

**Cabinet Installation Wardrobes and Kitchen Fit-Out**

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> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> 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 Management, Governance and Legal Compliance	<ul style="list-style-type: none"> <li>WHS responsibilities for cabinet and wardrobe installation not clearly defined across PCBU, contractors and workers</li> <li>Inadequate WHS management plan for joinery and fit-out activities within occupied or partially completed buildings</li> <li>Failure to align company procedures with Work Health and Safety Act 2011 and relevant WHS Regulations and Codes of Practice</li> <li>Lack of documented consultation, cooperation and coordination with principal contractor and other PCBUs on site</li> <li>Inadequate system for regular review of WHS performance, incidents and near misses associated with cabinetry installation</li> <li>Poor integration of WHS requirements into procurement, scheduling and project management processes</li> </ul>	4A	<ul style="list-style-type: none"> <li>Establish a documented WHS Management System aligned with WHS Act 2011, WHS Regulations and relevant Codes of Practice for construction and joinery work</li> <li>Define and document WHS roles, responsibilities and accountabilities for directors, managers, supervisors, site leads and workers involved in cabinet, wardrobe and kitchen fit-out</li> <li>Integrate WHS requirements into project planning, tendering, subcontractor engagement and site start-up processes, including specific provisions for fit-out stages</li> <li>Implement a formal consultation, cooperation and coordination procedure with principal contractors and other PCBUs, including regular coordination meetings and exchange of WHS documentation</li> <li>Maintain a documented WHS Management Plan for each project that clearly addresses cabinet installation, joinery works and associated high-risk interfaces (manual handling, work at height, power tools)</li> <li>Establish a cyclical WHS review process including management review meetings, trend analysis of incidents, audits and corrective actions specific to cabinetry and joinery operations</li> <li>Ensure legal and regulatory updates are monitored by a competent person and translated into updated policies, procedures and toolbox content</li> <li>Include WHS performance for cabinetry and fit-out activities as a standing agenda item in project and management meetings</li> </ul>	3H
2. Competency, Licensing, Training and Supervision	<ul style="list-style-type: none"> <li>Inadequate training of workers in safe handling and installation of heavy cabinets, wardrobe and hardware accessories</li> <li>Workers unaware of manufacturer installation specifications for cabinet hardware, furniture hinges and safety backing</li> <li>Lack of competency in using fixing systems appropriate to different wall and floor substrates (e.g. masonry, lightweight partitions)</li> <li>Insufficient supervision of apprentices and new workers during complex joinery and door/window installation</li> <li>No verification of licences or qualifications for workers performing construction work or using specific powered tools and access equipment</li> <li>Inadequate training in hazard identification, risk assessment and</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and implement a competency framework for cabinet makers, installers and apprentices including minimum trade qualifications and skill requirements for joinery and fit-out work</li> <li>Ensure all installers receive task-specific training on cabinet and wardrobe installation systems, including manufacturer instructions for hardware, hinges, runners, safety backing and anchorage requirements</li> <li>Implement a verification of competency (VOC) process for use of power tools, portable plant, fixings and access equipment relevant to cabinet installation</li> <li>Provide site induction and project-specific induction addressing fit-out hazards, working in confined or occupied spaces, and interfaces with other trades</li> <li>Ensure appropriate levels of supervision for new starters and apprentices with documented ratios and supervision plans on each project</li> <li>Maintain training records, licences and VOC documentation in a central register, with expiry monitoring and renewal reminders</li> <li>Conduct regular toolbox talks focused on cabinetry risks (manual handling strategies, secure anchoring, pinch points from hinges, glass and mirror handling, door/window joinery) and lessons learned from incidents</li> <li>Include competency and supervision checks within internal WHS audits and site inspections</li> </ul>	2M

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	reporting procedures on live construction sites or occupied premises			
3. Design, Engineering, Specification and Structural Adequacy	<ul style="list-style-type: none"> <li>Cabinet, wardrobe and kitchen designs not structurally adequate for expected loads and use (e.g. heavy stone benchtops, loaded pantry shelves)</li> <li>Inadequate consideration of wall and ceiling substrates leading to failure of fixings and anchors for overhead cabinets and storage units</li> <li>Poorly specified hinges, drawer runners and hardware accessories not rated for intended loads or frequency of use</li> <li>Insufficient consideration of safety backing requirements for mirrors, glass wardrobe doors and glazed panels</li> <li>Design of tall furniture units without appropriate anti-tip anchoring provisions or wall bracing</li> <li>Lack of clear documentation on fixing points, load paths and tolerances for joinery in door and window surrounds</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a formal design review process involving competent designers, engineers and senior installers to verify structural adequacy and compliance with Australian Standards and NCC requirements</li> <li>Ensure cabinet and wardrobe designs document substrate assumptions and specify compatible fixing systems, anchors and brackets for each substrate type</li> <li>Mandate use of hardware accessories, hinges and drawers with documented load ratings from reputable suppliers, referenced on construction drawings or schedules</li> <li>Specify safety backing or laminated safety glass for mirrors and wardrobe doors in accordance with relevant Australian Standards, with marking and traceability requirements</li> <li>Include anti-tip, window and wall anchoring systems in the standard design details for tall cabinets, wardrobes and storage units, with clear installation instructions</li> <li>Require engineering input or certification for non-standard or high-load installations (e.g. hanging cabinets on light weight walls, integration with door/window frames, large sliding doors)</li> <li>Maintain a controlled library of standard details and installation guides accessible to installers, with revision control and change communication</li> <li>Include design and specification compliance checks in pre-start design coordination meetings with builders and other trades</li> </ul>	2M
4. Procurement, Supply Chain and Hardware Quality Control	<ul style="list-style-type: none"> <li>Procurement of non-standard cabinets, fixings, hinges and hardware accessories with unknown or inadequate performance ratings</li> <li>Inconsistent supply of hardware fixings leading to substitution with unsuitable anchors or screws on site</li> <li>Lack of traceability for batches of hinges, drawer runners and safety backing materials in the event of product failures</li> <li>Failure to obtain or retain safety data sheets and technical data for adhesives, sealants and chemical products used in installation</li> <li>Cost-driven substitutions made without WHS and structural assessment</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> <li>Inadequate inspection of pre-assembled units, door/window joinery and mirrors before dispatch to site</li> </ul>		[REDACTED]	
5. Pre-Installation Planning, Site Assessment and Coordination	<ul style="list-style-type: none"> <li>Cabinet and wardrobe installation scheduled without regard to other trades, increasing congestion and interface risks</li> <li>Inadequate site assessment of floor and wall conditions, moisture, level and integrity prior to installation</li> <li>Failure to identify overhead and concealed services (electrical, plumbing, gas) before drilling or fixing cabinets and joinery</li> <li>Insufficient planning for access routes, material storage and staging of large cabinets and mirrored doors</li> <li>Inadequate assessment of site-specific constraints in occupied homes or commercial premises (children, clients, staff, restricted hours)</li> <li>Lack of documented pre-start risk assessment for joinery around doors, windows and openings</li> </ul>	3H	[REDACTED]	2M
6. Manual Handling, Ergonomics and Material Handling Systems	<ul style="list-style-type: none"> <li>Systematic reliance on manual lifting of heavy cabinets, wardrobes and benchtops without mechanical aids</li> <li>Poor ergonomic design of handling tasks leading to cumulative musculoskeletal disorders among installers</li> <li>Lack of procedures for team lifting and coordination when handling tall or wide units and mirrored wardrobe doors</li> <li>Inadequate planning for stairways, tight corridors and confined spaces during movement of large joinery items</li> <li>Absence of trolleys, dollies or lifting frames appropriate to cabinet dimensions and weights</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>No formal assessment of manual task risks associated with repetitive installation of hardware, hinges and accessories</li> </ul>		[REDACTED]	
7. Use of Tools, Plant and Equipment (Including Access Equipment)	<ul style="list-style-type: none"> <li>Inadequate maintenance and inspection systems for power tools, drills, drivers and saws used in cabinet and joinery installation</li> <li>Improvised access methods (standing on cabinets, benchtops or unstable objects) to install overhead units and hardware</li> <li>Lack of standard procedures for selection and inspection of step ladders, platform ladders and mobile scaffolds in fit-out environments</li> <li>Inappropriate use of high-speed tools near glass, mirrors or safety backed surfaces resulting in breakage and flying fragments</li> <li>No formal system for testing and tagging of electrical tools and portable RCDs</li> <li>Workers bypassing guards or using non-standard accessories on tools due to productivity pressures</li> </ul>	3H	[REDACTED]	2M
8. Installation Methodology, Fixing Systems and Stability Management	<ul style="list-style-type: none"> <li>System failures in ensuring cabinets, wardrobes and storage units adequately fixed to substrate and remain stable over time</li> <li>Inconsistent application of manufacturer installation instructions for hinges, runners, brackets and wall anchors</li> <li>Inadequate control of sequence of installation leading to temporary instability of tall or overhead units</li> <li>Failure to verify that safety backing has been installed correctly on mirrors and glazed wardrobe doors</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Lack of documented criteria for acceptable fixing points, screw types and anchor embedment into different substrates</li> <li>No formal process for final verification of anti-tip devices, wall brackets and door alignment before handover</li> </ul>		[REDACTED]	
9. Interaction with Other Trades, Public and Occupants	<ul style="list-style-type: none"> <li>Uncontrolled interaction with other trades working in the same areas leading to collisions, falling objects or access conflicts</li> <li>Inadequate segregation between cabinet installation work zones and public/occupant areas in residential and commercial buildings</li> <li>Noise, dust and fumes from joinery works adversely affecting other workers or occupants</li> <li>Lack of a system for coordinating access to lifts, loading docks and shared storage areas</li> <li>Poor communication regarding temporary instability of partially fixed cabinets or hardware to other workers entering the area</li> </ul>	3H	[REDACTED]	2M
10. Environmental Conditions, Housekeeping and Site Layout	<ul style="list-style-type: none"> <li>Poor housekeeping in fit-out areas leading to slips, trips and falls on packaging, offcuts, hardware and tools</li> <li>Inadequate lighting when installing cabinets, hardware and hinges, increasing error and injury risk</li> <li>Uncontrolled dust, offcuts and debris accumulation in confined spaces such as walk-in wardrobes and small kitchens</li> <li>Blocked access and egress routes due to stored cabinets, doors and materials</li> <li>Environmental conditions (heat, cold, humidity) not considered in planning, leading to fatigue, reduced concentration and material performance issues</li> </ul>	3H	[REDACTED]	1L

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			[REDACTED]	
11. Hazardous Substances, Dust and Noise Management	<ul style="list-style-type: none"> <li>Exposure to dust from cutting and drilling particleboard, MDF and similar materials during joinery and onsite adjustments</li> <li>Use of adhesives, fillers, sealants and paints without proper management of fumes and skin contact</li> <li>Lack of system for assessing and controlling potential exposure to silica when working with stone benchtops or masonry substrates</li> <li>Inadequate control of noise from power tools in residential or commercial environments</li> <li>Absence of hazardous chemicals register and risk assessments for commonly used products in cabinet and wardrobe installation</li> </ul>	3H	[REDACTED]	2M
12. Electrical, Services and Penetration Management	<ul style="list-style-type: none"> <li>Drilling or fixing cabinets and hardware into walls or ceilings, exposing live electrical wiring or concealed services</li> <li>Inadequate coordination with electricians and plumbers regarding service routes and clearances behind cabinets and in joinery cavities</li> <li>Uncontrolled creation of penetrations through fire-rated or acoustic-rated elements during wardrobe and kitchen fit-out</li> <li>Lack of system for verifying isolation of circuits where services must be accessed or modified near cabinetry</li> <li>Insufficient documentation of service locations after installation, complicating future works and increasing risk of strikes</li> </ul>	4A	[REDACTED]	2M

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13. Working at Height and Elevated Task Management	<ul style="list-style-type: none"> <li>• Installation of overhead cabinets, top storage units and high-level hardware without structured work at height controls</li> <li>• Use of inappropriate access methods in stairwells, voids and around window openings during joinery work</li> <li>• Lack of planning for work near edges, voids or openable windows where a fall to a lower level is possible</li> <li>• No formal assessment of when elevated work requires engineered controls such as scaffolds or platforms rather than ladders</li> </ul>	3H	[REDACTED]	2M
14. Glass, Mirrors and Safety Backing Handling Systems	<ul style="list-style-type: none"> <li>• Breakage of mirrors and glazed wardrobe doors during handling, transport and installation causing laceration risk</li> <li>• Incorrect or absent application of safety backing on mirrors and glazed wardrobes and cabinet doors</li> <li>• Inadequate systems for storage and racking of glass and mirrors on site, leading to tipping or collapse</li> <li>• Lack of formal procedures for disposal or recycling of broken glass and decommissioned mirrors</li> </ul>	3H	[REDACTED]	1L
15. Fatigue, Workload, Scheduling and Psychosocial Risks	<ul style="list-style-type: none"> <li>• Compressed installation schedules leading to excessive work hours, skipped breaks and fatigue among installers</li> <li>• High workload and productivity pressure contributing to shortcuts in</li> </ul>	3H	[REDACTED]	2M

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	<p>cabinet fixing, hardware installation and housekeeping</p> <ul style="list-style-type: none"> <li>• Work in occupied homes or sensitive environments creating stress, conflict with occupants and psychosocial strain</li> <li>• Lack of clear procedures for reporting stress, fatigue or psychosocial concerns associated with site conditions</li> </ul>		[REDACTED]	
16. Incident Reporting, Emergency Preparedness and Response	<ul style="list-style-type: none"> <li>• Inadequate systems for reporting and investigating incidents, near misses and installation failures involving cabinetry and hardware</li> <li>• Lack of emergency response planning for injuries related to crush, laceration, falls or exposure to hazardous substances during installation</li> <li>• Workers not briefed on site-specific emergency procedures, exits and first aid arrangements</li> <li>• Failure to capture warnings from near misses involving unstable cabinets, glass breakage or hardware</li> </ul>	3H	[REDACTED]	1L
17. Inspection, Testing, Verification and Handover	<ul style="list-style-type: none"> <li>• Lack of systematic final inspection of cabinet and wardrobe installations leading to undetected instability or hardware faults</li> <li>• No documented handover process to clients or principal contractors confirming safety-critical aspects of installation</li> <li>• Failure to verify operation of moving components (doors, drawers, sliding systems, hinges) under load conditions</li> <li>• Inadequate recording of as-built deviations from design that may affect safety or future maintenance</li> </ul>	3H	[REDACTED]	1L

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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 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.