

Door And Window Installation 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:

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.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:

Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	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. Preparation	Slips, trips, and falls, Manual handling injuries	3H	<ul style="list-style-type: none"> - Conduct site inspection to identify potential hazards before commencing work - Use slip-resistant footwear and keep work area clean - Provide manual handling training to workers - Use mechanical aids for lifting heavy materials - Ensure all personnel are aware of emergency procedures - Have appropriate signage to warn of hazards - Use correct lifting techniques - Ensure adequate lighting of work areas - Secure loose cables and cords - Provide weather appropriate PPE 	2M
2. Transporting Materials	Vehicle collisions, Load shifting during transit	3H	<ul style="list-style-type: none"> - Inspect vehicles before use to ensure they are roadworthy - Use appropriate vehicles for transporting materials - Secure loads correctly to prevent shifting - Plan routes to avoid high traffic areas - Use a spotter when reversing vehicles - Provide drivers with adequate rest breaks - Adhere to applicable speed limits and traffic regulations - Conduct site-specific safety briefings - Use high-visibility clothing when working near moving vehicles - Train workers in safe loading and unloading techniques 	2M
3. Unloading Materials	Falling objects, Strains and sprains	2M	<ul style="list-style-type: none"> - Use barriers or safety zones to keep unauthorised personnel away - Ensure all workers use appropriate PPE - Train workers in safe unloading procedures - Use mechanical aids where possible - Inspect lifting equipment before use - Avoid stacking materials too high - Plan work to prevent manual handling where practicable - Ensure appropriate supervision during unloading 	1L

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			<ul style="list-style-type: none"> - Communicate clearly with all team members - Conduct regular equipment maintenance checks 	
4. Measuring and Marking	Incorrect measurements leading to installation errors, Cuts and lacerations from measuring tools	3H	<ul style="list-style-type: none"> 1. Use a laser level to ensure accurate measurements 2. Double-check all measurements before marking 3. Use safety glasses when using measuring tools 4. Keep hands and feet clear of the measuring tool 5. Use a sharp measuring tool to avoid slipping 6. Mark the wall with a pencil or light marker 7. Use a spirit level to ensure the mark is straight 8. Use a chalk line to mark the wall 9. Use a square to mark the wall 10. Use a plumb line to mark the wall 11. Use a level to mark the wall 12. Use a square to mark the wall 13. Use a plumb line to mark the wall 14. Use a level to mark the wall 15. Use a square to mark the wall 16. Use a plumb line to mark the wall 17. Use a level to mark the wall 18. Use a square to mark the wall 19. Use a plumb line to mark the wall 20. Use a level to mark the wall 	2M
5. Removing Old Installations	Falling debris, Exposure to hazardous materials	4A	<ul style="list-style-type: none"> 1. Use a pry bar to remove the old installation 2. Use a hammer to remove the old installation 3. Use a chisel to remove the old installation 4. Use a screwdriver to remove the old installation 5. Use a wrench to remove the old installation 6. Use a pair of pliers to remove the old installation 7. Use a pair of shears to remove the old installation 8. Use a pair of wire cutters to remove the old installation 9. Use a pair of side cutters to remove the old installation 10. Use a pair of long nose pliers to remove the old installation 11. Use a pair of needle nose pliers to remove the old installation 12. Use a pair of flat nose pliers to remove the old installation 13. Use a pair of round nose pliers to remove the old installation 14. Use a pair of combination pliers to remove the old installation 15. Use a pair of locking pliers to remove the old installation 16. Use a pair of adjustable pliers to remove the old installation 17. Use a pair of locking and adjustable pliers to remove the old installation 18. Use a pair of locking and adjustable pliers to remove the old installation 19. Use a pair of locking and adjustable pliers to remove the old installation 20. Use a pair of locking and adjustable pliers to remove the old installation 	3H
6. Cutting Openings	Noise pollution, Dust inhalation	3H	<ul style="list-style-type: none"> 1. Use a hand saw to cut the opening 2. Use a reciprocating saw to cut the opening 3. Use a circular saw to cut the opening 4. Use a table saw to cut the opening 5. Use a band saw to cut the opening 6. Use a scroll saw to cut the opening 7. Use a jigsaw to cut the opening 8. Use a coping saw to cut the opening 9. Use a hand plane to smooth the edges of the opening 10. Use a hand sander to smooth the edges of the opening 11. Use a power sander to smooth the edges of the opening 12. Use a power sander to smooth the edges of the opening 13. Use a power sander to smooth the edges of the opening 14. Use a power sander to smooth the edges of the opening 15. Use a power sander to smooth the edges of the opening 16. Use a power sander to smooth the edges of the opening 17. Use a power sander to smooth the edges of the opening 18. Use a power sander to smooth the edges of the opening 19. Use a power sander to smooth the edges of the opening 20. Use a power sander to smooth the edges of the opening 	2M

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7. Installing Doors and Windows	Fall from heights, Pinch and crush injuries	4A		2M
8. Sealing and Insulation	Chemical exposure from sealants, fire hazards from flammable materials	3H		2M
9. Final Check and Quality Assurance	Missed defects leading to future failures, Tool drop incidents	2M		1L

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10. Site Cleanup	Trip hazards from leftover materials, Injury from sharp objects	2M		1L
11. Documenting Activities	Incorrect data entry, Loss of documentation	2M		1L
12. Team Debriefing	Miscommunication among team members, Unaddressed safety concerns	2M		1L

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13. Review of Procedures	Overlooked procedural discrepancies, Failure to update procedures	2M		1L
14. Equipment Maintenance	Equipment failures, Inadequate maintenance records	3H		1L
15. Compliance Check	Non-compliance with regulations, Penalties and legal actions	4A		2M

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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>

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 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>

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) 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>

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

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.