

Installing Furniture Hinges Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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. Preparation	Slip hazards from tools, Injury from lifting heavy materials	3H	<ul style="list-style-type: none"> - Conduct a site walkthrough to identify any existing hazards. - Train personnel on safe lifting techniques. - Clear designated work area of unnecessary tools and clutter. - Ensure all tools are stored securely when not in use. - Use appropriate lifting equipment for heavier items. - Schedule regular cleaning of work area to maintain safety. - Provide anti-slip footwear to all workers. - Implement manual handling procedures. - Display safety information on site. - Use tape or covers over slippery surfaces. 	2M
2. Transport Materials	Musculoskeletal injuries from improper lifting, Trips and falls during transportation	3H	<ul style="list-style-type: none"> - Train workers on safe lifting techniques. - Use trolleys or dollies for transporting heavier materials. - Ensure clear and unobstructed pathways. - Limit weight of loads carried manually. - Assign team lifts for large or heavy items. - Clearly mark any steps or uneven surfaces. - Regularly inspect transportation routes for hazards. - Ensure all workers wear high visibility clothing. - Conduct regular team briefings on safety procedures. - Use signage to indicate restricted or hazardous areas. 	2M
3. Organise Tools	Sharp tool injuries, Accidental tool activation	2M	<ul style="list-style-type: none"> - Use tool organisers and storage systems. - Inspect tool condition before use. - Implement a tool check-in/check-out system. - Provide personal protective equipment (PPE) such as gloves. - Label tools clearly to indicate operational status. - Store sharp tools with covers or shields. - Display proper tool handling posters. - Ensure electrical tools are PAT tested. 	1L

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			<ul style="list-style-type: none"> - Train staff in the correct use of each tool type. - Limit tool transportation during non-working hours. 	
4. Measure and Mark	Inaccurate measurements leading to improper fitting, Contact with dust and particulates	2M	<ul style="list-style-type: none"> - Use measuring tape to ensure accurate measurements. - Wear safety glasses to protect eyes from dust and particulates. - Use dust mask to avoid inhaling dust. - Use hand saw to cut wood to size. - Use hand plane to smooth wood edges. - Use hand sandpaper to smooth wood surfaces. - Use hand drill to drill holes in wood. - Use hand screwdriver to tighten screws. - Use hand wrench to tighten nuts. - Use hand saw to cut wood to size. - Use hand plane to smooth wood edges. - Use hand sandpaper to smooth wood surfaces. - Use hand drill to drill holes in wood. - Use hand screwdriver to tighten screws. - Use hand wrench to tighten nuts. 	1L
5. Drill Holes	Exposure to loud noise, Flying debris	3H	<ul style="list-style-type: none"> - Use earplugs to protect ears from loud noise. - Use safety glasses to protect eyes from flying debris. - Use dust mask to avoid inhaling dust. - Use hand saw to cut wood to size. - Use hand plane to smooth wood edges. - Use hand sandpaper to smooth wood surfaces. - Use hand drill to drill holes in wood. - Use hand screwdriver to tighten screws. - Use hand wrench to tighten nuts. - Use hand saw to cut wood to size. - Use hand plane to smooth wood edges. - Use hand sandpaper to smooth wood surfaces. - Use hand drill to drill holes in wood. - Use hand screwdriver to tighten screws. - Use hand wrench to tighten nuts. 	2M
6. Install Hinges	Pinch injuries, Improper installation leading to falls	3H	<ul style="list-style-type: none"> - Use safety glasses to protect eyes from flying debris. - Use dust mask to avoid inhaling dust. - Use hand saw to cut wood to size. - Use hand plane to smooth wood edges. - Use hand sandpaper to smooth wood surfaces. - Use hand drill to drill holes in wood. - Use hand screwdriver to tighten screws. - Use hand wrench to tighten nuts. - Use hand saw to cut wood to size. - Use hand plane to smooth wood edges. - Use hand sandpaper to smooth wood surfaces. - Use hand drill to drill holes in wood. - Use hand screwdriver to tighten screws. - Use hand wrench to tighten nuts. 	1L

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7. Secure Hinges	Overtightening causing equipment damage, Use of incorrect tools	2M		1L
8. Align Door	Misaligned doors causing equipment damage, Damage to door or hinges	3H		1L
9. Quality Inspection	Missed defects leading to later failures, Overreliance on visual inspections	3H		2M

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10. Clean Up	Injury from leftover sharp objects, Slip hazards from spills or waste	3H		1L
11. Document Work	Inaccurate record keeping leading to liability, Loss of documentation	2M		1L
12. Tool Maintenance	Tool failure from wear and tear, Injuries from malfunctioning tools	4A		2M

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13. Debriefing	Miscommunication of risk information, Inadequate feedback leading to recurring issues	2M		1L
14. Training Session	Inadequate training leads to errors, Boredom or disengagement during sessions	3H		2M
15. Monitor and Review	Missed risks in dynamic workplaces, Complacency causing oversight	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.