

## Refurbishing 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			<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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
<b>4A</b>		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:	
<b>3H</b>		Review and approve additional controls before task starts. Senior supervisor sign-off needed.						1. <b>Eliminate</b>	
<b>2M</b>		Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.						2. Substitute	
<b>1L</b>		Proceed, following standard operating procedures. Monitor and keep records.						3. Isolate	
<b>Consequence Scale:</b>								4. Engineering	
<b>Consequence</b>	<b>People (injury/illness)</b>		<b>Project / Assets</b>		<b>Compliance / Reputation</b>			5. Administrative	
<b>Catastrophic</b>	Fatality or permanent total disability		project shutdown		Significant regulator intervention; criminal prosecution			6. PPE	
<b>Major</b>	Serious injury/illness (hospital > 5 days)		critical delay		Improvement notice; major media coverage			Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day		moderate delay		Minor breach; adverse client comment			<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	
<b>Minor</b>	First-aid only, no lost time		negligible delay		Isolated non-conformance				
<b>Insignificant</b>	No injury		no schedule impact		Deviation caught and corrected on site				

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	Electric shock, Manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Turn off and unplug all electrical equipment before starting</li> <li>- Wear rubber-soled, non-slip footwear</li> <li>- Use correct lifting techniques when moving furniture</li> <li>- Use a trolley and/or team lifting for heavy items</li> <li>- Ensure work area is clean and free from obstacles</li> <li>- Use appropriate signs to indicate work in progress</li> <li>- Ensure furniture is stable before beginning any work</li> <li>- Inspect tools and equipment for damage prior to use</li> <li>- Use PPE such as gloves and eye protection when required</li> <li>- Ensure good lighting in the work area</li> </ul>	2M
2. Dismantling Furniture	Cuts from sharp edges, Falling objects	3H	<ul style="list-style-type: none"> <li>- Wear safety gloves to protect hands</li> <li>- Use appropriate tools to minimize risk of injury</li> <li>- Secure unstable furniture components before removal</li> <li>- Remove small components and store in labelled containers</li> <li>- Stand clear of potential falling objects</li> <li>- Use a ladder or step stool correctly to reach higher areas</li> <li>- Keep hands clear of pinch points</li> <li>- Clear the area of unnecessary personnel</li> <li>- Ensure adequate lighting and visibility</li> <li>- Communicate with team members during the process</li> </ul>	2M
3. Sanding Surfaces	Inhalation of dust, Eye injuries	3H	<ul style="list-style-type: none"> <li>- Use a dust extraction system or vacuum</li> <li>- Wear a dust mask and safety goggles</li> <li>- Keep work area well-ventilated</li> <li>- Use drop sheets to contain dust</li> <li>- Regularly clean up dust to prevent slip hazards</li> <li>- Use appropriate sanding equipment for the task</li> <li>- Avoid sanding with worn or damaged paper</li> <li>- Ensure machinery is plugged into RCD-protected outlets</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Sand surfaces slowly and steadily to control dust spread</li> <li>- Communicate hazard information to all workers</li> </ul>	
4. Painting and Finishing	Fume inhalation, Skin contact with chemicals	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (respirator, gloves, protective clothing)</li> <li>- Work in a well-ventilated area</li> <li>- Avoid skin contact with chemicals</li> <li>- Wash hands thoroughly after handling chemicals</li> <li>- Use proper sanding techniques to minimize dust</li> <li>- Communicate hazard information to all workers</li> <li>- Store chemicals properly</li> <li>- Clean up spills immediately</li> <li>- Use appropriate disposal methods for waste</li> <li>- Keep work area tidy</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper posture</li> <li>- Avoid repetitive motions</li> <li>- Use proper tool handling techniques</li> <li>- Keep tools in good condition</li> <li>- Use proper storage for tools</li> <li>- Clean tools properly</li> <li>- Use proper disposal methods for tools</li> <li>- Keep work area tidy</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper posture</li> <li>- Avoid repetitive motions</li> <li>- Use proper tool handling techniques</li> <li>- Keep tools in good condition</li> <li>- Use proper storage for tools</li> <li>- Clean tools properly</li> <li>- Use proper disposal methods for tools</li> </ul>	1L
5. Reassembly	Incorrect fitting, Falling components	3H	<ul style="list-style-type: none"> <li>- Follow assembly instructions carefully</li> <li>- Inspect components for damage</li> <li>- Use proper fitting techniques</li> <li>- Secure components properly</li> <li>- Avoid dropping components</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper posture</li> <li>- Avoid repetitive motions</li> <li>- Use proper tool handling techniques</li> <li>- Keep tools in good condition</li> <li>- Use proper storage for tools</li> <li>- Clean tools properly</li> <li>- Use proper disposal methods for tools</li> </ul>	2M
6. Clean-Up and Waste Disposal	Chemical exposure, Trip hazards	2M	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (gloves, protective clothing)</li> <li>- Clean up spills immediately</li> <li>- Use proper disposal methods for waste</li> <li>- Keep work area tidy</li> <li>- Use proper lifting techniques</li> <li>- Avoid overexertion</li> <li>- Take regular breaks</li> <li>- Stay hydrated</li> <li>- Use proper posture</li> <li>- Avoid repetitive motions</li> <li>- Use proper tool handling techniques</li> <li>- Keep tools in good condition</li> <li>- Use proper storage for tools</li> <li>- Clean tools properly</li> <li>- Use proper disposal methods for tools</li> </ul>	1L

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7. Inspection and Quality Control	Missed defects, Injury from unstable products	2M		1L
8. Transportation of Refurbished Furniture	Strains from heavy lifting, Vehicle accidents	3H		2M
9. Customer Handover	Customer dissatisfaction, Miscommunication	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
10. Documentation and Reporting	Incomplete records, Non-compliance issues	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Equipment Maintenance	Equipment failure, Injuries from misuse	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
12. Health Monitoring	Unaddressed health issues, Delayed injury detection	2M	<div></div> <div></div> <div></div>	1L

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13. Emergency Preparedness	Ineffective emergency response, Delayed evacuation	3H		2M
14. Training and Competency Development	Inadequate skills, Lack of knowledge	2M		1L
15. Continuous Improvement	Stagnation in procedures, Failure to innovate	2M		1L

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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.