

ACTIVITY: Timber Floor Sanding - Polishing		SWMS No.:	
<b>SAFE WORK METHOD STATEMENT (SWMS) - Part 1</b>			
Company Name: <i>FLOOR EXPERT PTY LTD</i>	Address: <i>290 NORTON ST LEICHHARDT</i>	ABN: <i>12 167121833</i>	
Company Contact: <i>TIBOR KOVATS</i>	Position: <i>DIRECTOR</i>	Phone No.: <i>0400 731525</i>	
<b>Project Details</b>			
Project:	Insert Photo		
Job Address:			
Job Description:			
<b>Relevant workers must be consulted in the development, approval and communication of this SWMS:</b>			
Name: (include names of workers who were consulted in relation to the development of this SWMS)	Signature:	Job Title:	Date:
<i>Craig Goddard QL</i>			<i>15/4/2015</i>
Name of Principal Contractor:	<i>Craig Goddard QL</i>		
Date SWMS provided to Principal Contractor:	<i>15/4/2015</i>		
DOCUMENT NO: 10108	VERSION NO: 2	ACTIVITY: Timber Floor Sanding - Polishing	AUTHORISED BY:
Name of person responsible for ensuring compliance with SWMS: <i>Craig Goddard QL</i>			
		REVIEW NO:	DATE:
		<i>15/4/2015</i>	<i>15/4/2015</i>

SWMS Scope	Dangerous Goods / Hazardous Chemicals														
This SWMS involves the use of a floor sander on indoor timber floor and polishing using varnish or similar floor coating. This SWMS does not cover working with Hazardous Chemicals or Hazardous Manual Handling in sufficient detail. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS.	Some floor varnish products used for this task may be classified as Hazardous Chemicals and/or Dangerous Goods, and may be harmful to health. Read the Safety Data Sheets (SDS) for all chemical products before use, follow the SDS recommendations and relevant SWMS.														
<b>Personal Protective Equipment (PPE)</b> Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.															
<table border="0"> <thead> <tr> <th data-bbox="541 361 605 1844">Foot Protection</th> <th data-bbox="541 1148 605 1844">Hearing Protection</th> <th data-bbox="541 1485 605 1844">Eye Protection</th> <th data-bbox="541 901 605 1260">Hand Protection</th> <th data-bbox="541 474 605 811">Protective Clothing</th> <th data-bbox="541 361 605 474">Breathing Protection</th> <th data-bbox="541 1148 605 1485">Sun</th> </tr> </thead> <tbody> <tr> <td data-bbox="612 361 755 1844"></td><td data-bbox="612 1148 755 1844"></td><td data-bbox="612 1485 755 1844"></td><td data-bbox="612 901 755 1260"></td><td data-bbox="612 474 755 811"></td><td data-bbox="612 361 755 474"></td><td data-bbox="763 361 936 1485"> <small>Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection</small>  <small>AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <a href="http://www.saiglobal.com">http://www.saiglobal.com</a></small> </td></tr> </tbody> </table>		Foot Protection	Hearing Protection	Eye Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun							<small>Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection</small> <small>AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <a href="http://www.saiglobal.com">http://www.saiglobal.com</a></small>
Foot Protection	Hearing Protection	Eye Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun									
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Hazards - What can cause harm?	Risks - What can happen?														
<b>Job Step: Planning</b>															

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Hazards include: - Electricity – sander - Sander – moving parts - Dust - Flying debris - Hazardous Chemicals - Hazardous Manual Tasks: ○ awkward, twisting, bending positions ○ lifting, carrying, or putting down objects ○ pushing, pulling, pressing objects ○ repetitive movements ○ vibration.	Risks include: - Electric shock - Entanglement - Dust inhalation - Eye injury - Cuts/lacerations - Illness caused by exposure to hazardous chemicals - Muscular stress - Musculoskeletal Disorder.	<b>Consultation in relation to hazards and risks. Ensure:</b>  - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made - Document consultation and action items. - Liasing with Principal Contractor to establish that the following on-site systems and procedures are in place: - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting - Personal Protective Equipment - Exclusion Zones - Risk Assessments - SWMS and JSAs.	<b>Consultation in relation to hazards and risks. Ensure:</b>  - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made - Document consultation and action items. - Liasing with Principal Contractor to establish that the following on-site systems and procedures are in place: - Health and Safety rules - Induction for all workers – site specific - Supervisory arrangements - Communication - Injury reporting - Hazard reporting - Personal Protective Equipment - Exclusion Zones - Risk Assessments - SWMS and JSAs.	<b>Audiometric Testing:</b> If Audiometric testing is required it must:  - Be provided within three months of the worker commencing work - Be started before people are exposed to hazardous noise (such as new workers or those changing jobs) - Provide a baseline as a reference for future audiometric test results - Have follow-up tests carried out at least every two years. - Be carried out with consultation with your workers and their health and safety representatives - Be carried out by competent persons in accordance with the procedures in the relevant Australian Standard	DOCUMENT NO: 10108      VERSION NO: 2      ACTIVITY: Timber Floor Sanding - Polishing      AUTHORISED BY: [Redacted] Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications. All workers on construction sites have a valid Construction Induction Card (or equivalent) – if applicable.	REVIEW NO: [Redacted]      DATE: [Redacted]
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Job Step: Preparation	Risks include:	Inspect work area. Ensure:
<p>Hazards include:</p> <ul style="list-style-type: none"> <li>- Electricity – sander</li> <li>- Sander – moving parts</li> <li>- Dust</li> <li>- Flying debris</li> <li>- Hazardous Chemicals</li> <li>- Hazardous Manual Tasks:           <ul style="list-style-type: none"> <li>○ awkward, twisting, bending positions</li> <li>○ lifting, carrying, or putting down objects</li> <li>○ pushing, pulling, pressing objects</li> <li>○ repetitive movements</li> <li>○ vibration.</li> </ul> </li> </ul>	<p>Risks include:</p> <ul style="list-style-type: none"> <li>- Electric shock</li> <li>- Entanglement</li> <li>- Dust inhalation</li> <li>- Eye injury</li> <li>- Cuts/ lacerations</li> <li>- Illness caused by exposure to hazardous chemicals</li> <li>- Muscular stress</li> <li>- Musculoskeletal Disorder.</li> </ul>	<p>No pits, voids or holes</p> <p>Sufficient room for turns etc</p> <p>No tripping hazards</p> <p>Sufficient lighting</p> <p>Adequate ventilation (use mechanical extraction)</p> <p>Clear of non-essential persons (barricades and signage in place as required)</p> <p>Clear of loose items that may be projected</p> <p>Clear of ignition sources.</p> <p>Note: Ignition sources include pilot lights, stoves, heaters, cigarettes, matches/lighters, grinding, welding, power points, lighting, light switches, radio transmitters, mobile phones, battery powered forklifts etc.</p> <p>Storing Coating:</p> <ul style="list-style-type: none"> <li>- Ensure packages are stored within manufacturer's recommendations (example: between 5-35 °C)</li> <li>- Ensure adequate spill containment is provided (eg: Bunded Pallets for packages if required)</li> <li>- Out of direct sunlight. Do not allow temperature to exceed 49 °C</li> <li>- Store away from ignition sources</li> <li>- Store clear of incompatible (such as strong acids, oxidisers, aluminium and copper alloys)</li> <li>- Ensure spill containment kit available at site:           <ul style="list-style-type: none"> <li>○ Non-combustible absorbent materials</li> <li>○ Non-sparking tools.</li> </ul> </li> </ul> <p>Remove all furnishings, floor hardware, curtains, items in cabinets etc. Cover items that cannot be removed with plastic and duct tape.</p> <p>Seal all voids with heavy plastic and duct tape. Include:</p> <ul style="list-style-type: none"> <li>- Windows</li> <li>- Doors</li> <li>- Air conditioning cooling and heating vents.</li> </ul> <p>Prepare floor:</p> <ul style="list-style-type: none"> <li>- Ensure nails are punched at least 3mm below surface of boards</li> <li>- Holes filled with timber putty and allowed to dry</li> <li>- Cleaned free-of dirt, grease, debris, or flammable materials such as oil and thinners.</li> </ul>

DOCUMENT NO: 10108	VERSION NO: 2	ACTIVITY: Timber Floor Sanding - Polishing	AUTHORISED BY: Provide mechanical extraction for dust control as needed.	REVIEW NO: DATE:
RB: 2M	RA: 1L			

**Job Step: Pre – Operational Inspection**

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Hazards include:		Risks include:		Inspect equipment. Ensure:
- Electricity – sander	- Electric shock	- Electric shock	- Electrical lead/plug undamaged, tested/tagged and be supplied with RCD protection	- Electrical lead not placed in areas where it may be damaged or pose a tripping hazard
- Sander – moving parts	- Entanglement	- Entanglement	-	- Floor sander.
- Dust	- Dust inhalation	- Dust inhalation	-	- Operating labels undamaged and legible
- Flying debris	- Eye injury	- Eye injury	- Handles clear of grease, oil, and dirt	- Handles locked into place in suitable operating position
- Hazardous Chemicals	- Cuts/lacerations	- Cuts/lacerations	- Head locks/shear pins are tight and secured	- All guards/motor housing undamaged
- Hazardous Manual Tasks:	- Illness caused by exposure to hazardous chemicals	- Illness caused by exposure to hazardous chemicals	- Sandpaper drum securely closed	- Sandpaper drum securely closed
o awkward, twisting, bending positions	- Muscular stress	- Muscular stress	- Dust bag attached securely, no holes	- Dust bag attached securely, no holes
o lifting, carrying, or putting down objects	- Musculoskeletal Disorder	- Musculoskeletal Disorder	- Suitable sandpaper size for belt - as instructed by manufacturer	- Suitable sandpaper size for belt - as instructed by manufacturer
o pushing, pulling, pressing objects	-	-	- Emergency stop in place, undamaged and functional	- Emergency stop in place, undamaged and functional
o repetitive movements	-	-	- Operating manual available	- Operating manual available
o vibration	-	-	- Respirator cartridge correct for wood dust.	- Respirator cartridge correct for wood dust.
		Coating:		
		- Minimum quantities are bought onto site.		
		- Original containers used. If other containers used, ensure they are designed for storing flammables		
		- Containers in good condition, labelled, and stored safely (out of direct sunlight, within manufacturer's specifications)		
		- Respirator cartridge correct for type of vapour.		
		Coveralls:		
		- Good quality (can't be easily torn)		
		- Leg cuffs are not tucked into boots		
		- Long sleeves /long pants.		
		Gloves:		
		- PVC (undamaged, no holes).		
		Footwear:		
		- Lace less safety boots or gumboots.		
		Respiratory Protection:		
		- Persons are deemed medically fit to wear		
		- Issued to individuals		
		- Fit testing is conducted by competent person		
DOCUMENT NO: 10108	VERSION NO: 2	ACTIVITY: Timber Floor Sanding - Polishing	AUTHORISERED TO USE: Complete facial seal (no facial hair) Correct cartridge-for-contaminant (see SDS for flammable vapour and concrete dust).	REVIEW NO: _____ DATE: _____
			Inspect all parts before and after use. Including: - Filters - Seals	

**Job Step: Sanding and Polishing**

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Hazards include: - Electricity – sander - Sander – moving parts - Dust - Flying debris - Hazardous Chemicals - Hazardous Manual Tasks: ○ awkward, twisting, bending positions ○ lifting, carrying, or putting down objects ○ pushing, pulling, pressing objects ○ repetitive movements ○ vibration.	Risks include: - Electric shock - Entanglement - Dust inhalation - Eye injury - Cuts/lacerations - Illness caused by exposure to hazardous chemicals - Muscular stress - Musculoskeletal Disorder.	Follow manufacturers' recommendations for use, including sandpaper size/grit. Ensure machine in "off" position before plugging into power. Ensure cord is positioned clear of unit before starting. If excessive vibration occurs – turn off immediately and do not use. Tilt sander to start so drum does not contact floor. Push forward and gradually lower belt onto floor. Do not allow sander drum/paper to contact floor when sander is stationary (can cause gouging on floor). Rough sanding (Level 1/Basic): ○ Cut boards level using rough grit ○ Travel at 45 degree angle to grain/boards.			
		Medium Sanding (Level 2) - Hand /disc sand in areas where floor sander can't reach. - Travel at slow walking pace and apply consistent pressure. - Ensure all dust is vacuumed between each stage. Do not sweep. Remove dust from areas such as windowsills, picture rails, skirting boards, power and light switches etc. - Keep hands, feet, clothing and power cord clear of machine in operation. Do not pull unit by cord. - Ensure no other persons working in immediate area (no hand sanding or disc sanding in area of floor sander). - Remove dust bag when 1/3 full. Do not allow overfilling. Isolate power to sander before: - Changing sandpaper - Emptying bag - Leaving machine unattended - Conducting Maintenance. Install sandpaper as per manufacturer's instructions. Example: - Isolate power to machine			
DOCUMENT NO: 10108	VERSION NO: 2	ACTIVITY: Timber Floor Sanding - Polishing	AUTHORISERED: machine back	REVIEW NO:	DATE:
			Lift drum guard	- Loosen screen in sandpaper clamp	
				- Choose suitable size and grit sandpaper	
				- Place one end under clamp	

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<b>Job Step: Maintenance</b>			
Hazards include:	Risks include:	Ensure all servicing, maintenance and repairs are performed by suitably qualified & competent persons.	
<ul style="list-style-type: none"> <li>- Electricity – sander</li> <li>- Sander – moving parts</li> <li>- Hazardous Manual Tasks:             <ul style="list-style-type: none"> <li>o awkward, twisting, bending positions</li> <li>o lifting, carrying, or putting down objects.</li> </ul> </li> </ul>			
<p><b>Emergency Procedures / Emergency Response</b></p> <p>Emergency Response: Call <b>000</b> immediately.</p> <p>Develop and implement an emergency response plan for the site. Include:</p> <ul style="list-style-type: none"> <li>- Assembly points</li> <li>- Communication</li> <li>- Responsible persons</li> <li>- Emergency contacts (including nearest medical facility)</li> <li>- First aid training and equipment</li> <li>- Fire extinguishers (use and availability/location).</li> </ul> <p><b>Person/s responsible to implement and follow emergency procedures and control measures:</b></p> <p>Review</p>			

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To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
  - **Spot checks**
  - **Consultation**
  - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

**Person/s responsible to implement and follow monitoring and review procedures and control measures:**

To ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

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SAFE WORK METHOD STATEMENT - Part 2		Duties of workers undertaking this task:		Details of Supervisory Arrangements for workers undertaking this task:	
<b>Formal Training, Licences required for workers undertaking this task:</b>					
<b>Example:</b>		<b>Example:</b>		<b>Example:</b>	
- Licence to Perform High Risk Work (operating certain plant, equipment)	(Name): Operator	- Suitably qualified supervisors for job		- Direct on-site supervision	
- TAFE or other recognised training organisation	(Name): Clean-up crew	- Remote site – communication systems/ schedule		- Audits	
- Construction Induction Card (or equivalent)	(Name): Supervisor	- Spot Checks, etc.		- Reporting systems	
<b>Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:</b>		<b>Relevant Legislation, Codes of Practice:</b>		<b>Relevant Legislation, Codes of Practice:</b>	
<b>Example:</b>		<b>Note:</b> Retain only the legislation references applicable to your state of operation for this SWMS.		<b>Note:</b> Retain only the legislation references applicable to your state of operation for this SWMS.	
- Local council permits	• Commonwealth, NSW, QLD, ACT	• Victoria		- Occupational Health & Safety Act 2004	
- Building Approvals	○ Work Health and Safety Act 2011	○ Occupational Health & Safety Regulations 2007		○ Occupational Health & Safety Regulations 2007	
- EPA approvals/permits	○ Work Health and Safety Regulations 2011	○ Codes of Practice:		○ Codes of Practice:	
- Certain plant to be registered with State Authority	• Northern Territory	• Western Australia		○ Occupational Safety & Health Act 1984	
PPE to comply with relevant Australian Standards	○ Work Health and Safety (National Uniform Legislation) Act 2011	○ Occupational Safety & Health Regulations 1996		○ Occupational Safety & Health Regulations 1996	
<b>Plant/Tools/Equipment:</b> (List plant and equipment to be used on the job.)	○ Work Health and Safety Regulations 2012	○ Codes of Practice:		○ Codes of Practice:	
Sander (Make & Model)	○ First Aid in the Workplace	• Australian Standards:		○ AS/NZS 1269:2005 Occupational noise management	
	○ Managing the Risk of Plant in the Workplace			○ AS/NZS 4501:2008 (set) Occupational Protective Clothing	
	○ Managing Noise and Preventing Hearing Loss in the Workplace			○ AS/NZS 3750:2010 In-service safety inspection and testing of electrical equipment	
	○ How to Manage Work Health and Safety Risks			○ AS4024.1:1996 Safeguarding of machinery - General principles	
	○ Hazardous Manual Tasks			○ AS 4024.1:2006 Safety of machinery Tools, Safety – General Requirements	
	○ Managing Risks of Hazardous Chemicals			○ AS 2436:2010: Guide to Noise and Vibration Control on Construction, Demolition and Maintenance Sites	
	○ Managing Electrical Risks in the Workplace			○ AS 1940:2004 The Safe Work Environment and Maintenance of Combustible Liquids	
DOCUMENT NO: 10108	VERSION NO: 2	ACTIVITY: Timber Floor Slab Removal Work			
		WHS Consultation, Cooperation & Coordination			

**Reference Documents**

Safe Work Australia (2011); Code of Practice: *Managing Risks of Hazardous Chemicals*  
Safe Work Australia (2011); Code of Practice: *Hazardous Manual Tasks*  
NIOSH (2009); *Control of Hazardous Dust when grinding*

Bunning's Warehouse: *DIY Sanding a Timber Floor*  
Timber QLD (2005); Safety Data Sheet: *Sanding and Finishing Timber Floors*  
Cooper Industries: Operators Manual: *Clarke Model DU-8R Floor Sander*

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**SAFE WORK METHOD STATEMENT - Part 3**

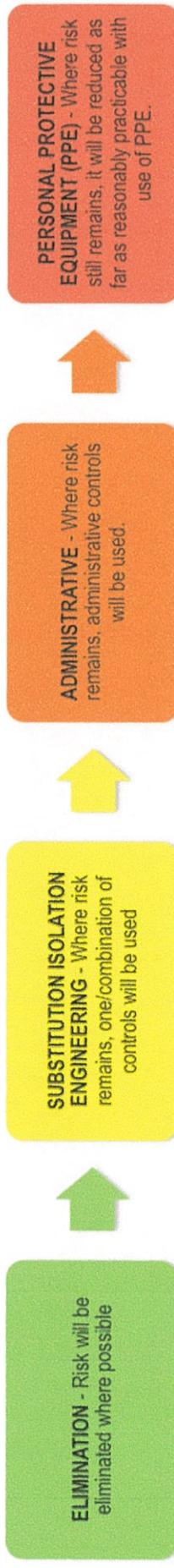
This SWMS has been developed in consultation and cooperation with employee/workers and relevant Employer/Persons Conducting Business or Undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	Employee/Worker Name	Job Role / Position	Signature	Date	Time	Employer/PCBU / Supervisor
1 Low		2 Moderate		3 High		4 Acute

Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

**HIERARCHY OF CONTROLS**

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## RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>  
 References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

### Step 1: Determine Likelihood

What is the possibility that the effect will occur?

Criteria	Description	Level of Effect:			Example of each level:
Almost certain	Expected in most circumstances.	Effect is a common result	Insignificant/Acceptable	Minor	No effect – or so minor that effect is acceptable
Likely	Will probably occur in most circumstances	Effect is known to have occurred at this site or it has happened		Moderate	First Aid treatment only; no lost time injury
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening		Major	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening		Catastrophic	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death
Rare	May occur only in exceptional circumstances	Effect is practically impossible			Multiple Permanent Total Disability injuries; multiple deaths

### Step 3 Determine the risk score

Consequence
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### Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Consequence
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Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	Score	Action
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute	4	<b>DO NOT PROCCED.</b> Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute	4	<b>A: Acute</b>
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute	3	<b>Review before commencing work.</b> Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute	2	<b>Maintain control measures.</b> Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
Rare	1 Low	1 Low	2 Moderate	3 High	3 High	1	<b>Record and monitor.</b> Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.

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