Door And Window Installation

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:

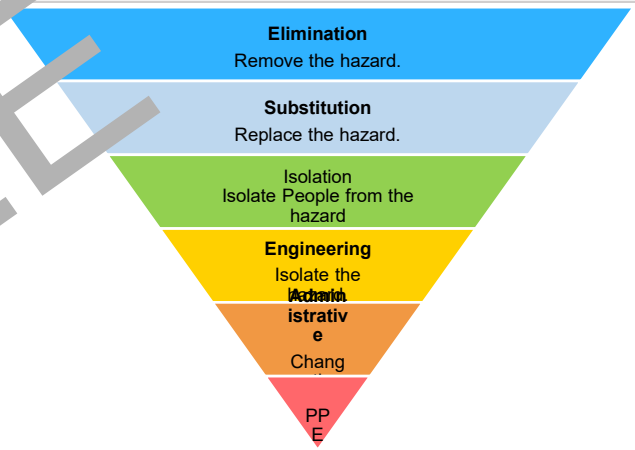
CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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. WHS Governance, Legal Compliance and PCBU Duties	• Lack of clear WHS governance structure for door and window installation activities across projects and sites • Failure to understand and implement duties under the Work Health and Safety Act 2011 and WHS Regulation, including designer, PCBU, officer and worker duties • Inadequate consultation, cooperation and coordination between principal contractor, builders, specialist door and window installers, suppliers and building managers • No formal process to identify and manage specific high-risk work obligations (e.g. work at height near external openings, use of powered plant, work in occupied buildings, fire door and egress hardware installation) • Poor integration of WHS obligations into contracts, tenders and purchase orders for aluminium fram fire doors, panic bars, closers a liding systems • Lack of documen d risk management procedure for non- ndard lis s (e.g. retrofitting pani s, repairing jammed doors in live premises, replacing fire doors in fire-isolated airs) • Absence of periodic WHS audits and management reviews targeting door and window installation systems • Inadequate incident reporting and investigation processes for near misses involving doors, windows, sliding components and closers	High	• Establish and document a WHS manage t system ali ed with the WHS Act 2011, WHS Regulation and relevant Australian Standards (e.g. AS 5 for fi oors, AS 5007 door controls, AS/NZS 1170 structural loading, AS 1288 glazing) specifically f ncing door and window installation and maintenance activities • Define and communicate WH oles and respons ities officers, project managers, site supervisors, leading hands and wor ers invo d in door and wind installation, adjustment and repairs, including for subcontractors an abou re • Embed WH equirement ncludin isk a essment, competency, supervision, and product compliance, in all contra s, scopes k and procurement documents for aluminium frames, fire doors ect an y sc ens, panic bars, sliding and bi-fold systems and door closers • Imple e a form isk management procedure requiring project-level WHS risk assessments for door and wi ow works (i ding adjustments and repairs) prior to commencement and whenever there is a change scc locati or methodology • evelo and m tain a legal register and compliance calendar that captures WHS legislative changes, relev t codes of practice and standards affecting door and window installation, and ensure periodic eview a pdate of procedures • stablish a consultation framework (e.g. WHS committee, toolbox talks, coordination meetings) to ensure effective communication and coordination between principal contractor, installers, other trades, building management and occupants for all works that may affect access, egress or fire safety • Implement a standard incident, hazard and near-miss reporting process for all events involving doors, windows, sliding components, door closers and fire/egress routes, with root-cause investigation and corrective actions tracked to completion • Schedule regular internal audits and management reviews of the WHS system focusing on high-risk aspects such as fire door installation, panic bar operation, emergency egress, work near live edges/openings and manual handling of large frames • Ensure officers receive due diligence training focused on WHS responsibilities relevant to design, procurement, installation and maintenance of door and window systems to support informed resource allocation and oversight	Medium
2. Design, Engineering and Compliance of Door and Window Systems	• Use of non-compliant or untested fire doors, frames, vision panels, seals or hardware that may compromise fire and smoke separation • Selection of door closers, hinges, panic bars and sliding systems that are incompatible with door weights,	High	• Establish a formal design review and approval process for all door and window systems, ensuring designs are certified by suitably qualified designers/engineers and comply with the NCC, relevant Australian Standards and fire test reports	Medium

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	dimensions, usage patterns or environment (e.g. coastal corrosion, high wind loads) • Inadequate structural design of aluminium window and door frames leading to frame distortion, jamming or failure under wind or impact load • Poor design of sliding and bi-fold door systems leading to derailment, finger trapping, or excessive force required to operate • Failure to consider emergency egress, accessibility and DDA requirements (e.g. panic bar operation, opening forces, clear width, threshold design) in door selection and layout • Design changes on site (e.g. door handing, frame size, offset, hinge location) without engineering verification or updated fire test evidence • Insufficient design consideration for maintenance access to overhead track closers and automated systems, leading to unsafe maintenance [illegible] • Use of insect and [illegible]y screens, security grilles or bars that [illegible]struct em[illegible]y egress windows or [illegible] • Insufficient acoustic or thermal des[illegible]n leading to retrofits and ad-hoc modifications that undermi[illegible]iety (e.g. undercut fire doors for air-flow)		• Maintain a controlled library of approved, tested fire door and frame assemblies (including hinges, closers, latches, vision panels and seals) and prohibit substitutions without formal engineering and fire test verification • Implement a design verification checklist for ea[illegible]project that captures structural adequacy, wind loading, corrosion resistance, accessibility, a[illegible]ustic, thermal and egress requirements for all doors and windows, including sliding and bi-fold syste[illegible] • Require suppliers and manufacturers to provi[illegible]duct compliance documentation (e.g. test reports, certificates of conformity, installation instructions [illegible]r fire doors[illegible]nic bars, door closers, sliding hardware and aluminium frames before [illegible]ocurement • Integrate WHS and egress con[illegible]erations into desig[illegible]oordination meetings so that emergency exits, fire stairs, access [illegible]ors a[illegible]windo[illegible] remain compliant after any layout changes or retrofit works • Control and [illegible]ocument des[illegible]n chang[illegible]thr[illegible]gh a formal change-management process, including updated drawi[illegible]s, revised[illegible]e enginee[illegible]advice if required, and communication to installation teams • Star[illegible]ise des[illegible]tails for adjustment and repair works (e.g. hinge reinforcement, packer types, frame [illegible]i[illegible], clear[illegible]ces) to reduce site improvisation that may create hazards or non-compliance • Ensur[illegible]insec[illegible]screen[illegible]fly screens and security products are designed and specified so they do not impede [illegible]merg[illegible]cy egress windows or required exit doors, with clear labelling where restricted • D[illegible]ume[illegible]t maint[illegible]nance access requirements in design outputs (e.g. access panels, safe access to overhe[illegible]acks and closers) and communicate these to facility managers and maintenance teams	
3. Procurement and Supply Chain Management	• Procurement of low-quality or non-compliant door and window products, including imported fire doors, panic bars, hinges and closers without adequate certification • Inconsistent sourcing of aluminium extrusions, glass, hardware and fixings that leads to incompatibility or unreliable performance • Poor traceability of fire-rated and safety-critical components, making it	High	• Develop a procurement policy that mandates purchasing from pre-qualified suppliers who can demonstrate compliance with Australian Standards, NCC requirements and WHS obligations for door and window systems • Embed detailed technical and WHS specifications into all purchase orders and contracts, including fire ratings, structural loads, accessibility, corrosion resistance, hardware compatibility and installation instructions • Implement a controlled product approval list for fire doors, panic bars, door closers, hinges, sliding and bi-fold hardware, and ensure substitutions require formal engineering and fire-test review and management sign-off	Medium

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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
	difficult to verify correct products were installed or replaced during repairs • Lack of specification for WHS and performance requirements in purchase orders (e.g. load rating of hinges, closer strength, corrosion protection, glazing safety rating) • Unmanaged substitution of specified components due to price or availability pressures, undermining the tested assembly (especially with fire doors and panic bars) • Inadequate consideration of lead times causing rushed installations, workarounds, or use of unsuitable temporary doors or screens • Failure to ensure suppliers provide safe use, installation and adjustment instructions, including for sliding and bi-fold hardware and door closers • Inadequate supplier WHS evaluation resulting in unreliable or unsafe produc (e.g. poorly manufactured tracks that deform, panic bars tha		• Establish a traceability system for safety-critical components (e.g. batch numbers, labels, certificates) so that installed fire doors, closers, and panic bars can be linked to their test evidence and supplier documentation • Require suppliers to provide installation, adjust nt, maintenance and risk information (e.g. Safety Data Sheets for sealants, manuals for closers and ding systems) in a form suitable for workers and end users • Introduce a supplier evaluation and periodi view p ess that includes quality, compliance history, incident/defect reports and responsiveness to concerns • Plan procurement timelines avoid last-minute bstitution use of temporary, non-compliant doors, locks or screens that may com mise security or e ess ing construction or refurbishment • Ensure procurem are tra d in the safety and compliance implications of component substitutions, p cularly fo re do emerge exit hardware and load-bearing frames	
4. Contractor and Worker Competency Management	• Use of installers repairers who lack competency in spe alist ar s fire door installation, bar installation, or sliding and bi-fold doo configuration • Inadequate understandin manufacturer instructions for adjustment of hinges, closers and sliding components, leading to unsafe or unreliable operation • Lack of awareness of specific WHS hazards associated with handling large aluminium frames, glazing, heavy doors and mechanical closers • Insufficient knowledge of legal and technical requirements for fire door signage, hardware selection and modification restrictions	High	[redacted]	Medium

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	• Poor understanding of emergency egress, accessibility and user-safety requirements when configuring locks, panic bars and door closers • Inadequate competency in risk assessment, isolation of work areas and interaction with building occupants during repair of jammed doors and windows • No verification of licences or tickets for associated tasks (e.g. use of EWP for high-level installations, high-risk work licences where applicable)		[redacted]	
5. Planning, Scheduling and Coordination of Works	• Poor planning resulting in door and window works occurring simultaneously with other high-risk construction activities, increasing congestion and interaction hazards • Inadequate coordination with building management and occupants when adjusting or repairing entry doors, fire doors, sliding doors or windows in live buildings • Work on external doors and windows without considering weather conditions, leading to wind-related hazards, water ingress or unsafe temporary openings • Insufficient planning for safe access to high-level windows, overhead tracks or door closers, resulting in unsafe ladder use or unsafe temporary platforms • Failure to plan for temporary security or fire separation when doors and windows are removed or disabled during installation or repair • Rushed work programs and unrealistic deadlines encouraging shortcuts, omission of testing and inadequate clean-up of work areas • Lack of sequencing planning for installation of aluminium frames, glazing, hardware and finishes, leading to rework and increased manual handling risk	High	[redacted]	Medium

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6. Site Access, Egress and Public Interface Management	• Blocking or impairing emergency exits, stairwells or corridors while installing or repairing doors, windows or panic bars • Inadequate control of public access near work areas, leading to members of the public walking under lifting operations or through partially installed openings • Uncontrolled changes to egress routes when doors are removed, jammed or under repair, creating confusion during an emergency • Installing door closers, locks or fly screens that increase opening forces or restrict door swing, affecting accessibility for persons with disability • Leaving doorways, frames or windows partially installed or unlatched, creating fall-from-height or security risks • Incorrect adjustment of panic bars or emergency exit hardware, causing doors to stick, fail to latch, or be difficult to open under crowd pressure • Failure to provide clear signage, barriers and alternative routes during works, especially in schools, shopping centres and high-traffic environments	High	[redacted]	Medium
7. Plant, Tools and Equipment Management	• Use of poorly maintained or unsuitable plant (e.g. drills, impact drivers, grinders, saws) during frame installation and door/hinge adjustment leading to injury • Failure of lifting aids or handling equipment when transporting heavy doors, glazed units or aluminium frames to installation points • Improper selection or adjustment of installation jigs, templates and setting tools resulting in misaligned doors, jamming and increased force required to operate • Use of makeshift equipment for working at height on overhead tracks,	High	[redacted]	Medium

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	door closers or upper storey windows (e.g. inappropriate ladders or platforms) • Uncontrolled noise, vibration and dust from cutting and drilling operations affecting workers and building occupants • Lack of pre-use inspection systems for critical tools such as torque-limited drivers used on aluminium frames and hardware fixings • Inadequate management of electrical leads, portable RCDs and battery-powered tools used around doorways and circulation paths		[redacted]	
8. Manual Handling and Materials Handling Systems	• Injury from lifting, carrying or manoeuvring heavy or awkward doors, glazed units, aluminium frames and sliding panels without adequate mechanical assistance • Strains from repetitive tasks such as installing multiple fly screens, insect screens or hinges over extended perio • Uncontrolled movement of stacked doors, frames or glass during installation or repair • Poor materials-h dling route to upper levels or ren a si leading to manual lifting up stairs or through narrow corridors • Inadequate planning for and storing long aluminium profiles, tracks and frames, causing bending, damage or instability • Lack of systems for team lifts or coordination when installing large sliding or bi-fold assemblies	High	[redacted]	Medium
9. Hazardous Substances, Noise and Environmental Management	• Exposure to hazardous substances such as sealants, adhesives, expanding foams, paints and cleaning agents used in frame and door installation or repair • Generation of silica-containing dust when cutting masonry openings,	Medium	[redacted]	Low

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	concrete sills or certain fibre-cement products around doors and windows • Noise from drilling, cutting and impact tools affecting workers and building occupants, particularly in enclosed or reverberant spaces • Creation of sharp off-cuts, metal swarf and glass fragments during frame trimming and hardware installation • Inadequate waste management of removed doors, broken glass, insect screens and packaging, leading to slip, trip or cut hazards • Use of aerosol lubricants and cleaning products on hinges, tracks and closers in poorly ventilated areas		[redacted]	
10. Systems for Inspection, Testing, Commissioning and Handover	• Doors, windows, panic bars and sliding systems put into service without adequate functional testing, leading to jamming, slamming or failure when us in an emergency • Incorrect adjustment of door closers, hinges and locks resulti cessive operating force, unc olled closing speed or incomple latching • Failure to test em ens doc for full and reliable operation from the egress side after installation or repa • Lack of documentation ling for fire doors, including missing tags, incorrect signage or unrecorded modifications • Inadequate communication of limitations and maintenance requirements to building owners and facility managers at handover • No process to verify that all temporary measures (e.g. temporary barriers, disabled closers, removed doors) have been removed or reinstated correctly at completion of works	High	[redacted]	Medium
11. Ongoing Maintenance,	• Lack of scheduled inspection and maintenance for high-use doors, sliding	High		Medium

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Inspection and Repair Management	systems, bi-fold doors, panic bars and closers leading to progressive deterioration and failure • Ad-hoc repairs to jammed or misaligned doors and windows without reference to original design or manufacturer instructions • Inadequate prioritisation of reported defects in fire doors, exit doors or windows used for rescue or ventilation, leading to prolonged unsafe conditions • Use of unsuitable replacement hardware (e.g. non-fire-rated hinges, domestic grade closers) during maintenance works • Poor record keeping of maintenance activities, component replacements and inspection findings, hindering trend analysis and assurance • Maintenance carried out by untrained personnel, including building caretakers or cleaners, adjusting closers or disabling latches without understanding safety implications		[redacted]	
12. Emergency Preparedness, Incident Response and Continuous Improvement	• Inadequate planning for emergencies occurring during door and window works, such as fires, security incidents or medical emergencies when exits are partially obstructed • Delayed response to incidents or near misses involving doors and windows (e.g. fingers caught in closing doors, failed panic bar in a drill, glass breakage near public areas) • Failure to analyse incident data and trends related to door and window performance (e.g. repeated jamming, frequent closer failures, sliding panel derailments) • Poor communication of lessons learned from incidents, audits and inspections across different projects and teams	Medium	[redacted]	Low

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	• Lack of integration of door and window safety considerations into building emergency plans and drills after alterations		[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 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