Cabinet Making and Furniture Assembly			
Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

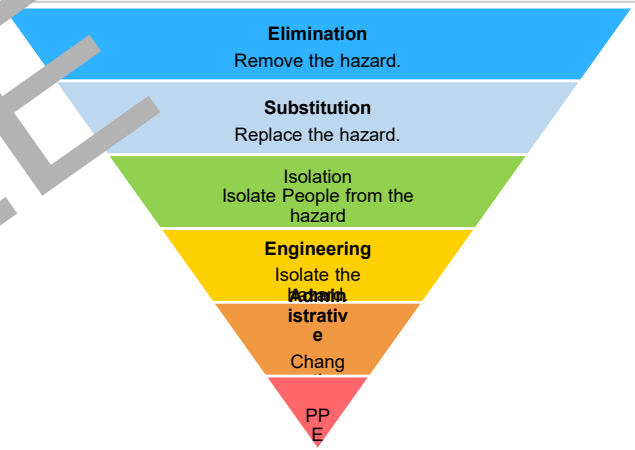
THIS RISK ASSESSMENT IS APPROVED BY THE PCBU OF THE PROJECT		
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.		
Full Name:		
Signature:	Title:	Date:

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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Rev before work
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACU	2M MO RATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 H	1L LOW	Monitor and keep records.

HIERARCHY OF CONTROLS



Risk Rating & Required Action:

4A	Stop work. The risk is intolerable. E inate the hazar redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or hi er-level authorisati is required.
3H	Review and approve additional c rols b ask arts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in ace and effe ive. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures Monitor and keep records.

Consequence Scale:

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

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. Safety Leadership, WHS Governance and Legal Compliance	• Lack of clear WHS roles, responsibilities and accountability within cabinet making and furniture assembly operations • Directors and officers unaware of due diligence duties under WHS Act 2011 • No documented WHS management system specific to woodworking and furniture assembly risks • Policies not reflecting current legislation, codes of practice and Australian Standards (e.g. AS/NZS 4836, AS 4024 series for machinery safety, hazardous chemicals codes) • Inadequate consultation with workers and HSRs about changes to machinery, work layouts or processes (e.g. new CNC router, veneering line, carving equipment) • Poor enforcement of site rules (PPE, isolation, guarding, housekeeping, traffic management) • No regular WHS audits, inspections or management review of WHS performance • Subcontractors and temporary workers (e.g. flat pack assembly crews, fit-out teams) operating outside site WHS controls	4A	• Establish and maintain a documented WHS management system aligned with WHS Act 2011, Regulations and relevant codes of practice for woodwork, plant and manual tasks • Define and communicate WHS responsibilities for officers, managers, supervisors and workers in position descriptions and induction materials • Implement a due diligence framework for officers including regular WHS reporting, site walks, training and review of WHS performance indicators • Develop a WHS policy signed by senior management that explicitly covers cabinet making, carving, veneering, furniture assembly, installation and refurbishment activities • Implement structured consultation processes (toolbox talks, HSR forums, pre-start meetings) for changes such as new plant, new products, and new installation methods • Introduce a planned WHS audit and workplace inspection program, including checks on machinery guarding, extraction systems, electrical safety and housekeeping • Integrate contractor and subcontractor management into the WHS system, including prequalification, induction, supervision and monitoring of on-site assembly and fit-out crews • Ensure periodic review of WHS policies and procedures at least annually or after significant incidents, legislative changes or introduction of new technologies • Maintain a legal register to track relevant WHS legislation, codes and standards applicable to woodworking, furniture manufacture and installation	3H
2. Competency, Training and Supervision Systems	• Inadequate competency standards for machinery operators (e.g. table saws, spindle moulders, routers, power carving tools, veneering presses) • Untrained personnel performing manual carving, heavy-duty carving, ball-and-claw foot crafting, marquetry or intricate detail work without understanding tool risks • Workers assembling large or flat-pack furniture without training in stability, load limits and anchoring requirements	4A	• Develop a competency-based training matrix for all roles, detailing required licences, qualifications and internal training (e.g. plant operation, manual handling, chemical handling, installation practices) • Implement structured onboarding and induction programs specific to cabinet making, furniture assembly, carving and veneering operations • Provide task-specific training and documented procedures for complex work such as ball-and-claw foot crafting, curved furniture creation, custom musical instruments and veneer marquetry • Ensure all operators of powered wood machinery complete accredited or in-house competency assessments before unsupervised work • Provide refresher training at defined intervals for high-risk tasks (machinery operations, installation at height, manual handling of large furniture items)	2M

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	• Inadequate training in handling aged or antique furniture and heritage items, leading to damage or injury from fragile structures • No formal induction for new employees, apprentices, or labour hire workers on site-specific hazards, including dust, noise and chemicals (e.g. waxes, adhesives, solvents) • Lack of instruction on safe systems of work for veneering, veneer marquetry, distressing, engraving, cane weaving and upholstery removal • Insufficient supervision, especially of apprentices and new starters in machinery operations and installation work in schools, offices or public spaces • No verification that external installers or flat-pack assembly contractors are trained and competent		• Train workers in the safe handling of antiques, heritage timber and fragile furniture including assessment of structural integrity prior to lifting or disassembly • Establish minimum supervision ratios for apprenti[illegible] trainees and new workers, particularly during machinery use, veneering and large-scale asse[illegible]y • Include contractor competency verificatio[illegible] procureme[illegible] and contractor management processes, requiring evidence of training, licences and S[illegible]MS wh[illegible] relevant • Maintain training records and competency sig[illegible] sheets for a[illegible]t and review	
3. Plant, Machinery and Tool Safety Management	• Inadequate guarding and interlocks o[illegible] woodworking machinery used for cutting, shaping, carving and veneering • Lack of design and [illegible]mmissioning review for new or m[illegible]dified plant (CNC routers, edge ban[illegible]s, press[illegible]er carving systems, du[illegible]tion fan[illegible] • Poor lock-out/tag-out and isolation systems during maintenance, bla[illegible] changes or machine clea[illegible]g • Use of damaged, inappropriate or poorly maintained hand tools and power tools for manual carving, engraving, distressing and assembly • No system to manage compatibility and capacity of jigs, clamps, fixtures and stands used for curved furniture and intricate carving work • Absence of standardised machine settings, templates or digital programs for repeatable processes, increasing risk of jams, kickback and tool failure	4A	• Implement a plant risk management procedure covering purchase, commissioning, guarding, modification and decommissioning of all machinery in line with WHS Regulations and AS 4024 • Ensure all machinery is fitted with appropriate fixed and interlocked guarding, emergency stop devices and clearly labelled controls • Establish and enforce a formal lock-out/tag-out procedure for maintenance, cleaning, blade changes, and clearing blockages • Develop preventive maintenance schedules for all plant and tools, including inspections, servicing and calibration, with records kept • Standardise and document safe operating procedures for each machine, including settings for specific materials and veneer thicknesses • Provide and maintain suitable jigs, clamps, workholding fixtures and stands for curved work, intricate carving, engraving and ball-and-claw operations • Introduce a pre-use inspection checklist system (paper or digital) for machinery, power tools and lifting aids, linked to an out-of-service tagging process • Control noise exposure via engineering controls (enclosures, isolation), administrative controls (job rotation, scheduling) and selection of lower-noise equipment • Ensure vibration risks from prolonged power carving or sanding are assessed and managed through equipment selection, work rotation and breaks	2M

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	• Inadequate inspection and maintenance regime for lifting aids, hoists, trolleys and dollies used for moving large furniture pieces and plinths • Inadequate controls for noise and vibration exposure from prolonged machine and power carving operations			
4. Hazardous Substances, Dust and Fume Management	• Inadequate management of wood dust generated from cutting, carving, sanding, distressing and veneering operations • Poor control of vapours from waxes, solvents, adhesives, stains and finishes used in furniture making and refurbishment • Lack of assessment of hazardous properties of exotic timbers, aged or treated wood, and antique furniture coatings (e.g. lead-based paints, old lacquers) • No documented hazardous chemical register or Safety Data Sheet (SDS) system • Insufficient ventilati and local exhaust (LEV) in a as for applying wax, varnish, stains, an during di by environmental expo ulation • Inadequate storage and labelling c chemicals used for veneer applic on, marquetry, upholstery re and cleaning • No health monitoring program for workers with significant exposure to wood dust or certain chemicals, where required by regulations	[redacted]	[redacted]	2M
5. Manual Handling, Ergonomics and Material Movement	• Systemic reliance on manual lifting and carrying of heavy or bulky furniture, plinths, benchtops and flat packs without mechanical aids • Poor layout of workshops and storage areas, requiring long or awkward carries of cabinet components, veneers, panels and assembled furniture	4A	[redacted]	2M

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	• Lack of formal assessment and planning for moving and installing large furniture in confined spaces such as classrooms, offices and internal fit-outs • Insufficient systems for using trolleys, dollies, pallet jacks and mechanical lifting aids for large and awkward loads • Inadequate ergonomic design of workstations for detailed carving, engraving, weaving cane or rush seating, and fine veneering work leading to repetitive strain • No process for assessing and managing manual handling during removal of old upholstery, distressing operations and handling antiques or fragile items • Lack of training in team lifting techniques and communication for large assemblies		[redacted]	
6. Workplace Layout, Housekeeping and Traffic Management	• Congested workshop layouts with intersecting pedestrian and vehicle routes (e.g. forklifts, delivery vehicles, flat pack delivery trolle[illegible] • Poor storage sys[illegible]ns for timber, veneers, flat-packs[illegible]nd assem[illegible] items leading to fall[illegible]cts or collapse of stacks • Inadequate housekeeping cont[illegible] resulting in offcuts, dust a[illegible]ckaging obstructing walkways and fire exits • No defined traffic management plan separating forklifts and pedestrians in loading, storage and assembly areas • Ad-hoc storage of large furniture and plinths during fit-out works, creating trip and crush risks • Insufficient lighting in carving, engraving, assembly and fit-out areas increasing the risk of slips, trips and errors	3H	[redacted]	1L

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7. Design, Product Integrity and Furniture Stability	• Furniture designs that do not meet relevant Australian Standards for strength and stability, especially for classroom furniture, seating and tall cabinets • Lack of engineering or design review for curved furniture, niche creation and custom-made musical instruments regarding structural integrity • Inadequate consideration of tipping and anchoring requirements for large cabinets, shelving and plinths in schools and other public spaces • No formal process to evaluate stability when modifying or refurbishing existing furniture, including removal of old upholstery or components • Failure to specify and document load ratings for seating, shelving, plinths and other weight-bearing items • Poor integration of wall, floor or plinth fixings into installation methods, leading to insecure mounting	3H	[redacted]	1L
8. Off-Site Work, Installation and Fit-Out Activities	• Inadequate planning and risk assessment for on-site installation of new seats, classroom furniture, items and plinths in occupied buildings • Poor coordination with other trades on construction or refurbishment sites, leading to conflicts and unplanned exposures • No standardised process for handling client-supplied or antique furniture during disassembly, reassembly or refurbishment at client sites • Lack of systems to control dust, noise and fumes when working in occupied schools, offices or public facilities • Insufficient assurance that portable electrical tools and equipment used on external sites are tested, tagged and suitable	3H	[redacted]	2M

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	• No procedures to manage access, security and public interface when working in operational environments (schools, public venues)			
9. Contractor, Labour Hire and Supply Chain Management	• Use of external flat-pack assembly teams, installers or specialised carvers without adequate WHS vetting • Labour hire workers deployed to machinery operations or veneering tasks without proper induction or competency verification • No consistent WHS requirements embedded into procurement of materials (timber, veneers, chemicals) and services (transport, delivery, assembly) • Poor communication of site rules and WHS expectations to subcontractors during internal fit-outs and installations • Ambiguity over PCBU responsibilities and interfaces when multiple business share a worksite	3H	[redacted]	2M
10. Electrical Safety, Fire Safety and Emergency Preparedness	• Inadequate electrical safety systems for fixed machinery, port ols and temporary power du g fit-out works • No scheduled ins ection, testi nd tagging program fo ectri equipment used in ca ving, engravi distressing and assembly • Poor control of ignition near wood dust, solvents, waxes and other flammable products • Insufficient fire detection and suppression systems in workshops with high fire loads from timber, veneers, adhesives and finishes • Lack of emergency preparedness procedures, drills and training specific to woodworking and finishing operations • Blocked or poorly signed emergency exits due to stacked panels, furniture or packaging	4A	[redacted]	2M

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11. Health Monitoring, Welfare and Psychosocial Risk Management	• Chronic exposure to wood dust, noise and chemicals without systematic health surveillance • Inadequate systems for managing fatigue due to extended hours for deadlines, installations and urgent refurbishments • Poor management of psychosocial risks such as high workload, poor role clarity and conflicting demands from production and quality • Insufficient welfare facilities (toilets, washing facilities, change areas) considering chemical and dust exposures • Lack of reporting and follow-up on early signs of musculoskeletal disorders from detailed carving, veneering and repetitive assembly tasks	3H	[redacted]	2M
12. Incident Reporting, Investigation and Continuous Improvement	• Under-reporting of near misses and minor incidents involving machinery, manual handling, dust, chemicals and installation work • No standardised pr ess for investigating incid s and identifying root causes relate o system management failure • Corrective actions not implemente tracked or reviewed for effectiven s • Insufficient analysis of incident trends specific to cabinet making processes (e.g. veneering, carving, distressing, antique handling) • Workers receiving little feedback after reporting hazards or incidents, leading to disengagement	3H	[redacted]	1L
13. Quality Assurance, Documentation and Change Management	• Critical WHS controls (guarding, extraction, anchoring methods) not embedded into standard work instructions and quality documents • Outdated or inconsistent documentation for processes such as	3H	[redacted]	1L

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	veneer application, marquetry work, distressing, engraving and carving • Uncontrolled changes to materials, adhesives or finishes without assessing WHS impacts • Lack of traceability for components and materials used in structural or load-bearing furniture items • Poor document control leading to multiple versions of procedures circulating in workshop and installation crews		[redacted]	

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

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-of-codes-of-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/forms-and-resources/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

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.

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

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

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