

Wardrobe Installation 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:	

SAMPLE

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																									
Risk Rating & Required Action: <table border="1"> <tr> <td>4A</td> <td>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.</td> </tr> <tr> <td>3H</td> <td>Review and approve additional controls before task starts. Senior supervisor sign-off needed.</td> </tr> <tr> <td>2M</td> <td>Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.</td> </tr> <tr> <td>1L</td> <td>Proceed, following standard operating procedures. Monitor and keep records.</td> </tr> </table>										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.																
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Notes on Hierarchy of Controls: Remember to apply controls in the preferred order shown by the coloured pyramid: <ol style="list-style-type: none"> 1. Eliminate 2. Substitute 3. Isolate 4. Engineering 5. Administrative 6. PPE <p>Always document why a lower-order control is accepted if elimination or substitution is not reasonably practicable.</p> <p><i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i></p>																																	
Consequence Scale: <table border="1"> <thead> <tr> <th>Consequence</th> <th>People (injury/illness)</th> <th>Project / Assets</th> <th>Compliance / Reputation</th> </tr> </thead> <tbody> <tr> <td>Catastrophic</td> <td>Fatality or permanent total disability</td> <td>project shutdown</td> <td>Significant regulator intervention; criminal prosecution</td> </tr> <tr> <td>Major</td> <td>Serious injury/illness (hospital > 5 days)</td> <td>critical delay</td> <td>Improvement notice; major media coverage</td> </tr> <tr> <td>Moderate</td> <td>Medical-treatment injury; lost-time > 1 day</td> <td>moderate delay</td> <td>Minor breach; adverse client comment</td> </tr> <tr> <td>Minor</td> <td>First-aid only, no lost time</td> <td>negligible delay</td> <td>Isolated non-conformance</td> </tr> <tr> <td>Insignificant</td> <td>No injury</td> <td>no schedule impact</td> <td>Deviation caught and corrected on site</td> </tr> </tbody> </table>										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
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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	Sharp tools, Slippery surfaces	3H	<ul style="list-style-type: none"> - Ensure all tools are sharp and in good condition - Use non-slip mats around the workspace - Wear appropriate footwear with non-slip soles - Complete a safety briefing on tool and surface hazards - Inspect work area for potential slip hazards and rectify - Keep work area clean and organised to prevent slips - Store sharp tools safely when not in use - Implement toolbox talk regarding tool safety and surface conditions - Ensure proper lighting in place to highlight surface and tool conditions - Use barriers or markings to delineate work areas 	2M
2. Unpacking materials	Heavy lifting, Packaging	3H	<ul style="list-style-type: none"> - Use team lifting techniques or appropriate lifting equipment - Conduct manual handling training for all workers involved - Dispose of packaging waste regularly to prevent trip hazards - Wear gloves to protect against sharp edges on packaging - Plan the unpacking process to minimize lifting and handling - Keep walkways clear of packaging materials - Use cut-resistant gloves if necessary during unpacking - Implement waste segregation practices for recycling - Ensure adequate disposal bins are accessible - Assess and identify any hazardous materials during unpacking 	2M
3. Measuring space	Incorrect measurements, Working at heights	3H	<ul style="list-style-type: none"> - Double-check all measurements before cutting or drilling - Use measuring tools that are in good working order - Provide training on proper measurement techniques - Ensure ladders or step platforms are stable and correctly used - Use spotters when working at height to pass or receive materials - Mark measurements clearly and verify with team members - Secure measurement tools to prevent accidental drops - Implement a verification step with two people confirming measurements 	1L

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			<ul style="list-style-type: none"> - Use laser measures or digital tools to increase accuracy - Provide fall protection equipment if necessary 	
4. Cutting materials	Dust inhalation, Sharp edges	4A	[REDACTED]	2M
5. Assembling base units	Pinch points, Incorrect assembly	3H	[REDACTED]	1L
6. Fixing to wall	Falling objects, Drilling into power lines	4A	[REDACTED]	2M

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			[REDACTED]	
7. Attaching doors	Finger injuries, Alignment issues	3H	[REDACTED]	1L
8. Installing hanging rods	Overhead work, Incorrect placement	3H	[REDACTED]	1L
9. Final inspection	Missed defects, Structural instability	3H	[REDACTED]	1L

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			[REDACTED]	
10. Cleaning up	Trip hazards, Chemical exposure	2M	[REDACTED]	1L
11. Dealing with customers	Miscommunication, Unsafe customer actions	2M	[REDACTED]	1L
12. Transporting materials	Vehicle accidents, Load shifting	4A	[REDACTED]	2M

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			[REDACTED]	
13. Adjusting hinges	Tool misuse, Sprains	2M	[REDACTED]	1L
14. Securing trimwork	Inaccurate cuts, Nailgun injury	4A	[REDACTED]	2M
15. Customer handover	Misunderstanding functions, Disputes	3H	[REDACTED]	1L

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			<div style="background-color: black; height: 15px; width: 100%;"></div> <div style="background-color: black; height: 15px; width: 85%;"></div> <div style="background-color: black; height: 15px; width: 70%;"></div> <div style="background-color: black; height: 15px; width: 80%;"></div> <div style="background-color: black; height: 15px; width: 60%;"></div> <div style="background-color: black; height: 15px; width: 90%;"></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 FOR 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-of-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/workplaces-and-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>

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>

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

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.

