

**Window Tinting**

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.	Administrative Change	
								PPE	

  

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 the 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, Duties and Legal Compliance	<ul style="list-style-type: none"> <li>Lack of documented WHS roles and responsibilities for window tinting activities under WHS Act 2011 and WHS Regulations</li> <li>PCBU and officers not aware of due diligence obligations relating to vehicle and train glazing work</li> <li>Inadequate consultation with workers and HSRs about hazards specific to tinting in confined vehicles and rolling stock</li> <li>Failure to identify and comply with relevant Australian Standards for glazing, films and automotive work</li> <li>No system to monitor changes in legislation, standards or client rail operator requirements</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and maintain a WHS Governance Procedure outlining PCBU, officer, worker and contractor duties specific to window tinting of vehicles and trains</li> <li>Include automotive and rail-screen tinting roles in the organisation-wide WHS risk register and review at least annually or following incidents</li> <li>Establish a legal and standards compliance register covering WHS Act 2011, WHS Regulations, rail safety requirements, and applicable glazing and tinting standards (e.g. AS/NZS 2208, AS/NZS 2080, light transmittance rules)</li> <li>Implement a documented due diligence program for officers, including regular WHS briefings on glazing and tinting roles, site visits and review of WHS reports</li> <li>Formalise worker consultation processes (toolbox talks, safety committees) with specific agenda items for vehicle plants and rolling stock tinting hazards</li> <li>Undertake scheduled internal WHS audits that include verification of compliance with tinting-related statutory and client requirements</li> </ul>	3H
2. Contractor, Subcontractor and Labour Hire Management	<ul style="list-style-type: none"> <li>Use of subcontract tint installers without verification of competency or qualifications</li> <li>Contractors operating under differing WHS standards or rail site rules on client sites</li> <li>Inadequate onboarding of labour hire workers regarding glazing and tinting systems of work</li> <li>No clear allocation of WHS responsibilities between host employer and contractors</li> <li>Poor oversight of contractors' safe systems when working on trains, depots or public transport infrastructure</li> </ul>	3H	<ul style="list-style-type: none"> <li>Implement a contractor management procedure that mandates pre-qualification, including WHS documentation, evidence of training and insurance for all tinting contractors</li> <li>Use written WHS agreements and scopes of work clearly defining responsibilities for risk management on client and rail sites</li> <li>Require contractors to submit project-specific WHS risk assessments and, where relevant, rail access permits prior to commencing work</li> <li>Establish an induction program for all contractors and labour hire workers, including site-specific rules, emergency arrangements and interfaces with rail operations</li> <li>Conduct routine WHS performance reviews and spot checks of contractor activities, focusing on adherence to agreed systems rather than ad hoc task instructions</li> <li>Include contractor performance and incidents in WHS reporting to management and safety committees</li> </ul>	2M
3. Competency, Training and Licensing Systems	<ul style="list-style-type: none"> <li>Tint installers lacking formal competency in automotive and rail glazing film application</li> <li>No structured training on chemical hazards of tint films, adhesives and cleaners</li> <li>Workers unaware of safe manual handling techniques for large glass surfaces and train windows</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop a competency matrix for all tinting roles, covering vehicles, trains and fixed glazing, and link it to recruitment and training plans</li> <li>Require completion of accredited or manufacturer-approved tint training for installers, with documented evidence retained</li> <li>Provide WHS training that covers hazardous chemicals, manual handling of glass, confined vehicle interiors, and working in rail environments</li> </ul>	2M

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	<ul style="list-style-type: none"> <li>Inadequate training in working in and around rail corridors, depots and sidings</li> <li>No refresher training leading to skill drift, poor technique and increased rework and breakages</li> </ul>		<ul style="list-style-type: none"> <li>Where applicable, ensure rail safety worker accreditation or site access training is completed and recorded before work on trains or in depots</li> <li>Implement refresher training and skills verification (e.g. annual competency assessments, practical observations) to maintain workmanship and safety standards</li> <li>Integrate WHS topics into toolbox talks, focusing on recurring issues such as incorrect chemical use, poor posture and unsafe access to high glazing</li> </ul>	
4. Design and Planning of Tinting Work (Vehicles and Trains)	<ul style="list-style-type: none"> <li>Tint specifications that do not comply with road and rail visibility and light transmission requirements</li> <li>Poor planning of work sequence leading to congestion, trip hazards and time pressure</li> <li>No assessment of interaction with other trades working on vehicles, rolling stock or in workshops</li> <li>Inadequate planning for access to elevated or difficult-to-reach exterior glazing on trains and buses</li> <li>Failure to consider heat, ventilation and lighting requirements inside vehicles and carriages during work</li> </ul>	3H	<p>[REDACTED]</p>	2M
5. Workshop, Depot and On-Site Layout and Housekeeping	<ul style="list-style-type: none"> <li>Poorly laid out workshops or congestion around vehicles and rolling stock</li> <li>Excess offcuts of film, backing paper and packaging creating trip and slip hazards</li> <li>Inadequate segregation of tinting work from grinding, welding or painting operations</li> <li>Restricted egress routes due to vehicles, trolleys and scaffolds blocking exits</li> <li>Insufficient lighting leading to errors in film placement and increased eye strain</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
6. Vehicle, Train and Equipment Isolation and Movement Control	<ul style="list-style-type: none"> <li>Uncontrolled movement of vehicles, trains or rolling stock while tinting is underway</li> </ul>	4A		2M

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	<ul style="list-style-type: none"> <li>Lack of lock-out or tag-out processes for vehicles in workshops or depots</li> <li>Unclear communication with shunters, drivers or depot controllers about vehicles being worked on</li> <li>Tinting completed on vehicles with unreported damage to glazing or bodywork that could fail in service</li> <li>Inadvertent energisation of on-board systems or doors while workers are in doorways or on steps</li> </ul>		[REDACTED]	
7. Hazardous Chemicals, Adhesives and Fumes Management	<ul style="list-style-type: none"> <li>Use of cleaning agents, primers, adhesives and films that emit volatile organic compounds (VOCs) inside confined cabins</li> <li>Inadequate Safety Data Sheet (SDS) management and lack of information on chemical hazards</li> <li>Insufficient ventilation controls in vehicles, trains and enclosed workshops</li> <li>Incompatible chemicals leading to leaks, spills or reactions</li> <li>Allergic reactions or respiratory irritation in workers repeatedly exposed to solvents</li> </ul>		[REDACTED]	2M
8. Manual Tasks and Ergonomic Risk Management	<ul style="list-style-type: none"> <li>Repetitive arm and wrist movements when applying tint film to large surfaces</li> <li>Sustained awkward postures inside vehicle cabins and under train windows</li> <li>Handling large sheets of film that can lead to overreaching and twisting</li> <li>Inadequate design of benches, stands and supports for glass panels and window assemblies</li> </ul>	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> <li>High work rates and piece-work arrangements increasing risk of musculoskeletal disorders</li> </ul>		[REDACTED]	
9. Access, Working at Height and Confined Space Considerations	<ul style="list-style-type: none"> <li>Unsafe access to high-level glazing on buses, coaches and train carriages using makeshift ladders or objects</li> <li>Working on platforms, steps or scaffolds without proper design or inspection</li> <li>Prolonged tinting work in confined vehicle interiors with poor access and egress</li> <li>Potential for working near platform edges or rail tracks when accessing exterior train windows</li> <li>Lack of rescue and emergency arrangements for workers incapacitated in cramped cabins</li> </ul>	3H	[REDACTED]	2M
10. Plant, Tools and Equipment Management	<ul style="list-style-type: none"> <li>Poorly maintained cutting tools leading to slips and lacerations on glass surfaces</li> <li>Defective heat guns, electrical tools or lighting equipment causing burns</li> <li>No standardisation of tool types, resulting in improvised devices that damage glazing or frames</li> <li>Lack of inspection regimes for trolleys, glass racks and film storage systems</li> <li>Use of incompatible tools on toughened or laminated train windows increasing risk of glass failure</li> </ul>	3H	[REDACTED]	1L
11. Quality Assurance, Rework and Product Performance Risks	<ul style="list-style-type: none"> <li>Inadequate quality checks leading to poor adhesion or incorrect tint levels, creating visibility hazards for drivers and operators</li> </ul>	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> <li>• Rework on damaged or contaminated glass increasing handling and breakage risks</li> <li>• Failure of tint films on train windows affecting passenger safety, signage visibility or emergency egress markings</li> <li>• Tint selection that interferes with signalling, communication devices or passenger information systems</li> <li>• No system for tracking film batches and installation details for defect investigations or recalls</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
12. Fatigue, Work Scheduling and Psychosocial Factors	<ul style="list-style-type: none"> <li>• Extended shifts or irregular hours to meet fleet or rail timetable demands</li> <li>• High workload and production pressure leading to shortcuts in tinting processes</li> <li>• Working alone in depots, workshops or remote client locations without adequate support</li> <li>• Psychosocial stressors from client expectations, rework or conflict with other trades</li> <li>• Reduced attention and decision making capacity due to fatigue impacting safety-critical tasks</li> </ul>		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
13. Emergency Preparedness and Incident Management	<ul style="list-style-type: none"> <li>• Lack of clear procedures for injuries, glass breakage or chemical exposures during tinting operations</li> <li>• Insufficient first aid resources in mobile tinting vehicles or on client and rail sites</li> <li>• Unclear roles and communication pathways for emergencies in depots or moving rolling stock</li> <li>• Incidents not reported or investigated, leading to repeated systemic failures</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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	<ul style="list-style-type: none"> <li>Inadequate planning for fire, evacuation and spill response in workshops and temporary work areas</li> </ul>		[REDACTED]	
14. Environmental and Waste Management for Tinting Operations	<ul style="list-style-type: none"> <li>Improper disposal of old tint films, backing paper and adhesive residues</li> <li>Discharge of chemical cleaners or adhesive waste into stormwater or unapproved drains</li> <li>Storage of waste glass and film in a manner that increases fire or injury risks</li> <li>Environmental non-compliance affecting contracts with public transport authorities</li> <li>Lack of awareness among workers about environmental aspects of tinting activities</li> </ul>	2M	[REDACTED]	1L

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.