

Open Windows Or Doors Forcefully 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Inadequate preparation, Insufficient PPE	3H	<ul style="list-style-type: none"> - Conduct a toolbox talk to outline the procedure. - Ensure that all personnel are aware of potential hazards. - Verify that adequate PPE is available and used by all operators. - Ensure tools and equipment are in good condition and appropriate for the task. - Confirm weather conditions are favourable and safe for the operation. - Allocate sufficient time to complete tasks without rushing. - Assign roles and responsibilities clearly amongst the team. - Inspect the area for any pre-existing hazards. - Obtain necessary permits and approvals for the work area. - Review emergency procedures with all involved personnel. 	2M
2. Inspection of Windows and Doors	Weak structural integrity, Presence of rust or corrosion	4H	<ul style="list-style-type: none"> - Perform visual inspection for any signs of damage or wear. - Create a checklist to document the condition of each window and door. - Ensure any rust or corrosion is treated before proceeding. - Engage a qualified structural engineer if significant damage is observed. - Avoid using excessive force during inspection to prevent damage. - Clearly mark any windows or doors that require repair. - Communicate the inspection findings with all team members. - Take photographs to document condition before operation. - Ensure adequate lighting is available for thorough inspection. - Delay operation if significant structural concerns are identified. 	2M
3. Risk Assessment Review	Overlooked hazards, Incorrect risk ratings	3H	<ul style="list-style-type: none"> - Hold a team meeting to review identified risks and control measures. - Ensure all team members have an opportunity to contribute to the discussion. - Check for compliance with the latest WHS regulations and standards. - Reassess the risk rating for each identified hazard with team input. - Update risk ratings to ensure accurate reflection of potential harm. - Confirm all control measures are feasible and effective. - Agree on additional controls if necessary to reduce risks further. - Document any changes in the risk assessment report. 	1L

<p>Process, Inadequate</p>	<p>3H</p>	<p>- Schedule regular reviews throughout the project duration.</p>
<p>Function, Incorrect sequence</p>	<p>3H</p>	<p>-</p>

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7. Use of PPE	PPE failure, Improper PPE usage	3H		1L
8. Opening Windows and Doors	Uncontrolled force release, Unexpected object or debris	4A		2M
9. Checking for Operation Smoothness	Obstructions, Alignment issues	3H		1L

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10. Securing Windows and Doors	Security risks, Interference with operations	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Incident Reporting	Delayed reporting, Incomplete information	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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
12. Cleaning Up	Slip hazards, Disposal of waste	2M	<ul style="list-style-type: none"> Wear appropriate PPE (gloves, safety glasses, etc.) Use proper lifting techniques to avoid injury. Dispose of waste in designated containers. Keep work area clean and free of clutter. Use proper disposal methods for hazardous materials. Wash hands thoroughly after handling waste. Use proper disposal methods for sharps. Use proper disposal methods for biohazardous waste. Use proper disposal methods for radioactive waste. Use proper disposal methods for chemical waste. 	1L
13. Evaluation and Feedback	Missed learning opportunities, Unaddressed improvement areas	2M	<ul style="list-style-type: none"> Conduct a debriefing session with the team. Identify areas for improvement. Implement corrective actions. Document lessons learned. Share feedback with the team. Encourage open communication. Provide constructive feedback. Recognize good performance. Address concerns and issues. Follow up on improvement areas. 	1L
14. Sign-Off	Failure to complete documentation, Premature sign-off	2M	<ul style="list-style-type: none"> Ensure all documentation is complete and accurate. Obtain signatures from all required personnel. Verify that all safety protocols have been followed. Confirm that all equipment is properly stored. Check for any outstanding issues or concerns. Ensure that all safety hazards have been eliminated. Verify that all safety equipment is functioning properly. Confirm that all safety training has been completed. Obtain approval from the appropriate authority. Follow up on any outstanding issues. 	1L

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15. Continuous Improvement	Stagnation of safety measures, Lack of innovation	2M		1L

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.