

Doors Windows and Internal Fix-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			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

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, Roles and Consultation	<ul style="list-style-type: none"> Unclear WHS responsibilities between principal contractor, carpentry subcontractors and suppliers for doors, windows and fix-out Lack of formal WHS management plan addressing doors, windows and internal fix-out activities at lock-up and fix stages Insufficient worker consultation on design changes affecting install methods (e.g. stair layout, window size, door swing) No process to involve HSRs or worker reps in reviewing incidents related to doors, windows and internal linings Subcontractor assumptions that WHS Act 2011 duties sit solely with principal contractor, leading to gaps in control implementation 	4A	<ul style="list-style-type: none"> Develop and implement a project-specific WHS Management Plan that explicitly includes doors, windows, internal fix-out, stair construction and architectural millwork activities, aligned with WHS Act 2011 and WHS Regulations Define and document WHS roles, responsibilities and interfaces for principal contractor, carpentry contractors, stair manufacturers, window suppliers and installers within trade packages and contracts Establish a formal consultation process (toolbox talks, starts, coordination meetings) to discuss upcoming fix-out work, design changes, access constraints and associated WHS risks Ensure Health and Safety representatives (HSRs), where elected, are included in review of risk assessments and incident investigations related to doors, windows, handrails, skirting and architraves Include WHS performance expectations, reporting requirements and non-conformance processes in subcontractor agreements for all fix-out trades Implement process to verify that all PCBUs on site understand shared duties under WHS Act 2011 and have compatible risk controls for overlapping fix-out tasks 	2M
2. Design, Engineering and Constructability of Doors, Windows and Stairs	<ul style="list-style-type: none"> Architectural designs that are difficult to build safely (e.g. oversized glazed doors/windows, complex stair geometry, awkward handrail details) Insufficient structural details for openings, lintels and stair supports leading to temporary instability, opening creation or installation Non-compliance of stair dimension, balustrade heights and handrail layouts with NCC/BCA increasing fall and entrapment risks Late design changes requiring rework, additional cutting and trimming of door jambs, skirtings, stair treads and handrails in constrained areas Inadequate specification of hardware (door closers, locks, hinges, fixings) for door weight and usage leading to premature failure Poor integration of fire, acoustic and egress requirements into door and window design, leading to non-compliant installations and rework 	4A	<ul style="list-style-type: none"> Implement a design review process involving builders, engineers and experienced fix-out carpenters to assess constructability, safe installation methods and manual handling implications for doors, windows and stairs Require structural engineer sign-off for new openings, major window/door changes and stair support systems, including temporary propping and sequencing requirements Undertake documented NCC/BCA compliance checks for stair dimensions, handrail heights, balustrade infill, window opening limits and egress doors prior to construction issue Develop standard details for typical door, window, stair, skirting and architrave interfaces that minimise on-site cutting, complex mitres and awkward access Specify appropriate hardware (hinges, latches, closers, fixings, anchors) matched to door size, weight, fire rating and expected use, referencing manufacturer load data Control design variations through a formal change management process including WHS impact assessment, updated drawings and communication to installers Coordinate early with glazing and door suppliers on lifting points, frame rigidity, safe handling requirements and installation clearances 	2M

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3. Procurement, Transport and Storage of Doors, Windows and Fix-Out Materials	<ul style="list-style-type: none"> Ordering oversized or overweight doors, windows and stair components without considering site access, handling systems and manual handling limits Inadequate packaging or transport restraints leading to damage, instability or shifting of frames, glass and decorative mouldings during delivery Poor on-site storage systems for doors, windows, skirting, architraves and handrails leading to collapse, warping or tripping hazards Storage of timber and MDF products in wet or humid conditions causing swelling, affecting fit and leading to excessive trimming and rework Uncontrolled stacking of doors and stair components against walls without restraint, posing crush and impact risks Lack of clear labelling on heavy or glazed units leading to incorrect handling or installation in wrong locations 	3H	<ul style="list-style-type: none"> Develop procurement specifications that include maximum manageable component size and weight, pre-fabrication options for stairs and modular assemblies to minimise high-risk manual handling Include requirements in purchase orders and supplier agreements for compliant load restraint, edge protection, corner guards and labelling of heavy or glazed units Establish designated level storage zones for doors, windows, skirting, architraves and handrails with racking or restraint systems to prevent toppling and damage Implement storage procedures specifying orientation (e.g. doors stored vertically in racks), maximum stack heights and bundling for mouldings and skirtings Specify environmental controls for storage of timber and MDF (e.g. under cover, off ground, protected from moisture) to maintain dimensional stability Use a material identification and tagging system to link each door/window set to its location, fire rating and swing, reducing handling and rework Schedule deliveries to align with installation sequences to minimise double handling and long-term on-site storage 	1L
4. Contractor Selection, Competency and Supervision	<ul style="list-style-type: none"> Engagement of carpenters and installers without verified competency in door, window, stair or balustrade carpentry Inadequate supervision of apprentices or inexperienced workers during complex activities such as construction, handrail installation and opening creation No verification of high-risk work licences or VOCs where elevated work platforms, cranes or specialised lifting gear are used for windows and stair components Lack of specific training on manufacturer installation instructions for proprietary door sets, window systems, balustrades and hardware 	3H	<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"> Subcontractor business models that incentivise speed over safety and quality in internal fix-out stages 		[REDACTED]	
5. Planning, Sequencing and Interface Management of Fix-Out Works	<ul style="list-style-type: none"> Poor sequencing of works leading to congestion between trades (e.g. painters, floor layers, electricians, glaziers) during door, window and skirting installation Installation of doors, frames and skirting before flooring, causing rework, trimming, trip hazards and damage to fixtures Commencing stair installation or handrail works before permanent edge protection and floor structures are complete Simultaneous use of corridors and stairwells for material movements during internal lock-up fix stage creating collision and manual handling risks Unplanned creation of new openings for doors/windows impacting temporary bracing, structural integrity and fire separation Inadequate planning for access and egress during temporary removal of doors for rework or adjustment 	4A	[REDACTED]	2M
6. Structural Stability of Openings, Frames, Stairs and Balustrades	<ul style="list-style-type: none"> Removal or dismantling of existing doors, studs or lintels without adequate temporary support resulting in partial collapse or distortion of openings Inadequate fixing of new door frames, window frames and stair stringers leading to movement, misalignment or failure under load Insufficient anchor capacity for balustrades, handrails and fixings into weak substrates (e.g. plasterboard, aerated concrete) causing detachment Modification of frames, jambs and stair components (e.g. trimming for floor clearance) that compromises structural integrity or fire rating 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> Failure to account for building movement and deflection affecting tall windows, full-height doors or stair flights Use of non-compliant or undersized fixings, adhesives or brackets contrary to engineering or manufacturer instructions 		[REDACTED]	
7. Manual Handling and Ergonomics Management	<ul style="list-style-type: none"> Repetitive lifting, carrying and holding of heavy doors, window frames, stair components and packs of skirting/architrave causing musculoskeletal disorders Awkward postures when measuring, fixing and mitring in confined spaces (e.g. under stairs, at stair landings, around door heads) Requirement to steady and support doors and fixtures manually while fixing, increasing strain and crush risk Single-person handling of oversized glazed doors/windows due to time pressure or inadequate resourcing Frequent handling of materials up and down partially completed staircases without mechanical assistance 	3H	[REDACTED]	2M
8. Use of Tools, Plant and Equipment for Fix-Out Carpentry	<ul style="list-style-type: none"> Inadequate maintenance or inspection of power tools used for cutting, trimming and mitring (drop saws, routers, trimmers, nail guns, oscillating tools) Use of inappropriate plant (e.g. makeshift platforms, unstable ladders) for installing head-height architraves, cornices, window hardware and high handrails Lack of guarding or dust extraction on fixed saws used for repetitive cuts on skirting, architraves and stair components Uncontrolled use of powder-actuated tools or anchors into unknown substrates around window and door reveals 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> • Electrical risks from trailing leads through corridors and stairwells during internal fix-out works • Use of improvised jigs or braces to hold doors/windows during cutting or trimming 		[REDACTED]	
9. Work at Heights, Openings and Stairwell Protection	<ul style="list-style-type: none"> • Unprotected stair openings, voids and window openings during installation of staircases, handrails, balustrades and large windows • Working from makeshift platforms or the edges of stair treads during handrail installation and fixings to walls • Removal of temporary edge protection or barriers before permanent stair and balcony balustrades are fully installed and certified • Fitting door furniture, architraves and decorative mouldings adjacent to unprotected landings or open windows • Inadequate fall protection systems for external lock-up fix-out works (e.g. installing external doors, windows and trims at upper levels) 	4A	[REDACTED]	2M
10. Health Hazards: Dust, Noise, Chemicals and Environment	<ul style="list-style-type: none"> • Generation of timber, dust and composite dust during cutting, trimming and sanding of doors, windows, skirting and decorative mouldings in enclosed spaces • Noise from saws, nail guns and power tools during extensive fix-out works in reverberant internal areas • Exposure to adhesives, sealants, fillers, paints and stains used around frames, skirtings, architraves and stair components • Inadequate ventilation when installing or finishing products with VOC emissions in confined areas such as stairwells and corridors 	3H	[REDACTED]	1L

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	<ul style="list-style-type: none"> Dust accumulation on floors, stairs and landings increasing slip risk and affecting air quality for other trades 			
11. Fire, Egress and Security Management during Lock-Up and Fix-Out	<ul style="list-style-type: none"> Propping open or removing fire doors for extended periods during fix-out, compromising compartmentation and smoke control Obstruction of designated egress doors, stairways and corridors with stacked doors, windows, skirtings and fix-out materials Incorrect installation of fire-rated door sets, seals and hardware leading to non-compliance with fire strategy and increased rework Compromised site security during install and dismantling of doors and windows, increasing risk of theft, unauthorised access and vandalism Modification of door clearances and hardware (e.g. trimming for flooring) that interferes with self-closing and latching of fire doors 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
12. Quality Assurance, Inspection and Defect Management	<ul style="list-style-type: none"> Systemic installation defects in doors, windows, stairs, skirtings and architraves leading to repetitive work and increased exposure risks Inadequate inspection regimes failing to identify misaligned frames, loose fixings, non-compliant stair dimensions or incorrect hardware Uncontrolled rectification works (e.g. dismantling doors, re-cutting openings, re-fitting handrails) undertaken without proper planning or risk review Damage to installed fixtures and fittings by subsequent trades requiring unplanned removal and reinstallation Failure to document non-conforming installations of fire doors, balustrades and stair components 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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13. Incident Reporting, Monitoring and Continuous Improvement	<ul style="list-style-type: none"> • Under-reporting of near misses and minor incidents related to doors, windows and internal fix-out activities • Lack of trend analysis on injuries such as strains, cuts and falls during stair and door works • Failure to update procedures, training or designs after recurring incidents involving openings, stairwells or fix-out quality defects • Inconsistent corrective actions across multiple projects leading to repeat systemic issues 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
14. Emergency Preparedness and Access During Fix-Out Stages	<ul style="list-style-type: none"> • Restricted emergency access to work areas due to stacked doors, windows, stairs components and fixtures in corridors and landings • Confusion over evacuation routes when doors and stairways are temporarily blocked or under modification • Lack of first aid coverage and equipment appropriate for carpentry fix-out injuries (e.g. cuts, eye injuries, crush injuries) on upper levels • Delayed emergency response due to poor communication systems for workers in stairwells and partially enclosed spaces 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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.