

Vinyl Flooring Carpet and Soft Floor Coverings

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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

  

Risk Rating & Required Action:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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 Compliance	<ul style="list-style-type: none"> <li>Lack of documented WHS responsibilities for vinyl and soft floor covering activities</li> <li>Failure to comply with WHS Act 2011, WHS Regulations and relevant Codes of Practice (e.g. Hazardous Chemicals, Construction Work, Managing the Work Environment)</li> <li>No specific WHS management plan for flooring works on construction sites</li> <li>Poor consultation mechanisms with installers, subcontractors and workers</li> <li>Inadequate procedures for reviewing incidents, near misses and safety performance related to flooring works</li> <li>Failure to verify that principal contractors and subcontractors have compatible WHS systems</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and implement a documented WHS management system that specifically references vinyl flooring, carpet and soft floor covering activities in line with WHS Act 2011 requirements</li> <li>Define and document WHS roles, responsibilities and accountabilities for directors, project managers, site supervisors and leading hands overseeing flooring works</li> <li>Ensure a WHS management plan is developed for construction sites that identifies flooring works as a specific high-risk activity where relevant (e.g. use of propane gas torches, heat bonding equipment)</li> <li>Implement formal WHS consultation arrangements (toolbox talks, health and safety committee, worker representation) to address flooring-specific issues including glues, cutting tools, and heat welding</li> <li>Establish a process for periodic WHS audits and management reviews of flooring projects, including verification of legislative compliance and action tracking</li> <li>Include WHS performance and compliance clauses in contracts with flooring subcontractors, requiring evidence of their WHS systems, training and licences</li> </ul>	3H
2. Contractor and Labour Management	<ul style="list-style-type: none"> <li>Engagement of installers without verified competency in vinyl floor laying, moulded carpet fitting, dalles installation and glue-down application</li> <li>Use of subcontractors without adequate WHS management systems or insurance</li> <li>No system for verifying high-risk work licences where required (e.g. elevated work platforms if used for glue-down application)</li> <li>Poor supervision of apprentices, labour-hire workers or new starters</li> <li>Inadequate induction of transient workers across multiple job sites</li> <li>Payment and scheduling practices that encourage rushing and unsafe shortcuts (e.g. skipping safe knife use protocols or pre-checks for propane torches)</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a contractor prequalification process that assesses WHS systems, training records and competency for vinyl installation and carpet fitting tasks</li> <li>Require documented evidence of trade qualifications or demonstrated competency in floor covering installation, including use of heat welding and heat bonding equipment</li> <li>Ensure contracts specify WHS expectations, incident reporting requirements, and compliance with company procedures for hazardous chemicals, cutting tools and gas equipment</li> <li>Introduce a standardised site- and task-specific induction for all flooring workers, covering knife safety, chemical use, heat sources, and emergency procedures</li> <li>Require supervisors to document competency sign-off for high-risk equipment (e.g. propane gas torches, heat guns, vinyl cutters) before unsupervised use</li> <li>Monitor labour-hire and subcontractor performance through regular site inspections and safety performance reviews, including addressing production pressures impacting WHS</li> </ul>	2M
3. Design, Planning and Job Sequencing	<ul style="list-style-type: none"> <li>Poor design and planning leading to installers working in congested or shared work areas with other trades</li> </ul>	3H	<ul style="list-style-type: none"> <li>Incorporate WHS considerations into project planning meetings, ensuring flooring works, including glue-down application, heat welding and synthetic underlay rollout, are sequenced to minimise interface with other trades</li> </ul>	2M

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	<ul style="list-style-type: none"> <li>Inadequate allowance in programs for adhesive curing times, heat welding, and moulded carpet fitting, causing time pressure</li> <li>No planning for ventilation when using solvent-based adhesives or heat bonding equipment in enclosed spaces</li> <li>Insufficient assessment of substrate condition leading to rework and extended exposure to cutting, grinding or sanding tasks</li> <li>Lack of planning for temporary edge protection and fall-prevention measures near stairwells or sunken areas during vinyl installation</li> <li>Failure to plan safe storage and movement paths for heavy rolls of vinyl, carpet and synthetic underlay</li> </ul>		<ul style="list-style-type: none"> <li>Allow adequate time in programs for safe completion of tasks, adhesive curing, ventilation periods and quality checks without encouraging rushing</li> <li>Assess site layout in advance and plan for adequate ventilation (natural or mechanical) during adhesive use and heat bonding or propane torch activities documented in the project WHS plan</li> <li>Include substrate assessment in pre-start planning, with defined criteria for moisture, level and integrity, and a process for rectification before installation</li> <li>Plan for and document controls for working near edges, penetrations or level changes, including temporary barriers and signage where flooring is being installed</li> <li>Develop material handling plan for heavy and bulky rolls of vinyl, carpet tiles and dalles, including designated storage, safe manual handling aids and safe delivery sequencing</li> </ul>	
4. Hazardous Chemicals and Adhesives Management	<ul style="list-style-type: none"> <li>Use of solvent-based or high-VOC adhesives in glue-down applications without appropriate controls</li> <li>Inadequate chemical risk assessment and Safety Data Sheet management</li> <li>Poor decanting and storage practices leading to spills, fire and unauthorised use</li> <li>Lack of training on health effects adhesives, primers and cleaning agents used in vinyl and carpet installation</li> <li>Insufficient ventilation when engaging in glue-down installation and heat bonding activities in confined or poorly ventilated spaces</li> <li>No monitoring of exposure where multiple chemical products are used concurrently</li> </ul>	4A	[REDACTED]	2M
5. Gas, Heat Welding and Heat Bonding Systems	<ul style="list-style-type: none"> <li>Use of propane gas torches for vinyl flooring welding without formal procedures</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Gas leaks, flashback or fires from poorly maintained hoses, regulators or torches</li> <li>Inadequate storage and transport of propane cylinders on vehicles and sites</li> <li>Heat welding applications leading to burns, ignition of nearby materials or damage to substrates</li> <li>Uncontrolled use of heat bonding equipment and hot air welders in confined or combustible areas</li> <li>Lack of emergency response planning for gas-related incidents or burns</li> </ul>		[REDACTED]	
6. Cutting, Trimming and Use of Knives and Vinyl Cutters	<ul style="list-style-type: none"> <li>Preventable cuts from knives when trimming vinyl, carpet and underlay due to poor systems or dull blades</li> <li>Inadequate policy on knife types leading to unsafe use of open blades or improvised cutting tools</li> <li>Lack of training and supervision in safe use of knives, vinyl cutters and guillotines</li> <li>Poor storage and control of cutting tools, allowing damaged or incorrect tools into use</li> <li>Inconsistent use of cut-resistant PF due to weak enforcement or unclear standard</li> <li>No incident analysis system targeting knife and cutter injuries for trend reduction</li> </ul>		[REDACTED]	2M
7. Manual Handling, Material Handling and Ergonomics	<ul style="list-style-type: none"> <li>Musculoskeletal injuries from handling heavy rolls of vinyl, carpet and synthetic underlay</li> <li>Poor system for using trolleys, dollies or roll-handling equipment, leading to over-reliance on manual lifting</li> <li>Repetitive tasks such as kneeling, stretching and pushing during vinyl floor laying and dalles installation without ergonomic controls</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Insufficient planning for multi-person lifts and stair or level changes</li> <li>• Lack of training in safe handling of awkward items like moulded carpet pieces and underlayment boards</li> <li>• Schedule pressures encouraging unsafe lifting and carrying practices</li> </ul>		[REDACTED]	
8. Plant, Tools, Equipment and Maintenance Systems	<ul style="list-style-type: none"> <li>• Use of poorly maintained or untested tools such as vinyl cutters, guillotines, heat guns and fasteners for underlayment</li> <li>• Lack of tagging and testing regime for portable electrical equipment used in vinyl installation and carpet fitting</li> <li>• No formal pre-start inspection process for floor preparation tools (grinders, sanders, staplers, nail guns)</li> <li>• Uncontrolled modifications or misuse of tools and equipment contrary to manufacturer instructions</li> <li>• Inadequate storage and transport systems for sharp tools and heavy equipment</li> <li>• Failure to remove defective equipment promptly from service</li> </ul>	3H	[REDACTED]	2M
9. Work Environment, Housekeeping and Trip/Slip Controls	<ul style="list-style-type: none"> <li>• Poor housekeeping during vinyl floor laying and dalles installation resulting in slips, trips and falls on off-cuts, packaging and tools</li> <li>• Inadequate control of temporary surface conditions such as loose underlayment or partially glued vinyl</li> <li>• Lack of signage or barriers to prevent access to freshly laid or welded flooring</li> <li>• Inappropriate lighting levels reducing visibility for cutting, trimming and heat welding tasks</li> <li>• Uncontrolled accumulation of dust and debris from subfloor preparation impacting air quality and slip resistance</li> </ul>	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> <li>Failure to coordinate with other trades to manage shared access ways and work fronts</li> </ul>		[REDACTED]	
10. Substrate, Underlayment and Structural Interface Management	<ul style="list-style-type: none"> <li>Installing vinyl or carpet over structurally unsound or moisture-compromised substrates</li> <li>Poor systems for assessing and approving underlayment fastening methods (mechanical fixings, adhesives, levelling compounds)</li> <li>Failure to identify hazards such as asbestos-containing materials in existing floor coverings or adhesives during refurbishment</li> <li>Incorrect underlayment selection leading to delamination, trip hazards or acoustic non-compliance</li> <li>No formal sign-off process for substrate preparation before vinyl or carpet installation</li> <li>Inadequate coordination with builders or engineers regarding floor penetrations, ramps and expansion joints</li> </ul>	3H	[REDACTED]	2M
11. Training, Competency and Behavioural Safety	<ul style="list-style-type: none"> <li>Insufficient training on specific tasks such as heat bonding applications, use of heat bonding equipment and propane gas torches</li> <li>Lack of understanding of safety systems and safe cutting techniques</li> <li>Inadequate awareness of chemical hazards, PPE requirements and safe housekeeping expectations</li> <li>Over-reliance on informal on-the-job training without competency assessment</li> <li>Unsafe behaviours driven by production pressure, piece-rate payment or poor safety culture</li> <li>Failure to update training when new products, tools or methods (e.g. new</li> </ul>	3H	[REDACTED]	2M

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	vinyl cutters or adhesives) are introduced			
12. PPE Standards and Respiratory Protection Management	<ul style="list-style-type: none"> <li>Inconsistent use of PPE due to unclear standards or lack of enforcement</li> <li>Incorrect selection or use of respiratory protection during solvent-based adhesive use or floor preparation dust generation</li> <li>No fit-testing program for tight-fitting respirators where required</li> <li>Reliance on PPE as the sole control instead of part of a broader hierarchy of controls</li> <li>Inadequate storage, cleaning and replacement systems for PPE</li> <li>Workers not trained to recognise when PPE is required for specific tasks (e.g. heat welding fumes, grinding subfloors)</li> </ul>	3H	[REDACTED]	1L
13. Emergency Preparedness and Incident Management	<ul style="list-style-type: none"> <li>Lack of specific emergency procedures for burns, gas leaks, fires and chemical exposure associated with flooring work</li> <li>Inadequate first aid training for lacerations, eye injuries and burns from knives and heat welding equipment</li> <li>Workers unaware of evacuation routes, assembly points and local emergency contacts on multi-site operations</li> <li>Poor incident reporting culture resulting in under-reporting of near misses (e.g. knife cuts, minor burns, adhesive exposure)</li> <li>No structured investigation process to identify root causes and systemic failures</li> <li>Failure to communicate lessons learned from incidents across different flooring crews and projects</li> </ul>	3H	[REDACTED]	2M
14. Fatigue, Scheduling and Psychosocial Risk Management	<ul style="list-style-type: none"> <li>Long work hours and tight deadlines during large vinyl installation or carpet fitting projects leading to fatigue</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>• Pressure from clients or management to accelerate dalles installation or glue-down work, increasing risk of shortcuts</li> <li>• Insufficient breaks during repetitive kneeling, stretching and cutting tasks, impacting concentration and comfort</li> <li>• Psychosocial stress from working in occupied premises (schools, hospitals, offices) with high expectations and constraints</li> <li>• Inadequate systems to identify and manage fatigue and mental health risks across travelling installation teams</li> <li>• Possible conflict between workers and supervisors regarding safety vs productivity priorities</li> </ul>		<div style="background-color: black; height: 15px; width: 100%;"></div>	

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.