

Wallpaper Hanging Removal

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, Roles & Consultation	<ul style="list-style-type: none"> Lack of clear WHS responsibilities for wallpaper work leading to unmanaged system risks Inadequate consultation with workers and subcontractors about wallpaper hanging/removal hazards No formal process to review incidents, near misses or safety concerns specific to surface preparation and wallpaper tasks Failure to integrate WHS Act 2011 due diligence duties into company policies and senior management practices Inadequate consideration of psychosocial risks such as workload pressure and conflict between trades on shared workfaces 	4A	<ul style="list-style-type: none"> Develop and implement a WHS governance framework that clearly allocates responsibilities for planning, supervising and reviewing wallpaper hanging and removal activities in line with WHS Act 2011 and WHS Regulations Establish a consultation procedure that requires regular toolbox meetings, pre-start briefings and post-job reviews specific to wall preparation and wallpaper tasks, including labour hire and subcontractor personnel Create a documented process for reporting, investigating and trending wallpaper-related incidents, near misses and hazards, and feed outcomes into continuous improvement of systems and training Ensure officers exercise due diligence by receiving regular WHS performance reports related to finishing trades including compliance with SWMS, training status and inspection findings Include psychosocial risk considerations in planning (e.g. realistic timeframes, clear scope definition, escalation pathways for workload / conflict) in accordance with relevant Safe Work Australia guidance 	3H
2. Competency, Licensing & Training Systems	<ul style="list-style-type: none"> Workers performing wallpaper hanging and removal without adequate training in adhesives, strippers and tools Lack of competency in using scaffolds, platform ladders and man lifts for overhead or stairwork Inadequate understanding of WHS obligations, including incident reporting, PPE use and emergency procedures No verification of contractor and labour hire competencies relevant to surface preparation and wall coverings Insufficient training in manual handling and ergonomic techniques for continuous work at shoulder height 	4A	<ul style="list-style-type: none"> Develop a competency matrix for wallpaper hanging and removal that includes product knowledge, surface preparation, chemical use, work at height, manual handling and WHS awareness Implement a formal induction and refresher training program covering relevant legislation, company WHS procedures, hazard identification, incident reporting and emergency response Require evidence of training and licences for use of scaffolds, elevating work platforms and specialised equipment, and maintain records in a central training register Mandate that subcontractors and labour hire providers supply competency documentation and Safe Work Method Statements (SWMS) aligned with the principal contractor's WHS management system Deliver task-specific manual handling and ergonomic training focused on sustained overhead work, repetitive movements and handling of wet wallpaper, pastes and stripping equipment 	2M
3. Project Planning, Scheduling & Work Interface Management	<ul style="list-style-type: none"> Poor sequencing of wallpaper removal, surface repair and new wallpaper installation causing congestion and rework Conflicts with other trades (e.g. painters, electricians, carpenters) increasing trip, impact and distraction risks 	4A	<ul style="list-style-type: none"> Incorporate wallpaper hanging and removal into the project WHS management plan, including clear sequencing, hold points, and coordination with other trades Use a formal planning process (e.g. pre-start coordination meetings) to manage work interfaces, set maximum occupancy of work areas and agree access routes and storage locations Set realistic program durations for surface preparation, drying times, adhesive curing and wall repair, and require management approval for any schedule compression that may impact safety 	2M

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	<ul style="list-style-type: none"> Compressed timeframes leading to rushed work, poor housekeeping and fatigue Inadequate planning for out-of-hours or occupied-premises work, including noise and access restrictions Lack of planning for access in stairwells, voids and high walls increasing unsafe improvised solutions 		<ul style="list-style-type: none"> Establish specific procedures for work in occupied premises, including communication with occupants, noise management, restricted access zones and out-of-hours entry protocols Plan access solutions for high or difficult areas (e.g. stairwells) at tender stage, including engineered access equipment selection, anchor points where required and exclusion zones 	
4. Site Access, Work Environment & Housekeeping Systems	<ul style="list-style-type: none"> Inadequate control of slips, trips and falls due to wet floors, removed wallpaper, paste, tools and offcuts Poor lighting levels affecting visibility when inspecting wall surfaces and cuts Insufficient control of unauthorised persons entering the work area, particularly in occupied buildings No system to manage noise, dust and odours affecting other workers or the public Inadequate waste collection and removal system for wallpaper, plastic, containers and shavings (e.g. blades) 	3H	[REDACTED]	1L
5. Working at Height & Access Equipment Management	<ul style="list-style-type: none"> Systematic reliance on unsuitable ladders or makeshift platforms to reach ceilings and high walls Poorly maintained or uncertified mobile scaffolds, platform ladders and trestles Lack of standard procedures for set-up, inspection and relocation of access equipment Inadequate fall protection when working near voids, stairwells or edges No consideration of wallpaper removal activities that require reaching or leaning beyond safe zones on platforms 	4A	[REDACTED]	2M

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6. Hazardous Chemicals, Adhesives & Strippers Management	<ul style="list-style-type: none"> • Use of wallpaper adhesives, primers and chemical strippers without proper risk assessment • Lack of Safety Data Sheets (SDS) and labelling for decanted products • Inadequate ventilation leading to build-up of vapours and odours, particularly in confined or poorly ventilated rooms • Skin and eye contact with irritant or sensitising chemicals due to inadequate PPE systems • Improper storage and disposal of chemical containers and contaminated rags 	4A	[REDACTED]	2M
7. Dust, Debris & Potential Hazardous Materials (e.g. Asbestos, Lead Paint)	<ul style="list-style-type: none"> • Disturbance of old wall coverings, paints or substrates that may contain asbestos or lead, especially in pre-1980 buildings • Uncontrolled generation of dust during wall preparation, sanding or scraping • Lack of pre-work hazardous materials information from building owners or principal contractors • Inadequate procedures for stopping work and escalating when hazardous materials are encountered • Cross-contamination of adjacent areas with dust, debris or fibres 	4A	[REDACTED]	2M
8. Manual Handling, Ergonomics & Fatigue Management	<ul style="list-style-type: none"> • Repetitive reaching and sustained work above shoulder height causing musculoskeletal disorders • Handling heavy or awkward rolls of wallpaper, paste buckets and water containers • Frequent ladder climbing and awkward postures in confined areas such as bathrooms and stairwells 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> • Prolonged shifts and high work rates leading to fatigue and reduced concentration • Lack of systems to rotate tasks and manage cumulative physical load 		[REDACTED]	
9. Tools, Plant & Electrical Safety Systems	<ul style="list-style-type: none"> • Use of defective or inappropriate hand tools such as blunt blades, damaged scrapers or unsafe steamers • Electrical hazards from wallpaper steamers, heat guns and portable lighting, particularly in wet areas • Lack of testing and tagging or inspection of portable electrical equipment • No formal maintenance and replacement schedule for critical tools and plant • Uncontrolled use of power boards, extension leads and adapters leading to trip and electrical risks 	3H	[REDACTED]	1L
10. Working in Occupied Premises & Client Interface	<ul style="list-style-type: none"> • Unmanaged interaction with building occupants, including children, elderly or vulnerable persons • Exposure of occupants to dust, odours and restricted access without prior communication • Security risks where multiple contractors and occupants access the same areas • Client pressure to work around furniture and fixtures without adequate clearance or protection • Failure to manage privacy, security and cultural considerations in homes and sensitive facilities 	3H	[REDACTED]	1L

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11. Emergency Preparedness & Incident Response	<ul style="list-style-type: none"> No specific emergency procedures for chemical exposure, cuts from blades or falls from low height Inadequate first aid resources or trained first aiders available for small mobile wallpaper crews Poor communication and location details for rapid emergency services access to internal work areas Failure to capture and analyse minor incidents and near misses to prevent recurrence Lack of spill response and containment arrangements for chemicals and wastewater 	3H	[REDACTED]	1L
12. Contractor, Labour Hire & Supply Chain Management	<ul style="list-style-type: none"> Engagement of wallpaper installers or removal contractors without assessing their WHS capabilities Inconsistent standards and procedures between principal contractor and subcontractors Reliance on suppliers who provide hazardous products without adequate safety information or training Piecework or low-margin contracts driving unsafe shortcuts and excessive workloads Poor communication of project-specific risks to short-term or replacement workers 	3H	[REDACTED]	1L
13. Documentation, Records & Continuous Improvement	<ul style="list-style-type: none"> Lack of documented procedures specific to wallpaper hanging and removal system risks Incomplete or inconsistent records of training, inspections, incidents and maintenance Outdated SWMS, risk assessments or SDS remaining in circulation 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> • Failure to review and update controls following incidents, regulatory changes or new products • Inadequate management review of WHS performance related to finishing trades 		<div style="background-color: black; height: 15px; width: 100%;"></div> <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.