

**Blinds Installation**

|                   |        |        |  |
|-------------------|--------|--------|--|
| 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      |             |                                   | <b>Elimination</b><br>Remove the hazard.    |  |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        | Isolation<br>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><br>Isolate the hazard    |  |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change             |  |
|                |               |            |            |         |              |             |                                   | <b>PPE</b>                                  |  |

  

| Risk Rating & Required Action: |   |
|--------------------------------|---|
| <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. |
| <b>3H</b>                      | Review and approve additional controls before task starts. Senior supervisor sign-off needed.   |
| <b>2M</b>                      | Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.   |
| <b>1L</b>                      | Proceed, following standard operating procedures. Monitor and keep records.   |

  

| Consequence Scale:   |   |                    |  |
|----------------------|---|--------------------|--|
| Consequence          | People (injury/illness)                     | Project / Assets   | Compliance / Reputation                                  |
| <b>Catastrophic</b>  | Fatality or permanent total disability      | project shutdown   | Significant regulator intervention; criminal prosecution |
| <b>Major</b>         | Serious injury/illness (hospital > 5 days)  | critical delay     | Improvement notice; major media coverage                 |
| <b>Moderate</b>      | Medical-treatment injury; lost-time > 1 day | moderate delay     | Minor breach; adverse client comment                     |
| <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                   |

  

**Notes on Hierarchy of Controls:**  
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

*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. WHS Governance, Roles & Responsibilities                    | <ul style="list-style-type: none"> <li>Unclear allocation of WHS duties between PCBU, directors, supervisors and installers leading to unmanaged risks</li> <li>Lack of documented WHS policy specific to blinds, awnings, curtains and shutter installations</li> <li>Failure to consult workers and contractors on WHS decisions affecting their work</li> <li>No formal due diligence by officers to verify WHS systems are implemented and effective</li> <li>Poor integration of WHS requirements into contracts with subcontract installers and electricians</li> </ul>   | 4A           | <ul style="list-style-type: none"> <li>Establish and maintain a WHS management system aligned with WHS Act 2011 and relevant WHS Regulations and Codes of Practice for construction and electrical work</li> <li>Define and document WHS roles, responsibilities and authorities for directors, managers, supervisors, in-house installers and subcontractors, including electrical contractors</li> <li>Implement a formal WHS governance framework including WHS objectives, key performance indicators, and regular management review of WHS performance</li> <li>Embed WHS obligations and minimum standards into contracts, purchase orders and service agreements for all installation and electrical subcontractors</li> <li>Consult, cooperate and coordinate WHS activities with host employers, principal contractors, building managers and other PCBU on shared sites</li> <li>Maintain evidence of officer due diligence (e.g. WHS reports to board, audit outcomes, site inspection summaries, corrective action tracking)</li> <li>Ensure workers are aware of the right to cease unsafe work and the procedure to escalate WHS concerns</li> </ul>   | 3H            |
| 2. Contractor, Subcontractor & Electrical Licensing Management | <ul style="list-style-type: none"> <li>Engagement of unlicensed or inadequately licensed electricians for motorised blinds and awnings</li> <li>Installers undertaking electrical work outside their competency or licence class</li> <li>Subcontractors without demonstrated experience in working at height installing awnings, Ziptrak blinds or outdoor shutters</li> <li>Poor verification of insurances, high-risk work licences (e.g. ) and trade qualifications</li> <li>Lack of clear WHS performance expectations for subcontractors, including incident reporting and supervision</li> <li>Inconsistent safety standards across different subcontractor crews</li> </ul> | 4A           | <ul style="list-style-type: none"> <li>Implement a formal contractor pre-qualification process that assesses WHS systems, trade qualifications, electrical licences and relevant experience with blinds, awnings and curtain installations</li> <li>Maintain a verified register of contractors' and electricians' licences, insurances, high-risk work licences and expiry dates</li> <li>Include WHS performance, electrical safety compliance and working-at-height capability as mandatory criteria in contractor selection</li> <li>Set minimum WHS standards in contractor agreements, including requirements for safe work method statements (SWMS), electrical test records and toolbox talks</li> <li>Require contractors to submit copies of SWMS for activities such as installation of retractable awnings, Ziptrak blinds and outdoor shutters at height for review prior to starting work</li> <li>Establish a contractor performance monitoring program, including periodic site audits, observation of work practices and consequences for non-compliance</li> <li>Ensure only appropriately licensed electrical contractors carry out connection, isolation and testing of motorised and automated blind systems</li> </ul> | 2M            |
| 3. Competency, Training & Supervision                          | <ul style="list-style-type: none"> <li>Installers lacking competency in safe handling and installation of large blinds, awnings, curtains and plantation shutters</li> </ul>  | 4A           | <ul style="list-style-type: none"> <li>Develop competency profiles for key roles (installer, team leader, electrician, measurer, warehouse handler) and ensure workers meet them before unsupervised work</li> <li>Provide task-specific training for installation of awnings at height, Ziptrak blinds, retractable awnings, outdoor shutters and plantation shades, including manual handling of oversized items</li> </ul>  | 2M            |



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|  | <ul style="list-style-type: none"> <li>Inadequate assessment of access requirements for high or difficult-to-reach windows and outdoor areas</li> <li>Underestimation of manual handling demands for large, heavy or awkward blinds, curtains and awnings</li> <li>Overlooking existing electrical services in walls or ceilings when planning for motorised blind wiring routes</li> <li>Poor communication with clients about site constraints, pets, children and other occupants during works</li> <li>Lack of planning for removal of existing blinds, curtains or awnings including waste handling and potential lead dust or mould</li> </ul> |              | [REDACTED]   |               |
| 6. Procurement, Storage & Materials Handling Systems | <ul style="list-style-type: none"> <li>Poor storage of long tracks, heavy awning components and plantation shutters causing crush or fall-from-height hazards in vehicles or warehouses</li> <li>Inadequate packaging and edge protection leading to sharp edges and laceration risks during handling</li> <li>Unsafe manual handling of bundle blinds, curtains and awnings from storage racks to vehicles</li> <li>No system for segregation and labelling of hot knife equipment and flammable materials</li> <li>Inadequate control of stock weights and dimensions resulting in installers being surprised by load size on site</li> </ul>      | 3H           | [REDACTED]   | 2M            |
| 7. Vehicle, Journey & Remote Work Management         | <ul style="list-style-type: none"> <li>Vehicle crashes during travel to clients' premises due to fatigue, distraction or poor vehicle condition</li> <li>Inadequate journey planning for regional or remote installations leading to isolation risks</li> </ul>  | 4A           | [REDACTED]   | 2M            |

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|  | <ul style="list-style-type: none"> <li>Poor securing of long or heavy blinds, awnings and tracks in vehicles causing load shift during braking</li> <li>Limited communication and location tracking for installers working alone at remote residential or construction sites</li> <li>No system to manage weather-related driving hazards when transporting large awning frames or shutters on roof racks</li> </ul>   |              | [REDACTED]   |               |
| 8. Working at Heights & Access Systems                 | <ul style="list-style-type: none"> <li>Falls from ladders, scaffolds or EWPs during installation of external awnings, Ziptrak blinds, outdoor shutters and high-level curtains</li> <li>Use of inappropriate access equipment (e.g. domestic ladders) for commercial or multi-storey installations</li> <li>Uncontrolled work near edges, voids brittle roofing when fixing external shades</li> <li>Inadequate planning for anchoring of retractable awning to facade height</li> <li>Failure to control exclusion zones beneath overhead work areas</li> </ul> |              | [REDACTED]   | 2M            |
| 9. Electrical Safety, Isolation & Motorisation Systems | <ul style="list-style-type: none"> <li>Electric shock or electrocution during installation or fault-finding on motorised blinds and awnings</li> <li>Damage to existing concealed electrical wiring when drilling for brackets or channels</li> <li>Non-compliant connection of motors, switches and control units by unlicensed personnel</li> <li>Inadequate isolation and tagging procedures during electrical work and commissioning</li> </ul>  | 4A           | [REDACTED]   | 2M            |

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|   | <ul style="list-style-type: none"> <li>• Use of incompatible or low-quality power supplies and control interfaces leading to overheating or fire</li> <li>• Poor segregation of low-voltage control wiring and mains power cables</li> </ul>   |              | [REDACTED]   |               |
| 10. Plant, Tools & Hot Work Management        | <ul style="list-style-type: none"> <li>• Lacerations and burns from hot knives used to finish blind edges and cut synthetic fabrics</li> <li>• Inadequately maintained power tools (drills, drivers, sanders, grinders) causing electric shock or mechanical failure</li> <li>• Uncontrolled hot work igniting nearby combustible materials, particularly in domestic settings</li> <li>• Inappropriate use of portable sanders on rough blind edges, shutters or frame generating dust and projectiles</li> <li>• Trailing leads and poorly positioned tools creating trip hazards in rooms</li> <li>• Noise and vibration exposure from power tools over time</li> </ul> | 3H           | [REDACTED]   | 2M            |
| 11. Manual Handling, Ergonomics & Task Design | <ul style="list-style-type: none"> <li>• Musculoskeletal injuries from lifting and carrying long, heavy or awkward blinds, awnings, curtains and shutters</li> <li>• Strain injuries from repeated manual rolling and unrolling of blinds or awnings during fitting and trial runs</li> <li>• Awkward postures when working above shoulder height or over stair voids to fit blinds into brackets</li> <li>• Lack of planning for safe removal of existing blinds and window covers that are bulky or water-damaged</li> </ul>   | 4A           | [REDACTED]   | 2M            |

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| 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>Poor ergonomic set-up for bench work such as sanding rough surfaces or sizing down oversized blinds</li> <li>Single-person installations of loads designed for team lifting</li> </ul>   |              | [REDACTED]   |               |
| 12. Dust, Chemicals & Environmental Exposures         | <ul style="list-style-type: none"> <li>Generation of fine dust when sanding rough surfaces of blinds, shutters or substrates, potentially including lead-based paint or other contaminants</li> <li>Exposure to solvent-based cleaners, adhesives or sealants during installation and finishing</li> <li>Irritation from fibres or off-gassing from certain fabrics and synthetic materials</li> <li>Noise from power tools in confined spaces that may disturb occupants and exceed exposure standards</li> <li>Inadequate control of waste from removal of existing blinds, trimmings and contaminated materials</li> </ul> | 3H           | [REDACTED]   | 2M            |
| 13. Site Access, Public Safety & Occupant Interaction | <ul style="list-style-type: none"> <li>Uncontrolled public access to work areas during installation in homes, retail or public buildings</li> <li>Inadequate coordination with other trades on construction sites leading to congestion and conflict over work areas</li> <li>Children, pets or other occupants entering work zones and being exposed to falling objects, hot tools or electrical hazards</li> <li>Poor housekeeping leading to trip hazards from packaging, offcuts, tools and removed window covers</li> <li>Lack of clear communication about temporary loss of privacy or restricted</li> </ul>           | 3H           | [REDACTED]   | 2M            |

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|--|--|--------------|--|---------------|
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|  | <ul style="list-style-type: none"> <li>window operation during and after installation</li> </ul>   |              | [REDACTED]   |               |
| 14. Psychosocial Risks, Fatigue & Work Scheduling          | <ul style="list-style-type: none"> <li>Extended work hours, travel times and tight installation schedules leading to fatigue</li> <li>High workload and unrealistic time pressures causing stress and rushed decision-making</li> <li>Working alone in private homes, leading to potential aggression, harassment or other psychosocial harm</li> <li>Limited control by workers over job sequencing, break times and route planning</li> <li>Poor communication of job variations or last-minute changes that increase stress levels</li> </ul>                   | 3H           | [REDACTED]   | 2M            |
| 15. Incident Reporting, Emergency Preparedness & First Aid | <ul style="list-style-type: none"> <li>Delayed or absent response to injuries such as cuts, burns, electric shock or falls</li> <li>Under-reporting of near misses involving tools, hot knives, electrical faults or falls from height</li> <li>Lack of preparedness for fire or smoke from hot work or electrical faults during testing of motorised blinds</li> <li>Inadequate first aid equipment in vehicles and at small satellite depots</li> <li>No clear procedure for emergency evacuation in multi-storey buildings or large commercial sites</li> </ul> | 3H           | [REDACTED]   | 2M            |

SAMPLE

| 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 |
| 16. Documentation, Records & Continuous Improvement | <ul style="list-style-type: none"> <li>• Outdated or inaccessible procedures for blinds, awnings, curtains and motorised systems leading to inconsistent practices</li> <li>• Inadequate record-keeping of training, inspections, electrical tests, equipment maintenance and design approvals</li> <li>• Failure to review and update risk assessments when new products (e.g. new Ziptrak systems or motor types) are introduced</li> <li>• Missed opportunities to learn from incidents, client feedback and worker suggestions</li> <li>• Non-compliance findings from regulators due to poor evidence of WHS management</li> </ul> | 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> | 1L            |
|   |   |              |   |               |

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 2025  
 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) Regulation 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>

**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.