

## Removing Doors Or Frames For Access 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	4A ACUTE	DO NOT PROCEED	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE			Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE			Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE			Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH			Administrative Change	
						1L LOW	Monitor and keep records.	PPE	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Slips, trips, falls, Poor lighting	3H	<ul style="list-style-type: none"> <li>- Ensure adequate lighting in the work area</li> <li>- Clear work area of any obstacles or debris</li> <li>- Conduct a site assessment to identify potential hazards</li> <li>- Use appropriate signage to highlight risks</li> <li>- Conduct a toolbox talk to inform workers of the risks and risks involved</li> <li>- Wear appropriate PPE, including gloves and safety footwear</li> <li>- Ensure all workers have adequate training relevant to the task</li> <li>- Establish a communication plan for all personnel involved</li> <li>- Use a buddy system to monitor safety</li> <li>- Provide emergency procedures and contacts</li> </ul>	2M
2. Verification of Task Details	Miscommunication, Lack of understanding of task	2H	<ul style="list-style-type: none"> <li>- Confirm task details with all team members before starting</li> <li>- Use clear and concise language in all communications</li> <li>- Provide written documentation of tasks and expectations</li> <li>- Verify understanding through Q&amp;A sessions</li> <li>- Designate a team leader to oversee verification</li> <li>- Use drawings or plans to ensure everyone understands requirements</li> <li>- Hold a briefing meeting to discuss task sequence</li> <li>- Encourage team members to ask questions if unsure</li> <li>- Provide additional training if necessary</li> <li>- Keep documentation accessible to all workers</li> </ul>	1L
3. Check and Secure Tools & Equipment	Faulty equipment, Improper use of tools	3H	<ul style="list-style-type: none"> <li>- Conduct pre-use inspections of all tools and equipment</li> <li>- Ensure tools and equipment are serviced and maintained regularly</li> <li>- Use only tools and equipment that are appropriate for the task</li> <li>- Ensure all users hold necessary licenses or qualifications</li> <li>- Provide training on safe use of equipment</li> <li>- Store tools safely when not in use</li> <li>- Keep a record of tool and equipment checks</li> <li>- Report and tag out defective equipment immediately</li> </ul>	2M

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			- Use tools according to manufacturers' instructions - Equip workers with PPE such as safety glasses and gloves	
4. Conduct Risk Assessment On Site	Risks not identified, Change in conditions	3H	[Redacted]	2M
5. Isolate Work Area	Unauthorised entry Exposure to hazards by others	3H	[Redacted]	1L
6. Remove Doors or Frames	Manual handling injuries, Strain or overexertion	4A	[Redacted]	2M

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7. Handling and Disposal of Wastes	Improper waste handling, Environmental contamination	3H		1L
8. Install Temporary Supports	Structural collapse, Equipment failure	4A		2M
9. Clean Worksite	Slips, trips and falls, Exposure to dust or harmful substances	2M		1L

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10. Inspect Finalised Work	Undetected defects, Work not meeting standards	2M		1L
11. Documentation and Reporting	Record-keeping errors, Non-compliance	2M		1L
12. Post-activity Review	Failure to identify improvements, Reoccurrence of issues	2M		1L

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13. Remove Temporary Supports Safely	Improper removal leading to collapse, Injury from falling structures	4A		2M
14. Transport Remaining Materials Safely	Material damage, Transport accidents	3H		2M
15. Final Clean-up and Site Decommissioning	Residual waste, Environmental hazards	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Communicate Completion to Stakeholders	Miscommunication, Not updating relevant parties	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L



## 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>

### 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>

### 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>

### 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.

### 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>

### 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>

### 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