

## Replacing Warehouse Doors 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<br>HIGH                                   | 3<br>HIGH   | 4<br>ACUTE         | 4<br>ACUTE | 4<br>ACUTE   |                |  | <b>Elimination</b><br>Remove the hazard.   |  |
| LIKELY                                    | 2<br>MODERATE                               | 3<br>HIGH   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED   | <b>Substitution</b><br>Replace the hazard.                                       |  |
| POSSIBLE                                  | 1<br>LOW                                    | 2<br>MODERATE   | 3<br>HIGH          | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.   | Isolation<br>Isolate People from the hazard                                      |  |
| UNLIKELY                                  | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place.  | <b>Engineering</b><br>Isolate the hazard   |  |
| RARE                                      | 1<br>LOW                                    | 1<br>LOW  | 2<br>MODERATE      | 3<br>HIGH  | 3<br>HIGH  | 1L<br>LOW      | Monitor and keep records.  | <b>Administrative</b><br>Change  |  |
|   |   |   |                    |            |  |                |  | <b>PPE</b>   |  |
| <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. <b>Eliminate</b>  |  |
| 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   |  |
| <b>Consequence Scale:</b>                 |   |   |                    |            |  |                |  | 4. Engineering   |  |
| Consequence                               | People (injury/illness)                     |   | Project / Assets   |            | Compliance / Reputation                                  |                | 5. Administrative  |  |  |
| Catastrophic                              | Fatality or permanent total disability      |   | project shutdown   |            | Significant regulator intervention; criminal prosecution |                | 6. PPE   |  |  |
| Major                                     | 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. |  |  |
| Moderate                                  | Medical-treatment injury; lost-time > 1 day |   | moderate delay     |            | Minor breach; adverse client comment                     |                | aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.             |  |  |
| Minor                                     | First-aid only, no lost time                |   | negligible delay   |            | Isolated non-conformance                                 |                |  |  |  |
| Insignificant                             | 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      | manual handling injuries, slips and trips  | 3H           | <ul style="list-style-type: none"> <li>- Conduct a toolbox talk to discuss safe handling techniques</li> <li>- Ensure all personnel are wearing appropriate PPE</li> <li>- Clear work area of any trip hazards</li> <li>- Review manufacturer's instructions for door replacement</li> <li>- Implement manual handling training refresher</li> <li>- Provide appropriate lifting equipment for heavy components</li> <li>- Mark out a designated safe zone for personnel</li> <li>- Signpost entry and exit points</li> <li>- Ensure communication devices are functional and available</li> <li>- Designate a supervisor to oversee preparation</li> </ul>  | 2M            |
| 2. Planning         | incorrect tool usage, poor task delegation | 3H           | <ul style="list-style-type: none"> <li>- Verify all tools match the specifications required for door replacement</li> <li>- Develop a step-by-step procedure for the task</li> <li>- Assign roles to each team member based on skill level</li> <li>- Conduct a pre-task briefing covering roles and responsibilities</li> <li>- Ensure all tools are in good working condition</li> <li>- Create a checklist of required equipment and verify its availability</li> <li>- Allocate enough time for the task to avoid rushing</li> <li>- Establish a communication plan during the task</li> <li>- Arrange for a first aider to be present</li> <li>- Review emergency contact procedures</li> </ul> | 2M            |
| 3. Tool Inspection  | tool malfunction, inadequate maintenance   | 3H           | <ul style="list-style-type: none"> <li>- Inspect all tools for signs of wear and damage</li> <li>- Tag and remove any defective tools from service</li> <li>- Verify all electrical tools are tagged and tested</li> <li>- Establish a routine maintenance schedule for all tools</li> <li>- Ensure inspections are documented and records kept</li> <li>- Use only tools rated for the task at hand</li> <li>- Provide training on tool inspection procedures</li> <li>- Verify guards and safety devices are in place</li> </ul>   | 1L            |

| 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 |
|                          |   |              | <ul style="list-style-type: none"> <li>- Use lockout/tagout procedures where applicable</li> <li>- Ensure spare tools are readily available</li> </ul>  |               |
| 4. Site Set Up           | unevelled surfaces, environmental obstacles     | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 5. Equipment Positioning | crushing injuries, collision with fixed objects | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>                   | 2M            |
| 6. Door Removal          | falling objects, sharp edges                    | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 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 |
|                         |   |              |  |               |
| 7. Area Clearance       | foot hazards, unrestricted personnel access | 3H           |  | 1L            |
| 8. New Door Inspection  | defective components, incomplete jobs       | 4A           |  | 2M            |
| 9. New Door Positioning | alignment issues, pinch points              | 4A           |  | 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 |
|                            |  |              |  |               |
| 10. Fixing the Door        | equipment failure, excessive force application | 3H           |  | 1L            |
| 11. Hardware Installation  | incorrect hardware use, compatibility issues   | 3H           |  | 1L            |
| 12. Electrical Connections | electric shock, short circuits                 | 4A           |  | 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 |
|                               |   |              |  |               |
| 13. Security Assessment       | unauthorised access, vandalism                          | 3H           |  | 1L            |
| 14. Testing and Commissioning | operational failure, non-compliance with specifications | 3H           |  | 1L            |
| 15. Training and Handover     | knowledge gaps, miscommunication                        | 3H           |  | 1L            |

| 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 |
|                     |                        |              | <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.