

Install Doors On Site 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	
								4. Engineering	
								5. Administrative	
								6. PPE	
Consequence Scale:								Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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. Site Assessment	Uneven terrain, Obstructions	3H	<ul style="list-style-type: none"> - Conduct a preliminary walk-through to identify potential hazards - Mark hazards with cones or warning signs - Clear site of small obstructions before work commences - Wear appropriate footwear to maintain stability - Communicate identified hazards to all personnel involved in the operation - Use portable lighting if required to improve visibility - Establish a clear path for material movement - Implement a buddy system for hazard identification verification - Secure loose objects to avoid tripping hazards - Monitor weather conditions and adjust plans accordingly 	2M
2. Equipment Check	Equipment malfunction, Defective tools	3H	<ul style="list-style-type: none"> - Conduct a full inspection of all tools and equipment - Ensure all equipment is regularly maintained and serviced - Check electrical equipment for current test and tag compliance - Verify tool appropriateness for job requirements - Have a backup set of tools on standby - Provide training on equipment use - Ensure availability of tool-specific PPE - Label faulty equipment clearly and remove from site - Establish a reporting system for equipment faults - Keep manufacturer's manuals easily accessible 	1L
3. Manual Handling Preparation	Overexertion, Muscle strain	3H	<ul style="list-style-type: none"> - Conduct a manual handling workshop for involved staff - Use team lifts for heavier loads - Utilise mechanical aids such as trolleys or lifts where possible - Plan for regular breaks to avoid fatigue - Ensure adequate staffing to distribute the workload - Assess each load before lifting to determine appropriate handling - Follow Safe Work Australia's manual handling guidelines - Maintain clear and open communication about lifting strategies 	2M

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			<ul style="list-style-type: none"> - Provide back support braces if required - Encourage proper stretching exercises before tasks 	
4. Door Selection and Inspection	Material defects, Sharp edges	2M	<ul style="list-style-type: none"> - Inspect doors for material defects, sharp edges, and damage - Remove damaged doors from inventory - Use proper handling techniques when moving doors - Wear appropriate PPE (gloves, safety glasses) - Ensure work area is clear of obstacles - Use proper lifting techniques - Communicate with team members - Follow manufacturer's instructions - Use proper storage techniques - Inspect doors before installation - Use proper handling techniques when moving doors - Wear appropriate PPE (gloves, safety glasses) - Ensure work area is clear of obstacles - Use proper lifting techniques - Communicate with team members - Follow manufacturer's instructions - Use proper storage techniques 	1L
5. Transporting Doors to Installation Area	Dropped loads, Obstructions	3H	<ul style="list-style-type: none"> - Use proper handling techniques when moving doors - Wear appropriate PPE (gloves, safety glasses) - Ensure work area is clear of obstacles - Use proper lifting techniques - Communicate with team members - Follow manufacturer's instructions - Use proper storage techniques - Inspect doors before installation - Use proper handling techniques when moving doors - Wear appropriate PPE (gloves, safety glasses) - Ensure work area is clear of obstacles - Use proper lifting techniques - Communicate with team members - Follow manufacturer's instructions - Use proper storage techniques 	2M
6. Setting Up Work Area	Inefficient space use, Unauthorised access	3H	<ul style="list-style-type: none"> - Use proper handling techniques when moving doors - Wear appropriate PPE (gloves, safety glasses) - Ensure work area is clear of obstacles - Use proper lifting techniques - Communicate with team members - Follow manufacturer's instructions - Use proper storage techniques - Inspect doors before installation - Use proper handling techniques when moving doors - Wear appropriate PPE (gloves, safety glasses) - Ensure work area is clear of obstacles - Use proper lifting techniques - Communicate with team members - Follow manufacturer's instructions - Use proper storage techniques 	1L

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7. Removal of Existing Door	Falling door, Hidden nails	3H		2M
8. Preparing New Door for Installation	Incorrect measurements, Structural damage	3H		1L
9. Door Frame Inspection	Misalignment, Weak structures	3H		2M

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			<div></div> <div></div> <div></div> <div></div>	
10. Installation of Hinges	Incorrect alignment, Dropping hinges	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Hanging the Door	Crushing injuries, Incorrect alignment	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Securing the Door	Misaligned locks, Over-tightening	3H	<div></div> <div></div> <div></div> <div></div> <div></div>	2M

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13. Final Adjustments	Door jamming, Structural damages	3H		1L
14. Clean Up	Debris, Sharp tools left	2M		1L
15. Post-Installation Review	Missed defects, Operational failures	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.