

## GROUP DETAILS

### IN AN EMERGENCY CALL:

|                      |                         |
|----------------------|-------------------------|
| <b>Leader:</b>       | <b>Primary Contact:</b> |
| <b>Participants:</b> |                         |

## ACTIVITY DETAILS

|   |              |
|---|--------------|
| <b>Purpose of Activity:</b>   | <b>Date:</b> |
| <b>Benefit of Activity:</b> Adds durable finishes that increase property value.   Directs surface water with proper falls to limit pooling.   Expands usable outdoor space for work and recreation.   Provides stable, even access that improves inclusivity.   Reduces erosion and mud tracking in high-traffic zones. |              |

## HAZARDS

| HAZARD                                  | RISK                               | RISK BENEFIT  | MEASURE   | RISK TO    | RISK LEVEL   |
|---|------------------------------------|---|---|------------|--|
| Abrasive wheels / cut-off saw operation | Laceration, amputation, eye injury | Achieves crisp lines and accurate cuts for tidy joints and aesthetics that meet design intent.                  | Use trained operators only; inspect guards, flanges and discs before use and match RPM/type to material. Fit water suppression or LEV for dust, and secure work to avoid binding. Start in a stable stance, two-hand grip, cut off the body line, and stop work if vibration or wobble occurs. <b>(ALL)</b> | Operatives | Before Measure: <b>High</b><br>After Measure: <b>Low</b> |
| Acid cleaners and sealers               | Burns, inhalation injury, fire     | Enables striking finishes and long-term protection of stone and paving without harming workers or surroundings. | Only trained operatives to use acids/solvent sealers; work outdoors or with strong ventilation. Wear chemical-resistant gloves, goggles and long sleeves. Store away from heat and incompatible materials; neutralise residues and rinse thoroughly after application. <b>(ALL)</b>                         | Operatives | Before Measure: <b>High</b><br>After Measure: <b>Low</b> |

| HAZARD                                | RISK                         | RISK BENEFIT  | MEASURE  | RISK TO            | RISK LEVEL   |
|---------------------------------------|------------------------------|---|--|--------------------|--|
| Competence, supervision and briefings | Error, poor practice, injury | Ensures teams can deliver high-quality, safe installations on time with fewer reworks or incidents. | Verify operative training for tools, plant and materials. Hold daily toolbox talks on sequencing, hazards and controls. Maintain supervision ratios, spot-check work quality, and stop unsafe acts immediately. Keep clear induction and briefing records for accountability. <b>(ALL)</b>               | Operatives         | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Delivery and site traffic interface   | Collision, crushing          | Ensures steady material flow to the workface, reducing downtime and re-handling.                    | Plan delivery slots and segregated routes; use a banksman for reversing and keep pedestrians behind barriers. Offload on level ground, restrain pallets until in position, and use mechanical aids. Enforce hi-vis and communication by hand signals or radios where visibility is limited. <b>(ALL)</b> | Operatives, public | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Electrical tools and temporary power  | Electric shock, burns        | Delivers efficient, accurate tool use for clean results without halting work for power incidents.   | Use 110 V tools or battery equipment with in-line RCD protection. Keep connectors off the ground and away from slurry; inspect leads daily. Route cables overhead or through protectors, and isolate and lock off before blade changes or servicing. Only competent persons may repair. <b>(ALL)</b>     | Operatives         | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Environmental runoff and washout      | Water pollution, slip hazard | Protects gardens and waterways, avoiding costly clean-ups while allowing wet processes to continue. | Contain wet saw slurry and concrete washout in lined tubs; never discharge to drains or watercourses. Use silt socks around gullies, keep spill kits on hand, and brief crews on disposal points. Store sand/cement under cover and re-grade to shed clean water away from stockpiles. <b>(ALL)</b>      | Operatives, public | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |

| HAZARD                        | RISK                               | RISK BENEFIT   | MEASURE   | RISK TO    | RISK LEVEL   |
|-------------------------------|------------------------------------|--|---|------------|--|
| Excavation collapse (shallow) | Foot entrapment, sprains, crushing | Provides a safe, stable formation so sub-base and laying courses achieve specified support and longevity.  | Batter back edges on weak ground; set spoil and pallets at least 1 m from edges. Use trench boards on soft subgrade; mark edges with hi-vis pins and lights. Keep foot traffic out, bridge crossings where needed, and backfill/compact promptly in layers to restore stability. <b>(ALL)</b>             | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Fuel handling and refuelling  | Fire, explosion, burns             | Keeps essential mobile plant running on site, sustaining momentum and productivity.                        | Refuel petrol saws and plant in a ventilated area with engines cool; use spouts and trays to prevent spills. Keep fuel in approved containers away from ignition, and store separately from oxidisers. Carry extinguishers, clear bystanders, and wipe residues before restarting equipment. <b>(ALL)</b> | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Hand-arm vibration            | Havs, numbness, circulation issues | Supports sustained powered-tool productivity needed to hit levels, lines and programme milestones.         | Select low-vibration tools, keep blades sharp, and limit trigger time with rotation and breaks. Use anti-vibration gloves for comfort, maintain warm/dry hands, and monitor exposure against EAV/ELV with a simple points system. Remove high-vibration tools from service until repaired. <b>(ALL)</b>   | Operatives | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |
| Lone working and welfare      | Delayed medical aid, stress        | Allows small crews to deliver work flexibly on dispersed or domestic plots while still maintaining safety. | Assess lone work necessity; maintain phone/radio contact and establish check-in times. Provide mobile welfare access, water and lighting. Restrict hazardous tasks to supervised periods, and ensure workers know emergency rendezvous and local hospital directions. <b>(ALL)</b>                        | Operatives | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |

| HAZARD                             | RISK  | RISK BENEFIT   | MEASURE  | RISK TO    | RISK LEVEL   |
|------------------------------------|---|--|--|------------|--|
| Low light and night working        | Trips, plant collision, reduced visibility  | Extends workable hours in short-day seasons so critical path activities stay on schedule.                  | Install task and area lighting to achieve even illumination without glare; light exits and edges, and mark routes with reflective markers. Check that signage and PPE are visible, test generator/backup supplies, and shorten work cycles to reduce fatigue when operating after dusk. <b>(ALL)</b> | Operatives | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |
| Manual handling of flags and kerbs | Back strain, hernia, musculoskeletal injury | Enables precise placement of heavy units for a premium finish without project-slowng injuries.             | Plan drop points to minimise carrying; use slab tongs, vacuum lifters or kerb lifters. Team-lift heavy units, keep loads close, avoid twisting, and use ramps over steps. Rotate tasks, warm up, and clear routes before lifts to prevent awkward postures and slips. <b>(ALL)</b>                   | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Mechanical excavation and augers   | Entrapment, crush injury, service strike    | Speeds formation, edging and post holes, keeping the programme on time with consistent hole dimensions.    | Select the right tool and depth stops; brief the operator and appoint a banksman. Exclusion zone 2 m around the bit; never hand-steady posts. Use anti-kickback devices, isolate and lock off to clear fouls. Scan for services and hand-dig starter holes in congested ground. <b>(ALL)</b>         | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Noise exposure                     | Hearing damage, communication failure       | Enables high-productivity operations like cutting and compaction without unacceptable disturbance or harm. | Plan noisy tasks for short windows, use quieter blades and maintained plant, and position barriers/screens. Rotate staff, keep distance, and enforce hearing protection where assessments show risk. Brief teams so communication methods account for high background noise. <b>(ALL)</b>            | Operatives | Before Measure:<br><b>Med</b><br>After Measure:<br><b>Low</b>  |

| HAZARD                          | RISK                                    | RISK BENEFIT  | MEASURE  | RISK TO    | RISK LEVEL   |
|---------------------------------|---|---|--|------------|--|
| Plate compactor operation       | Foot crush, vibration injury            | Achieves specified compaction for drainage and load-bearing performance, extending pavement life.         | Check guards and anti-vibration mounts; inspect the route for voids, services covers and edges. Keep feet clear, use steel-toecap boots, and avoid reversing toward people or edges. Limit exposure time, avoid compacting on unstable ground, and stop if abnormal vibration/noise occurs. <b>(ALL)</b>   | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Public access and site security | Trespass, injury to public              | Maintains public safety and goodwill so works proceed smoothly in residential or public spaces.           | Define the boundary with fencing and lockable gates; cover gaps and remove climbable stacked materials. Use clear signage, maintain a banksman at open fronts, and secure tools/fuel after hours. Create safe pedestrian diversions and inspect barriers daily for damage or movement. <b>(ALL)</b>        | Public     | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Resin-bound surfacing chemicals | Skin irritation, respiratory harm, fire | Provides modern, attractive, low-maintenance surfaces with excellent permeability and design flexibility. | Review SDS and ventilate mixing areas; avoid skin contact by using nitrile gloves and sleeves. Mix with mechanical ventilation outdoors or near extraction, and prevent ignition sources. Provide appropriate RPE if sensitiser content warrants it, and keep spill kits for resin drips. <b>(ALL)</b>     | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Silica and stone dust exposure  | Respiratory disease, eye irritation     | Allows on-site shaping of materials to design tolerances while protecting long-term worker health.        | Use water-suppressed cutting or on-tool extraction with M/H-class vacuum; check airflow. Position operators upwind, screen the area, and prohibit dry cutting. Provide RPE with assigned protection factor when controls are insufficient, and damp-wipe rather than dry sweep to clean down. <b>(ALL)</b> | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |

| HAZARD                                 | RISK                                     | RISK BENEFIT   | MEASURE   | RISK TO            | RISK LEVEL   |
|--|--|--|---|--------------------|--|
| Slips, trips and uneven ground         | Slips, trips, falls                      | Maintains safe, efficient access so teams, clients and deliveries move smoothly through the site.                                      | Keep walkways graded and free of offcuts, hoses and tools; route cables overhead or protect with ramps. Maintain housekeeping, grit icy surfaces, and manage slurry and wet saw runoff. Mark level changes and open edges with cones/rails and provide adequate temporary lighting. <b>(ALL)</b>          | Operatives, public | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Stacked materials and pallet stability | Crush injury, falling objects            | Enables efficient, close-to-workface storage that cuts handling time and keeps crews productive.                                       | Stack slabs and pallets on level, compacted ground; keep within rated heights and secure with straps. Open one face at a time, never climb stacks, and use forklifts or grabs not kicks to free units. Exclude people from fall zones and dismantle unstable stacks immediately. <b>(ALL)</b>             | Operatives         | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Underground services                   | Electric shock, service strike, flooding | Enables accurate set-out and installation near existing infrastructure without service disruption, delivering a neat, on-level finish. | Review utility plans and scan with CAT/Genny; mark service corridors. Hand-dig trial holes to prove depth/route. Keep excavators/augers above verified levels; use insulated tools near cables. Stop on warning tape or anomalies; re-survey with supervisor before resuming. <b>(ALL)</b>                | Operatives, public | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Weather and thermal stress             | Heat illness, cold stress, slips         | Keeps productivity viable across seasons while protecting quality and worker wellbeing.  | Check forecasts and set go/no-go criteria for wind, heat, heavy rain or frost. Provide shade, hydration and warm layers; adjust mix designs and curing plans to conditions. Control ice and mud, secure materials against gusts, and pause cutting/plant use during lightning or high winds. <b>(ALL)</b> | Operatives         | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |

| HAZARD                        | RISK                       | RISK BENEFIT   | MEASURE  | RISK TO    | RISK LEVEL   |
|-------------------------------|----------------------------|--|--|------------|--|
| Wet cement and mortar contact | Dermatitis, chemical burns | Delivers durable bedding and joints that underpin long-lasting surfaces and fewer callbacks. | Wear long-cuff waterproof gloves, sleeves and trousers; avoid kneeling in wet mortar by using kneeling pads. Wash immediately after contact and change soaked PPE. Use chromate-reduced cement within shelf-life, barrier creams as a backup, and provide clean water and eyewash nearby. <b>(ALL)</b> | Operatives | Before Measure:<br><b>High</b><br>After Measure:<br><b>Low</b> |
| Unpredicted risks             | Illness, injury, death     |  | Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. <b>(ALL)</b>  | All        | <b>N/A</b>   |

## NOTES

**Extra notes & activity evaluation:**

**Completed by**

**Reviewed/Approved by**

**Risk Assessment Date**

**Review Required Date**