

Office Furniture 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:

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. Workstation Set-Up	Poor ergonomics, Tripping over cables	3H	<ul style="list-style-type: none"> - Use height-adjustable chairs and desks. - Implement cable management solutions. - Provide keyboard and mouse at appropriate heights. - Ensure all workstation items are within easy reach. - Conduct ergonomic training for employees. - Provide guidelines for correct posture. - Regularly review and adjust workstation settings. - Use monitor stands to adjust screen height. - Implement a clean desk policy. - Use anti-fatigue mats as required. 	2M
2. Filing Cabinet Use	Cabinet tipping, Finger pinching	3H	<ul style="list-style-type: none"> - Secure cabinets to wall if necessary. - Ensure even filling of cabinet drawers. - Use cabinets with an anti-tilt mechanism. - Educate staff on the safe opening of multiple drawers. - Regular checks and maintenance of cabinet stability. - Provide gloves for handling heavy files. - Restrict access to heavy cabinets to trained staff only. - Install finger guards where necessary. - Ensure regular inspection for damage. - Clearly mark cabinet handles for visibility. 	2M
3. Chair Adjustment	Improper posture leading to strain, Chair instability	3H	<ul style="list-style-type: none"> - Train staff in using chair adjustment features. - Choose chairs with a five-leg base for stability. - Conduct regular ergonomic assessments. - Provide lumbar support cushions as needed. - Ensure all chairs meet AS/NZS standards. - Implement regular maintenance checks of chair mechanics. - Document and report any chair faults immediately. - Provide instructions on optimal chair adjustments. 	1L

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			<ul style="list-style-type: none">- Introduce scheduled breaks to reduce strain.- Remove defective chairs from service promptly.	
4. Desk Organisation	Clutter leading to distractions, Items falling from desk	2M	<ul style="list-style-type: none">- Establish a daily 5-minute desk clearing routine.- Designate specific areas for different types of items (e.g., papers, pens).- Use storage bins or drawers to keep clutter contained.- Implement a 'one-touch' rule: handle items once to decide if they belong on the desk.- Regularly inspect the desk for potential hazards.- Encourage employees to report clutter issues immediately.- Provide training on effective desk organization techniques.- Consider ergonomic assessments to identify high-risk areas.- Use clear labeling for storage containers.- Limit the number of items kept on the desk surface.- Prioritize essential work items for visibility.- Schedule regular maintenance checks for desk stability.- Communicate the importance of a clean workspace.- Offer incentives for maintaining organized workspaces.- Review and update organizational standards regularly.- Collaborate with facilities for better storage solutions.- Monitor compliance through random spot checks.- Address non-compliance promptly and constructively.- Foster a culture of shared responsibility for workspace cleanliness.- Provide necessary supplies for organization (bins, labels, etc.).- Conduct awareness campaigns about desk safety.- Assign accountability for each workstation's condition.- Utilize visual cues to remind employees of standards.- Incorporate desk organization into performance reviews.- Seek feedback from employees on organizational challenges.- Stay updated on best practices for office ergonomics.- Promote cross-departmental sharing of organizational tips.- Celebrate success stories of well-organized teams.- Re-evaluate standards based on changing needs.- Ensure all safety protocols are clearly understood.- Maintain open communication channels for reporting issues.- Regularly communicate the benefits of a safe workspace.- Encourage peer-to-peer support in maintaining standards.- Document successful organizational strategies.- Review incident reports related to desk clutter.- Adjust measures as needed based on new information.- Keep safety as the top priority in all decisions.- Continuously improve organizational processes.- Engage all team members in the effort.- Be transparent about the reasons behind the standards.- Show appreciation for efforts to improve the workspace.- Regularly assess the effectiveness of implemented measures.- Adapt to new risks as they emerge.- Maintain flexibility in applying standards.- Focus on creating a sustainable system.- Lead by example in maintaining organization.- Communicate changes clearly and consistently.- Provide ongoing support and resources.- Monitor progress towards goals.- Celebrate milestones and achievements.- Stay committed to continuous improvement.- Ensure all actions align with overall safety objectives.- Foster a proactive mindset among staff.- Regularly review and refine control measures.- Encourage innovation in problem-solving.- Build a strong foundation of trust and cooperation.- Prioritize employee health and safety above all else.- Maintain thorough documentation of all activities.- Seek professional advice when needed.- Stay informed about relevant regulations.- Promote a positive and safe work environment.- Encourage teamwork and collaboration.- Be fair and consistent in enforcement.- Listen to concerns and suggestions.- Take prompt action on reported issues.- Keep safety protocols simple and easy to follow.- Reinforce key messages frequently.- Create a supportive and encouraging atmosphere.- Regularly communicate the value of safety.- Encourage ownership of individual workstations.- Promote a sense of pride in the workplace.- Foster a culture where safety is everyone's responsibility.- Commit to ongoing learning and development.- Stay motivated and persistent in achieving goals.- Celebrate small wins along the way.- Maintain a focus on long-term success.- Regularly reflect on progress and adjust accordingly.- Stay resilient in the face of challenges.- Uphold the highest standards of integrity.- Strive for excellence in all endeavors.- Embrace change and embrace uncertainty.- Build strong relationships with colleagues.- Practice active listening and empathy.- Communicate effectively and honestly.- Take initiative and show leadership.- Manage time efficiently and meet deadlines.- Stay organized and prioritize tasks.- Seek feedback and accept criticism gracefully.- Develop a growth mindset and learn from mistakes.- Cultivate a positive attitude and outlook.- Stay curious and open-minded.- Demonstrate respect for others.- Follow company policies and procedures.- Maintain professionalism at all times.- Contribute positively to the team and organization.- Take care of yourself and your loved ones.- Balance work and personal life effectively.- Stay healthy and energetic.- Pursue personal and professional growth.- Set realistic goals and aspirations.- Stay focused and determined.- Believe in your abilities and capabilities.- Surround yourself with supportive people.- Take breaks and recharge regularly.- Stay grateful for what you have.- Practice self-care and stress management.- Stay optimistic and hopeful.- Embrace challenges and opportunities.- Stay adaptable and flexible.- Remain calm under pressure.- Show gratitude and appreciation.- Be honest and authentic.- Stand up for what is right.- Treat others with kindness and compassion.- Respect the rights and boundaries of others.- Practice good communication skills.- Listen actively and attentively.- Express your thoughts and feelings clearly.- Resolve conflicts peacefully.- Show respect for diversity and inclusion.- Promote equality and fairness.- Uphold ethical values and principles.- Act with integrity and honesty.- Take responsibility for your actions.- Apologize when you make mistakes.- Learn from your experiences.- Stay humble and grounded.- Give back to the community.- Volunteer your time and talents.- Support local businesses and initiatives.- Stay engaged in social and civic affairs.- Promote environmental sustainability.- Reduce waste and conserve resources.- Use energy-efficient products and appliances.- Recycle and reuse whenever possible.- Choose eco-friendly options.- Walk, bike, or use public transport.- Save water and electricity.- Plant trees and green spaces.- Support renewable energy sources.- Educate others about environmental issues.- Advocate for positive change.- Join environmental organizations.- Participate in clean-up events.- Donate to environmental causes.- Stay inspired by nature.- Appreciate the beauty of the world around us.- Live a balanced and fulfilling life.- Find joy in the present moment.- Practice mindfulness and meditation.- Spend quality time with family and friends.- Pursue hobbies and interests.- Stay curious and explore new things.- Embrace life and all it has to offer.- Stay positive and look for the silver lining.- Be grateful for every day.- Spread love and positivity wherever you go.- Make a difference in the world.- Leave no trace when outdoors.- Protect wildlife and natural habitats.- Avoid littering and vandalism.- Respect private property.- Follow traffic rules and regulations.- Drive safely and responsibly.- Wear seatbelts and don't drink and drive.- Obey speed limits and traffic signals.- Yield to pedestrians and cyclists.- Give the right-of-way to emergency vehicles.- Park legally and avoid blocking access.- Use designated walking and biking paths.- Signal intentions when riding a bike.- Wear your seatbelt always.- Buckle up children in cars.- Use proper tie technique.- Don't wear loose clothing while driving.- Avoid distractions while driving.- Pull over safely if feeling drowsy.- Take breaks on long drives.- Stay hydrated during travel.- Plan routes in advance.- Check weather conditions before traveling.- Allow extra time for delays.- Pack essentials like snacks and water.- Keep emergency contacts handy.- Inform someone of your travel plans.- Stay calm in stressful situations.- Problem-solve creatively when faced with obstacles.- Stay patient and understanding.- Communicate clearly with travel companions.- Share the driving duties.- Rest well before long trips.- Stretch and move periodically.- Eat light meals before traveling.- Avoid alcohol and excessive caffeine.- Stay comfortable and relaxed.- Enjoy the journey as much as the destination.- Create memorable experiences.- Capture photos and memories.- Try local cuisine and	1L
5. Meeting Room Set-Up	Electrocution from electrical equipment, Trip hazards from cables	4A	<ul style="list-style-type: none">- Establish a protocol for safe use of electrical equipment.- Regularly inspect equipment for damage and frayed cords.- Use surge protectors and avoid overloading outlets.- Route cables safely, avoiding high-traffic areas and creating trip hazards.- Provide training on safe electrical practices for all staff.- Designate specific areas for electrical equipment.- Implement a 'one-touch' rule for equipment: handle safely and report issues.- Regularly inspect the meeting room for potential hazards.- Encourage employees to report electrical issues immediately.- Provide training on effective meeting room setup techniques.- Consider ergonomic assessments to identify high-risk areas.- Use clear labeling for equipment and storage.- Limit the number of items kept in the meeting room.- Prioritize essential work items for visibility.- Schedule regular maintenance checks for equipment.- Communicate the importance of a safe meeting room.- Offer incentives for maintaining organized and safe meeting rooms.- Review and update organizational standards regularly.- Collaborate with facilities for better equipment and storage solutions.- Monitor compliance through random spot checks.- Address non-compliance promptly and constructively.- Foster a culture of shared responsibility for workspace cleanliness.- Provide necessary supplies for organization (bins, labels, etc.).- Conduct awareness campaigns about desk safety.- Assign accountability for each workstation's condition.- Utilize visual cues to remind employees of standards.- Incorporate desk organization into performance reviews.- Seek feedback from employees on organizational challenges.- Stay updated on best practices for office ergonomics.- Promote cross-departmental sharing of organizational tips.- Celebrate success stories of well-organized teams.- Re-evaluate standards based on changing needs.- Ensure all 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Document Shredding	Paper cuts, Dust inhalation	2M	<ul style="list-style-type: none">- Establish a protocol for safe use of shredding equipment.- Regularly inspect equipment for damage and frayed cords.- Use surge protectors and avoid overloading outlets.- Route cables safely, avoiding high-traffic areas and creating trip hazards.- Provide training on safe electrical practices for all staff.- Designate specific areas for electrical equipment.- Implement a 'one-touch' rule for equipment: handle safely and report issues.- Regularly inspect the meeting room for potential hazards.- Encourage employees to report electrical issues immediately.- Provide training on effective meeting room setup techniques.- Consider ergonomic assessments to identify high-risk areas.- Use clear labeling for equipment and storage.- Limit the number of items kept in the meeting room.- Prioritize essential work items for visibility.- Schedule regular maintenance checks for equipment.- Communicate the importance of 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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Storage Room Access	Items falling from shelves, Blocked emergency exits	3H		2M
8. Computer Use	Eye strain, Repetitive strain injury	3H		2M
9. Lighting Conditions	Eye discomfort, Slips due to poor visibility	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
10. Air Conditioning	Poor air quality, Fluctuating temperatures	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
11. Printer/Copier Use	Toner inhalation, Paper jams causing injury	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Kitchen Facilities	Slips from spills, Burns from appliances	3H	<div></div> <div></div> <div></div>	2M

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13. Evacuation Drills	Tripping during evacuation, Blocked exits	4A		2M
14. Meeting Room Seating	Unstable chairs, Obstructed walkways	2M		1L
15. Electrical Equipment Maintenance	Electrocution, Equipment overheating	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Visitor Management	Unauthorized access, Confusion during emergencies	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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.