failure Use of inappropriate fasteners or spacing when repairing subfloors Incomplete documentation of areas where structural repairs or ply underlay have been installed Lack of verification that repairs are structurally adequate before overlaying hardwood or parquet flooring Cutting or drilling into concealed services when fixing repairs or ply layers | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L |
| 7. Safe Systems for Timber Handling, Storage and Acclimatisation | <ul style="list-style-type: none"> Improper storage of hardwood, parquet blocks and floating floor packs leading to moisture imbalance and warping Lack of acclimatisation procedures before performing hardwood flooring installation or laying parquet flooring Poor manual handling planning for heavy timber packs, ply stacks and pallets Stacking timber in unstable configurations, creating collapse risks Storing materials in damp or unventilated areas conflicting with moisture control requirements | 3H | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L |
| 8. Plant, Tools and Equipment Management | <ul style="list-style-type: none"> Inadequate maintenance of plant used in timber floor laying and parquet work (saws, nail guns, floor sanders, compressors, drills, grinders) No standard process for pre-use inspection and tagging of electrical equipment and extension leads | 4A | <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M |

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| | <ul style="list-style-type: none"> Lack of guarding, dust extraction and noise control on power tools used for cutting and parquetry crafting Improper selection of tools for precise tasks such as aligning starter rows or parquetry inlay work, increasing error and rework Uncontrolled use of hired equipment without verification of condition, training or safety features Absence of lock-out/tag-out procedures when equipment is defective or under repair | | [REDACTED] | |
| 9. Hazardous Substances, Dust and Noise Management | <ul style="list-style-type: none"> Exposure to hardwood timber dust during cutting, sanding and floor preparation, including potential carcinogenic and respiratory effects Inhalation of solvent vapours and VOCs from adhesives, finishes and coatings used in hardwood flooring and parquetry work Lack of formal risk assessments and controls for hazardous substances under WHS Regulation requirements Insufficient ventilation and mixing during application and drying of coatings, particularly in enclosed spaces Excessive noise from floor sanders, saws and nail guns without adequate noise management systems Inadequate housekeeping leading to accumulation of fine dust and off-cuts, increasing fire, slip and respiratory risks | 4A | [REDACTED] | 2M |
| 10. Manual Handling, Ergonomics and Work Organisation | <ul style="list-style-type: none"> Repetitive bending, kneeling and static postures during timber floor laying, installing floating floors and laying parquetry flooring Heavy lifting and awkward carrying of ply sheets, timber packs, flooring panels and equipment | 3H | [REDACTED] | 1L |

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| | <ul style="list-style-type: none"> Poor task rotation leading to cumulative musculoskeletal disorders Inadequate planning of material flow, resulting in unnecessary manual handling and double handling Lack of suitable kneeling supports, trolleys or aids to reduce strain during long runs or detailed parquetry or floor inlay work | | [REDACTED] | |
| 11. Site Access, Housekeeping and Environmental Controls | <ul style="list-style-type: none"> Inadequate control of access around areas where hardwood flooring installation or floating floor laying is in progress, leading to trips and interference from other trades Poor housekeeping causing slips, trips and falls from off-cuts, packaging and tools on the floor Uncontrolled spread of dust, fumes and noise to occupied or sensitive areas of the building Failure to manage wet areas, spills or curing coatings, leading to slip hazards and product defects Insufficient control of waste timber, adhesives and coating residues impacting the environment | 3H | [REDACTED] | 1L |
| 12. Contractor, Subcontractor and Supplier Management | <ul style="list-style-type: none"> Engaging subcontractors for timber floor laying, parquetry or floating floor installation without verifying WHS competencies and systems Inconsistent application of company WHS standards across multiple subcontractor crews Limited control over supplier delivery practices, including unsafe loading/unloading or poor packaging of timber and ply layers Poor communication of scope, specifications and moisture/substrate requirements to subcontractors, resulting in non-compliant work | 3H | [REDACTED] | 1L |

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| | <ul style="list-style-type: none"> No performance monitoring of subcontractor WHS outcomes or corrective actions | | | |
| 13. Quality Assurance, Defect Management and Rework Prevention | <ul style="list-style-type: none"> Absence of a structured quality assurance process for timber flooring, parquetry and floating floor systems Undetected defects in substrate, alignment of starter rows, ply layers or parquetry patterns leading to rework Rework driving extended exposure to dust, noise and manual handling Failure to capture lessons learned from moisture-related failures, board movement or adhesive breakdown Inadequate sign-off and handover processes between flooring installers, supervisors and clients | 3H | | 1L |
| 14. Emergency Preparedness, Incident Management and Reporting | <ul style="list-style-type: none"> Lack of emergency response planning for fire, medical incidents, chemical exposures or serious injury during flooring installation Workers unaware of site-specific emergency procedures and contacts Inadequate first aid equipment, trained first aiders or first aid kits where hardwood flooring or parquetry operations are conducted Poor incident reporting and investigation processes, leading to missed opportunities to address systemic risks Non-notification of notifiable incidents to the regulator as required under WHS Act 2011 | 3H | | 1L |
| 15. Documentation, Records and Continuous Improvement | <ul style="list-style-type: none"> Incomplete or inconsistent documentation of moisture readings, substrate assessments, repairs and installation parameters Loss of training records, equipment maintenance logs and inspection | 3H | | 1L |

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| | checklists, undermining legal defensibility and learning • Lack of systematic review of WHS performance data for flooring projects • Procedures and policies not updated in line with changes in legislation, Australian Standards or industry best practice • Over-reliance on informal knowledge transfer rather than documented guidance for complex tasks such as parquetry inlay work | | [REDACTED] [REDACTED] [REDACTED] [REDACTED] | |
| | | | | |

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 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>

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>

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-codes-of-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>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 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>

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>

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>

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

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.