|  |
| --- |
| **COMPANY DETAILS** |
| Name: XXX | ABN: XXX | Address: XXX |
|  |
| **TASK NAME / ACTIVITY** | **Flooring** |
| **SITE / PROJECT NAME** | XXX |
|  |
| **APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL** |
| WHS Act and Regulations | How to Manage Work Health and Safety Risks CoP | Construction Work CoP |
| Excavation Work CoP | First Aid in the Workplace CoP | Hazardous Manual Tasks CoP |
| Managing Electrical Risks in the Workplace CoP | Managing Risks of Plant in the Workplace CoP | Managing the Risk of Falls at Workplaces CoP |
| Managing the Risk of Falls in Housing Construction CoP | Work Health and Safety Consultation, Cooperation and Coordination CoP | Managing Psychosocial Hazards at Work CoP |
|  |
| **PERSONAL PROTECTIVE EQUIPMENT** |
|[ ]  Hard Hat |[x]  High Vis Clothing |[x]  Safety Glasses |[ ]  Respiratory Protection |[ ]  Face Shield |
|[x]  Safety Boots |[x]  Safety Gloves |[ ]  Hearing Protection |[ ]  Other: |[ ]  Other: |
|  |
| **REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES** |
| General Construction Induction | Site Induction |
| Task Specific Qualification 1 | Task Specific Qualification 2 |
|  |
| **HIGH RISK CONSTRUCTION WORK** |
|[ ]  Risk of a person falling more than 2 metres |[ ]  Work on a telecommunication tower |[ ]  Demolition of load-bearing structure |[ ]  Likely to involve disturbing asbestos |
|[ ]  Work on or near pressurised gas mains or piping |[ ]  Work in or near a confined space |[ ]  Work in or near a shaft or trench deeper than 1.5m or a tunnel |[ ]  Use of explosives |
|[ ]  Temporary load-bearing support for structural alterations or repairs |[ ]  Work in or near water or liquid that involves a risk of drowning |[ ]  Work on or near energised electrical installations or services |[ ]  Work that may have a contaminated or flammable atmosphere |
|[ ]  Tilt-up or precast concrete elements |[ ]  Diving work |[x]  Work in an area with movement of powered mobile plant |[ ]  Work in areas with artificial extremes of temperature |
|[ ]  Work on or near chemical, fuel or refrigerant lines |[ ]  Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians |
|  |
| **MONITORING FOR COMPLIANCE** |
| Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature): |

| **JOB / TASK STEP** | **HAZARDS / RISKS** | **RISK (I)** | **CONTROL MEASURES** | **RISK (R)** | **RESPONSIBILITY** |
| --- | --- | --- | --- | --- | --- |
| Accessing site and starting work | Traffic hazards | High | Signage, flagging or delineation of work zone.Workers to be aware of traffic hazards. | Moderate | All workers |
| Contact with services | High | Maintain exclusion zones around powerlines.Use spotters if necessary.DBYD and ensure underground services are protected prior to excavation. | Moderate | All workers |
| Slips, trips and falls | High | Good housekeeping.Wear non-slips shoes.Pay attention when walking. | Moderate | All workers |
| Sunburn / dehydration | Moderate | Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing).Drink plenty of water.Avoid excessive caffeine. | Low | All workers |
| Electrical hazards | High | Testing and tagging of electrical equipment.Run leads in a safe manner.Inspect electrical equipment before use.RCDs in use. | Low | All workers |
| Noise hazards | Moderate | Hearing protection to be worn if noise levels over 85dBA.Ensure loud plant or equipment is positioned away from workers, if possible. | Low | All workers |
| Chemical hazards | Moderate | Up to date SDS register available for all hazardous substances.All safety controls in place as per SDS.All spills to be reported to supervisor. Refer to SDS for chemical properties and storage/handling procedures. | Low | All workers |
| Conducting flooring work | Plant or equipment malfunction | Moderate | Ensure pre-start checks are completed.Ensure all guarding is in place and fit for purpose.Report any faults to supervisor. | Low | All workers |
| Worker not competent with plant / equipment. | Moderate | Only competent and authorised personnel to complete this task. | Low | All workers |
| Plant operation | High | Only competent and authorised personnel to complete this task.Ensure plant exclusion zones are implemented and enforced.Use spotters as necessary. | Moderate | All workers |
| Eye injuries | Moderate | Only competent and authorised personnel to complete this task.Ensure all safety glasses are worn.Ensure all guarding is in place. | Low | All workers |
| Hand injuries | Moderate | Only competent and authorised personnel to complete this task.Ensure all guarding is in place.Ensure appropriate gloves are worn.  | Low | All workers |
| Flying debris | Moderate | Safety glasses (double eye protection when welding / grinding).Exclusion zones around hazardous work. | Low | All workers |
| Silica exposure | Moderate | Ensure areas are wet down to reduce dust.Ensure dust extraction is used on equipment (if fitted).Wear appropriate respiratory PPE if dust levels cannot be controlled. | Low | All workers |
| Manual handling injuries | Moderate | All personnel must be Inducted. Adopt good posture and manual handling techniques. Use of mechanical devices.Team lifting. | Low | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Add task specific hazards here | XXX | Add task specific controls here | XXX | All workers |
| Completing task / pack up | Equipment damaged during shift | Moderate | Report damaged equipment to supervisor and tag it out. | Low | All workers |
| Site security / unauthorised entry | Moderate | Ensure gates / fences are secured prior to leaving site. | Low | All workers |
| Slips, trips, and falls | High | Ensure tools and equipment are stored appropriately.Place all rubbish in a bin. | Moderate | All workers |
| Hazardous substances and flammables | Moderate | Ensure hazardous substances and flammables are stored appropriately. | Low | All workers |

|  |  |
| --- | --- |
| **Risk Matrix** | **Consequences** |
| **Negligible (1)**Minimal injuries / no injuries | **Minor (2)**Minor injuries / first aid  | **Significant (3)**Moderate injuries / medical treatment  | **Severe (4)**Serious injuries / hospitalisation | **Catastrophic (5)**Death / permanent impairment |
| **Likelihood** | **Certain (5)**100% likely / almost 100% likely | Moderate (5) | High (10) | High (15) | Catastrophic (20) | Catastrophic (25) |
| **Likely (4)**Will probably happen / is likely to happen | Moderate (4) | Moderate (8) | High (12) | Catastrophic (16) | Catastrophic (20) |
| **Possible (3)**Could happen or plausible  | Low (3) | Moderate (6) | Moderate (9) | High (12) | High (15) |
| **Unlikely (2)**Improbable but could happen / not expected | Low (2) | Moderate (4) | Moderate (6) | Moderate (8) | High (10) |
| **Very Unlikely (1)**Rare / not expected but remotely possible | Low (1) | Low (2) | Low (3) | Moderate (4) | Moderate (5) |

|  |
| --- |
| **WORKER SIGNOFF** |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |
| Name: | Signature: | Name: | Signature: |