

## Installs Of Roller Door Locks 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	

### 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	slippery floors, inadequate lighting	3H	<ul style="list-style-type: none"> <li>- Ensure floors are dry and clean before starting work.</li> <li>- Verify adequate lighting is set up in the work area.</li> <li>- Use non-slip mats if necessary.</li> <li>- Brief workers about potential slipperiness.</li> <li>- Mark slippery areas with warning signs.</li> <li>- Ensure adequate footwear with non-slip soles is used.</li> <li>- Conduct visual inspection of the area before commencing work.</li> <li>- Ensure all items are organised efficiently to prevent clutter.</li> <li>- Arrange for adequate lighting adjustments to prevent shadows.</li> <li>- Ensure first-aid kits are readily available.</li> </ul>	1L
2. Gather Tools and Equipment	tripping hazards, tool malfunction	3M	<ul style="list-style-type: none"> <li>- Organise tools systematically to avoid trips.</li> <li>- Conduct a tool check to ensure functionality.</li> <li>- Ensure that tools are well-maintained and in good condition.</li> <li>- Provide training for proper use of each tool.</li> <li>- Keep work area clear from unnecessary items.</li> <li>- Regularly inspect electrical tools for faults.</li> <li>- Use tool tags to identify recently checked tools.</li> <li>- Implement a tagging system for tool functionality.</li> <li>- Ensure all tools have a designated storage place.</li> <li>- Encourage neat and orderly work habits.</li> </ul>	2M
3. Inspect Roller Door	structural instability, falling debris	4A	<ul style="list-style-type: none"> <li>- Use safe access equipment like ladders or scaffolds.</li> <li>- Conduct visual inspections for damage or wear.</li> <li>- Secure loose elements before work begins.</li> <li>- Use helmets and other personal protective equipment (PPE).</li> <li>- Verify stability before applying any force.</li> <li>- Conduct risk assessments for high-risk conditions.</li> <li>- Engage a competent person for the inspection.</li> <li>- Place barriers under door for safety from falling items.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Inform all onsite personnel about ongoing checks.</li> <li>- Schedule regular inspections outside of installation times.</li> </ul>	
4. Remove Old Lock	sharp edges, injury from falling parts	3H	<ul style="list-style-type: none"> <li>- Wear safety glasses and gloves.</li> <li>- Use proper lifting techniques.</li> <li>- Ensure the work area is clear of obstacles.</li> <li>- Use the correct tools for the job.</li> <li>- Communicate with team members.</li> <li>- Follow the manufacturer's instructions.</li> <li>- Use fall protection if working at height.</li> <li>- Keep the work area well-lit.</li> <li>- Use caution when handling sharp edges.</li> <li>- Secure the work area to prevent unauthorized access.</li> <li>- Use proper disposal methods for old parts.</li> </ul>	2M
5. Install New Mounting Bracket	muscle strain, misalignment	3H	<ul style="list-style-type: none"> <li>- Read the installation manual carefully.</li> <li>- Use a level to ensure proper alignment.</li> <li>- Tighten bolts in the correct sequence.</li> <li>- Use the correct torque for the bolts.</li> <li>- Take breaks to avoid muscle strain.</li> <li>- Use proper lifting techniques.</li> <li>- Ensure the mounting surface is clean and dry.</li> <li>- Use the correct tools for the job.</li> <li>- Communicate with team members.</li> <li>- Double-check the alignment before final tightening.</li> <li>- Use a torque wrench to ensure proper tightness.</li> </ul>	2M
6. Attach New Lock to Bracket	improper securing, tool slippage	3H	<ul style="list-style-type: none"> <li>- Use the correct tools for the job.</li> <li>- Ensure the lock is properly aligned with the bracket.</li> <li>- Tighten the lock in the correct sequence.</li> <li>- Use the correct torque for the lock.</li> <li>- Take breaks to avoid muscle strain.</li> <li>- Use proper lifting techniques.</li> <li>- Ensure the mounting surface is clean and dry.</li> <li>- Use the correct tools for the job.</li> <li>- Communicate with team members.</li> <li>- Double-check the alignment before final tightening.</li> <li>- Use a torque wrench to ensure proper tightness.</li> </ul>	2M

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7. Connect Lock to Power Source	electrical shock, power surge	4A		2M
8. Test Lock Operation	false lock engagement, mechanical failure	3H		1L
9. Apply Weatherproof Sealant	chemical exposure, inhalation risks	3H		2M

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10. Final Inspection	overlooked defects, lack of compliance	3H		1L
11. Clean Up Work Area	leftover debris, tool clutter	2M		1L
12. Review and Feedback	miscommunication, unreported hazards	3H		1L

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13. Worker Training and Certification	inadequate skills, certification lapses	3H		2M
14. Emergency Procedures Review	outdated emergency plans, inadequate response capacity	4A		2M
15. Documentation and Recordkeeping	loss of information, incomplete records	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.