

**Internal Strip-Out Soft Demolition and Refurbishment**

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:	

SAMPLE

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, Supervision and Planning	<ul style="list-style-type: none"> <li>Absence of a documented WHS management plan specific to internal strip-out and soft demolition</li> <li>Inadequate planning for concurrent demolition and refurbishment trades working in the same area</li> <li>Poor leadership commitment resulting in unsafe cost or time pressures on demolition activities</li> <li>Lack of clear roles, responsibilities and authorities for supervisors, PCBU representatives and contractors</li> <li>Inadequate consultation with workers regarding changes to work sequencing, access routes or temporary structures</li> <li>Failure to coordinate duties between multiple PCBUs on site (landlord, head contractor, specialist demolition contractor, flooring contractor, refrigeration contractor etc.)</li> <li>No formal process for verifying that demolition work is carried out under the control of a competent person as required by WHS Regulations</li> <li>Insufficient allowance in program for safe isolation, soft strip, rubble removal and cleaning prior to re-flooring</li> <li>Lack of formal review or lessons learned from previous internal demolition projects</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and implement a project-specific WHS Management Plan in accordance with WHS Act 2011 and WHS Regulations, covering all internal strip-out, soft demolition and refurbishment tasks</li> <li>Nominate a competent demolition supervisor and clearly document roles, responsibilities and reporting lines for all PCBUs and subcontractors</li> <li>Establish a coordination procedure for multiple PCBUs, including regular interface meetings, joint risk assessments and agreement on control responsibilities for shared risks</li> <li>Incorporate demolition and soft strip sequencing into the master construction program, including adequate time for isolation, rubble removal, cleaning and re-flooring preparation</li> <li>Implement a formal management of change (MoC) process for any variation to demolition scope, sequence, working hours or access arrangements</li> <li>Require all demolition works (including cold room removal, wall and ceiling removal, rubble chute use, temporary structure removal) to be planned and verified by a competent person in accordance with the WHS Regulations for Demolition Work</li> <li>Establish a system for worker consultation and participation (toolbox talks, pre-start meetings, safety committees) focusing on internal demolition hazards and improvements</li> <li>Maintain documented leadership commitments to WHS (e.g. WHS policy, KPIs, leaders' site walks) and prohibit schedule or budget incentives that undermine safe demolition practices</li> <li>Conduct formal pre-start WHS planning workshops for the project to identify interface risks between demolition crews, flooring contractors, cleaners and other refurbishment trades</li> <li>Implement a lessons-learned review at key milestones and at project completion, and embed improvements into organisational WHS procedures for demolition and refurbishment</li> </ul>	2M
2. Contractor and Worker Competency, Licensing and Induction	<ul style="list-style-type: none"> <li>Use of demolition contractors without verified competency or relevant experience in internal strip-out and soft demolition</li> <li>Workers not holding required high risk work licences or plant tickets for equipment used in demolition (e.g. EWP, forklift, crane, hoist)</li> <li>Lack of formal training for tasks such as dismantling cold rooms, working with</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a formal contractor prequalification system that verifies demolition experience, WHS performance history and compliance with WHS Act 2011 and Regulations</li> <li>Establish competency standards and role descriptions for demolition supervisors, leading hands and operators, including evidence of previous similar projects</li> <li>Verify all required high risk work licences, plant operator tickets and VOCs (Verification of Competency) prior to allowing plant operation on site</li> <li>Provide site-specific WHS induction that addresses internal demolition hazards, rubble chute use, soft strip-out, cold room dismantling, temporary structures and re-flooring interfaces</li> </ul>	2M

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	<p>demolished plasterboard, and rubble chute operations</p> <ul style="list-style-type: none"> <li>• Inadequate awareness of WHS legislative requirements, including specific provisions for demolition work and asbestos</li> <li>• Subcontractor workers not inducted into site-specific rules (e.g. exclusion zones, waste routes, emergency arrangements, access through removed doors/frames)</li> <li>• No verification of competency in manual handling techniques relevant to repetitive removal of tiles, fixtures, doors and plasterboard</li> <li>• Poor understanding of risks associated with taking down temporary structures or partial walls and ceilings</li> </ul>		<ul style="list-style-type: none"> <li>• Require contractors to maintain a competency and training register for all workers on the project, available for audit by the PCBU</li> <li>• Deliver targeted training or toolbox sessions on safe techniques for tile tear-off, manual handling of debris, dealing with demolished plasterboard chutes, and handling sharp fixtures and doors</li> <li>• Include awareness training on structural stability, partial demolition hazards and collapse risks when removing walls, ceilings and temporary partitions</li> <li>• Require competent persons to supervise demolition of more complex elements (cold rooms, large fixtures, temporary support structures), with documented supervision arrangements</li> <li>• Conduct periodic audits of worker competency and supervision adequacy, and implement corrective actions where gaps are identified</li> </ul>	
3. Demolition Scope Definition, Survey and Structural Assessment	<ul style="list-style-type: none"> <li>• Incomplete or inaccurate demolition scope leading to unintended removal of load-bearing elements or bracing</li> <li>• Failure to identify structural impacts when removing existing ceilings, doors, frames and fixtures</li> <li>• No engineering assessment of cold room structures, steel ceiling, mezzanines or temporary structures prior to demolition</li> <li>• Inadequate survey of concealed services (electrical, gas, refrigeration lines, water, fire systems) within walls, floors and ceilings</li> <li>• Lack of documentation showing which walls are fire-rated or smoke-rated, affecting compartmentation during refurbishment</li> <li>• No structural review of rubble chutes, supporting frames or fixing points used for internal debris removal</li> <li>• Poor interface control between demolition works and retained structures</li> </ul>	4A	<ul style="list-style-type: none"> <li>• Undertake a formal pre-demolition survey to identify all elements to be removed or retained, including walls, ceilings, cold rooms, fixtures, doors, frames, tiles, plasterboard and temporary structures</li> <li>• Engage a suitably qualified structural engineer to assess load-bearing elements, stability requirements and necessary temporary supports before internal demolition starts</li> <li>• Prepare marked-up demolition drawings showing all structural and non-structural removals, service disconnections and areas to be protected for re-flooring and refurbishment</li> <li>• Implement a permit-to-demolish or written authorisation process requiring engineering sign-off for removal of structural or potentially load-bearing items and cold room panels</li> <li>• Use service detection methods (e.g. scanning, as-built plans review, competent electrician inspection) to identify concealed services in walls, ceilings and floors before cutting or demolition</li> <li>• Clearly identify and document fire-rated and smoke-rated elements, and plan how fire separation will be maintained or reinstated during and after demolition</li> <li>• Engineer and document design requirements for rubble chutes, including load capacity, fixings and interface with building structure</li> <li>• Establish isolation and physical protection zones around retained structures, adjacent businesses and public areas, including vibration and impact limits where required</li> <li>• Review scope and structural assumptions whenever there is a design change or site condition that differs from original survey findings</li> </ul>	2M



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	<ul style="list-style-type: none"> <li>• Damage to live fire systems (sprinklers, detectors) without appropriate impairment management and emergency planning</li> <li>• Shut-down of essential services (egress lighting, smoke control) without risk assessment and control plan</li> </ul>		[REDACTED]	
6. Site Access, Egress and Traffic Management (Including Doors, Frames and Chutes)	<ul style="list-style-type: none"> <li>• Blocked or reduced emergency exits due to internal demolition, rubble accumulation or door/frame removal</li> <li>• Uncontrolled interaction between demolition workers, cleaners, flooring crews and building occupants in access corridors</li> <li>• Poorly planned use of doors and frame removal for access, leading to falls, trip hazards or unprotected edges</li> <li>• Unmanaged transport of debris via rubble chutes, stair lifts or loading docks creating impact or struck by hazards</li> <li>• Inadequate segregation between vehicle movements (skips,utes, trucks) and pedestrian pathways. Waste removal</li> <li>• Emergency services unable to access the site due to demolition waste storage or poorly placed skips</li> </ul>		[REDACTED]	2M
7. Temporary Structures, Supports and Partial Demolition Stability	<ul style="list-style-type: none"> <li>• Collapse of temporary structures or props used to support ceilings, services or partitions during staged demolition</li> <li>• Loss of stability when taking down temporary walls, hoardings or cold room panels without engineering control</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Uncontrolled collapse of partially demolished plasterboard walls or ceilings onto workers or public areas</li> <li>Inadequate bracing of retained structures adjacent to aggressive tile removal or impact demolition methods</li> <li>Improvised support systems without design verification or inspection</li> <li>Lack of inspection regime for temporary stairs, platforms and access structures used during demolition and re-flooring</li> </ul>		[REDACTED]	
8. Dust, Noise, Vibration and Indoor Environmental Control	<ul style="list-style-type: none"> <li>Excessive dust generation from tile tear-off, plasterboard demolition and ceiling removal affecting workers and nearby occupants</li> <li>Elevated noise and vibration from demolition tools impacting health and adjacent tenancies</li> <li>Insufficient ventilation and internal demolition leading to build-up of airborne contaminants</li> <li>No monitoring or control of dust migration through building HVAC systems during soft demolition</li> <li>Disturbance to sensitive receptors (neighbours, hospital/office tenants) leading to complaints or regulatory action</li> <li>Lack of systematic control for dust created during cleaning and rubble removal stages</li> </ul>	3H	[REDACTED]	2M
9. Plant, Tools and Equipment Management	<ul style="list-style-type: none"> <li>Use of unsuitable or poorly maintained plant for internal demolition (e.g. breakers, saws, elevated work platforms)</li> <li>Lack of pre-use inspection systems leading to plant failures during soft demolition and rubble removal</li> </ul>	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Uncontrolled use of portable electrical tools in wet areas created during re-flooring preparation and cleaning</li> <li>Inadequate control over hired or subcontractor-supplied plant entering the site</li> <li>No system for ensuring guarding, emergency stops and safety devices are functional on demolition equipment</li> <li>Unplanned interaction between mechanical plant and rubble chutes, temporary structures or building fabric</li> </ul>		[REDACTED]	
10. Manual Handling, Ergonomics and Work Organisation	<ul style="list-style-type: none"> <li>Repetitive manual handling of tiles, demolished plasterboard, fixtures, doors and frames leading to musculoskeletal disorders</li> <li>Poor planning of waste streams requiring double-handling of rubble and materials</li> <li>Inadequate provision of mechanical aids (trolleys, dollies) for internal demolition debris</li> <li>Time pressures resulting in poor lifting techniques when moving heavy units or cold room components</li> <li>No formal system for rotating tasks to manage fatigue when undertaking repetitive tile tear-off or cleaning</li> <li>Poor layout of work areas causing awkward postures and over-reaching during ceiling or high-wall demolition</li> </ul>	3H	[REDACTED]	2M
11. Housekeeping, Waste Management and Cleaning Systems	<ul style="list-style-type: none"> <li>Accumulation of rubble, tiles, plasterboard and packaging creating trip hazards and fire load within internal work areas</li> <li>Uncontrolled waste segregation leading to mixing of hazardous and general demolition waste streams</li> <li>Poorly managed rubble chute discharge areas increasing risk of</li> </ul>	3H	[REDACTED]	1L

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	<p>struck-by injuries and slips on loose materials</p> <ul style="list-style-type: none"> <li>• Inadequate cleaning following demolition before re-flooring, leading to slips, dust exposure or damage to new finishes</li> <li>• Overflowing skips or internal bins blocking access, emergency routes or fire equipment</li> <li>• Cross-contamination of clean refurbishment areas with demolition dust and debris</li> </ul>		[REDACTED]	
12. Psychosocial Risks, Fatigue and Work Scheduling	<ul style="list-style-type: none"> <li>• Long working hours or night shifts for demolition and refurbishment causing fatigue and reduced attention</li> <li>• High work pace driven by aggressive refurbishment deadlines leading to risk-taking behaviours</li> <li>• Inadequate break for workers engaged in physically demanding tasks such as tile tear-out and heavy lifting</li> <li>• Stress and conflict between trades during tight handover windows between demolition and re-flooring</li> <li>• Poor communication of schedule changes resulting in confusion, crowding and unsafe short-cuts</li> </ul>	3H	[REDACTED]	2M
13. Emergency Preparedness, Incident Management and First Aid	<ul style="list-style-type: none"> <li>• Inadequate emergency procedures specific to internal demolition scenarios (collapse, entrapment, dust events, refrigerant leaks)</li> <li>• Confusion over emergency roles and assembly points when access routes and doors are altered or removed</li> <li>• Insufficient first aid capability for lacerations, crush injuries, eye injuries</li> </ul>	3H	[REDACTED]	1L

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	<p>and inhalation exposures common in demolition</p> <ul style="list-style-type: none"> <li>• Delayed response due to poor communication systems in enclosed or multi-storey work areas</li> <li>• Failure to notify regulators of notifiable incidents relating to demolition work as required by WHS Act 2011</li> </ul>		[REDACTED]	
14. Documentation, Consultation and Continuous Improvement	<ul style="list-style-type: none"> <li>• Critical WHS information (risk assessments, permits, structural reports) not accessible or not kept up to date during demolition</li> <li>• Inadequate consultation with workers and HSRs on changes to demolition methods, rubble chute use or temporary structures</li> <li>• Failure to retain records required by WHS legislation for demolition works, asbestos removal and incident management</li> <li>• Lack of systematic review of WHS performance during the project resulting in repeated issues</li> <li>• Ineffective communication of client and building management requirements to subcontractors</li> </ul>		[REDACTED]	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.