

Disassembling Furniture Risk Assessment

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:						Notes on Hierarchy of Controls:		
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.					Remember to apply controls in the preferred order shown by the coloured pyramid:		
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.					1. Eliminate		
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.					2. Substitute		
1L	Proceed, following standard operating procedures. Monitor and keep records.					3. Isolate		
Consequence Scale:						4. Engineering		
Consequence	People (injury/illness)		Project / Assets		Compliance / Reputation		5. Administrative	
Catastrophic	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution		6. PPE	
Major	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage		Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
Moderate	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment		aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.	
Minor	First-aid only, no lost time		negligible delay		Isolated non-conformance			
Insignificant	No injury		no schedule impact		Deviation caught and corrected on site			

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. Preparation	Physical injury from lifting heavy parts, Slips, trips and falls	3H	<ul style="list-style-type: none"> - Conduct a risk assessment before starting - Use appropriate personal protective equipment (PPE) such as gloves and steel-toe boots - Clear and clean the workspace to prevent trips - Check lighting and ensure it's adequate - Train staff on proper lifting techniques - Use mechanical aids for heavy lifting - Designate a clear path for moving items - Ensure the area is free from spills and clutter - Perform a warm-up exercise before beginning - Provide step-by-step instructions for the task 	2M
2. Reading Instructions	Misunderstanding of disassembly procedures,, Eye strain from small print	2M	<ul style="list-style-type: none"> - Use printed manuals with clear, legible font size - Provide anti-glare screens if instructions are on digital devices - Allow time for careful review of instructions - Offer assistance for employees who need it - Use diagrams to complement textual instructions - Keep a list of frequently asked questions for clarification - Allow for a Q&A session before disassembly begins - Inform workers to take breaks if eyestrain occurs - Provide adjusted lighting for reading tasks - Develop a summary checklist of major steps 	1L
3. Gathering Tools	Using incorrect tools leading to damage, Injury from sharp tools	3H	<ul style="list-style-type: none"> - Create a checklist of necessary tools for the task - Store tools in an organised manner - Inspect tools before use for any damage - Provide tool training sessions - Use PPE like gloves - Clearly label storage areas for specific tools - Ensure tools are properly maintained - Assign a tool librarian for check-in and check-out 	1L

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			<ul style="list-style-type: none"> - Educate staff on correct tool handling practices - Keep first aid kit nearby in case of injury 	
4. Dismantling Fasteners	Injury from slipping tools, Stripped screws or fasteners	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> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
5. Removing Large Pieces	Back strain from improper lifting, Dropping furniture pieces	4A	<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> <p>[REDACTED]</p>	2M
6. Handling Sharp Edges	Cuts and lacerations, Puncture wounds	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Disassembling Hinges	Pinching or crushing fingers, Metal splinters	3H		1L
8. Disconnecting Electrical Parts	Electrical shock, Cuts, Burns, Damage to equipment	4A		2M
9. Separating Panels	Splinters from wooden panels, Panel falling hazards	3H		1L

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10. Transporting Pieces	Struck against/by materials, Contributing to a cluttered workspace	3H		1L
11. Labelling Parts	Incorrect labelling leading to reassembly errors, Use of hazardous labelling materials	2M		1L
12. Storage of Parts	Improper stacking, Exposure to damaging environments	3H		1L

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13. Clean-up	Slip hazard from debris, Improper disposal of materials	3H		1L
14. Final Inspection	Missed components or hazards, Verification errors	2M		1L
15. Reporting Issues	Failure to identify trends, Delayed response to issues	2M		1L

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16. Re-evaluation	Incomplete risk assessments, Resistance to changes	2M		1L
17. Equipment Maintenance	Hung up or broken equipment, Maintenance-related injuries	3H		2M
18. Feedback Collection	Inadequate feedback leading to unresolved issues, Personal conflicts over feedback	2M		1L

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19. Training and Refresher Sessions	Outdated safety knowledge, Decreased awareness of new procedures	2M		1L
20. Continuous Improvement	Complacency in safety practices, Lack of innovation	2M		1L

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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 IF 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>

New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

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>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 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>

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>

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.

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>

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>

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>

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