

Supplying Door Closers 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:								Notes on Hierarchy of Controls:	
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	
Consequence Scale:								Always document why 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				
								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 of Work Area	Trip hazards from tools, Slip hazards from spilled liquids	3H	<ul style="list-style-type: none"> - Clear the work area of unnecessary objects - Use warning signs for wet areas - Ensure adequate lighting - Conduct a site walkthrough to identify and mark hazards - Designate a tool storage area away from traffic paths - Wear non-slip footwear - Implement a clean-as-you-go policy - Supervise workers to maintain orderliness - Ensure a first aid kit is accessible - Use spill containment kits when necessary 	2M
2. Transportation of Door Closers	Musculoskeletal injury from lifting, Falls from vehicle during loading	3H	<ul style="list-style-type: none"> - Conduct manual handling training - Use mechanical aids like trolleys or forklifts - Employ team lifting techniques for heavy items - Check all vehicles for stability before loading - Use ramps or lift gates to avoid climbing - Wear appropriate PPE, such as gloves - Secure loads properly in the vehicle - Apply vehicle handbrakes during loading - Plan the route to avoid unnecessary steps - Schedule rest breaks to avoid fatigue 	2M
3. Inspection of Door Closers	Injury from sharp edges, Pinch point injuries	2M	<ul style="list-style-type: none"> - Wear cut-resistant gloves - Conduct visual inspections before handling - Maintain a safe distance from moving door parts - Use tools to manipulate components rather than hands - Follow manufacturer's inspection checklist - Document and report any defects immediately - Ensure components are stored securely during inspection - Avoid handling items while distracted 	1L

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			<ul style="list-style-type: none"> - Utilize proper workspace lighting - Follow safe work procedures 	
4. Installation Preparation	Electric shock from power tools, Falling objects	3H	<ul style="list-style-type: none"> - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures 	2M
5. Marking Door Closer Positions	Eye injury from dust particles, Tool misuse injuries	2M	<ul style="list-style-type: none"> - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures 	1L
6. Drilling Mounting Holes	Noise-induced hearing loss, Flying debris	3H	<ul style="list-style-type: none"> - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures - Use proper workspace lighting - Follow safe work procedures 	2M

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7. Installing Door Closers	Finger injuries from moving parts, Incorrect installation leading to failure	3H		1L
8. Wiring (If Required)	Electric shock, Fire, Burns, Overheating	3H		2M
9. Testing Door Closer Functionality	Malfunction leading to injury, Escape of hydraulic fluid	3H		1L

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10. Adjustments and Fine-tuning	Dropped tools, Overexertion from repetitive movements	2M		1L
11. Cleanup of Installation Area	Injury from leftover debris, Slip hazard from liquids	3H		2M
12. Final Inspection and Sign-off	Unidentified defects, Inadequate documentation	3H		1L

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13. Training on Door Closer Use	Incorrect usage, Lack of awareness	3H		1L
14. Post-Installation Monitoring	Unaddressed wear and tear, Potential operational failure	3H		1L
15. Emergency Response Preparedness	Inadequate first response, Delayed medical assistance	4A		2M

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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.