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Joinery And Cabinet Making

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

	SCOPE OF WORKS
Client:	
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	

SAMPLE

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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			
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	Review before work start	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	

Hierarchy of controls (pyramid):
- **Elimination** — Remove the hazard.
- **Substitution** — Replace the hazard.
- Isolation — Isolate People from the hazard
- **Engineering** — Isolate the hazard
- **Administrative** — Chang...
- 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 the 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, Duties and Consultation	• Lack of clear allocation of WHS duties and due diligence responsibilities under the WHS Act 2011 for officers, PCBUs and workers in joinery and cabinet making operations • Inadequate consultation mechanisms with workers, health and safety representatives (HSRs) and subcontractors about WHS issues, changes to plant, or new materials • Absence of a documented WHS management system tailored to joinery and cabinet making risks (machinery, wood dust, manual handling, noise, hazardous chemicals) • Poor integration of WHS requirements into business planning, project management and commercial decision-making (e.g. prioritising output over safety) • Failure to provide resources (time, budget, competent people) to implement and maintain WHS con • Ineffective incide eporting, investigation and rrective action processes leading renc	High	• Establish and document a WHS managem t syste gned with the WHS Act 2011, WHS Regulations and relevant Codes of Practice (e.g. Managin isk Plant in the Workplace; Managing the Risk of Hazardous Chemicals in the Workplace) specifi y for joinery a cabinet making • Formally define WHS roles, ponsibilities and a ountal es for officers, managers, supervisors, HSRs and workers, and comm ate these in positi criptions, induction material and toolbox talks • Implement a st ured sulta framework i cluding WHS committee meetings, regular toolbox talks, HSR e ons where plicab and d mented consultation records for changes to plant, layout, materials and rk metho • Inte WHS siderations into project planning, procurement, scheduling and job pricing proce to that e, labour and cost estimates allow for safe work practices and maintenance • Develo implem t a documented incident and near-miss reporting, investigation and corrective action p cedu with r cause analysis and close-out tracking • dertal perio management reviews of WHS performance (e.g. quarterly) using leading and lagging indic rs nspections, hazards reported, training completion, incident trends) and record decisions and ctions • sure senior management demonstrates due diligence by regularly reviewing WHS compliance, visiting workshops and sites, and verifying that appropriate resources and processes are in place and effective	Medium
2. Risk Management, Planning and Change Management	• Inconsistent or ad-hoc risk assess nt processes for workshop and install on activities leading to unm exposures to machinery, dust, manual handling and noise • Failure to identify and assess new or emerging risks when introducing new plant, tooling, timber products, adhesives, finishes or digital systems • Lack of formal change management when modifying workshop layout, workflow or extraction systems, potentially increasing collision, entanglement or exposure risks • Poor integration of design and engineering controls at the planning	High	• Implement a standardised WHS risk management procedure that requires identification, assessment, control and review of risks for workshop operations, site installation work and transport of joinery items • Adopt a formal risk matrix and criteria to prioritise risks associated with plant, hazardous chemicals, noise, manual tasks and psychosocial hazards specific to joinery and cabinet making • Introduce a documented management of change (MOC) procedure requiring formal WHS review and sign-off before commissioning new plant, rearranging machinery, altering dust extraction systems or introducing new products and processes • Require involvement of competent persons (e.g. plant specialists, industrial hygienists, ergonomists) in risk assessments for higher-risk changes such as new CNC machines, automated edge banders or changes to dust collection • Document all risk assessments in a central register, including identified hazards, chosen controls, responsible persons and review dates, and ensure they are accessible to supervisors and workers	Medium

SAMPLE

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	stage, relying instead on PPE and administrative controls • Incomplete documentation or retention of risk assessments, leading to poor learning from past assessments and incidents		• Integrate WHS risk reviews into project start-up meetings and design reviews so that joinery design, off-site manufacture and installation sequencing reduce hazardous manual handling and on-site cutting where reasonably practicable • Schedule periodic review of key risk assessments (e.g. annually or after incidents/near misses) to validate that control measures remain effective and relevant	
3. Plant, Equipment and Machine Safety Management	• Inadequate system for selection, commissioning and verification of safety features on woodworking plant (e.g. table saws, panel saws, spindle moulders, CNCs, edge banders, sanders, compressors and forklifts) • Guarding, interlocks and emergency stop systems not systematically inspected or maintained, leading to entanglement, amputation or crush incidents • Lack of standardised procedures for isolation, lock-out and tagging of plant during maintenance, cleaning, blade changes or fault-finding • Poor control over unauthorised or untrained use of high-risk machines, including contractors or visitors using equipment without competency verification • Deficient records of maintenance, inspections and repairs, making it difficult to demonstrate compliance or to identify recurring issues • Improper management of portable electrical equipment and extension leads leading to electric shock, fire or trip hazards	High	• Develop a plant management procedure for all fixed and portable woodworking machinery and support equipment, including acquisition, commissioning, operation, maintenance and decommissioning steps compliant with the WHS Regulations (plant) • Specify safety requirements for plant procurement (e.g. compliant guards, two-hand controls where appropriate, emergency stops, dust extraction connections, noise data, manuals) and require supplier declarations and documentation before use • Implement a documented pre-commissioning and acceptance checklist for new or modified plant to verify guarding, interlocks, emergency stops, signage, manuals, training materials and integration with extraction and electrical systems • Establish and enforce a lock-out/tag-out (LOTO) system, with written procedures, tags, isolation devices and training for all staff and contractors accessing plant for maintenance or clearing blockages • Maintain a plant register including location, risk rating, inspection and maintenance schedules, and completed records (service reports, repairs, failures and modifications) • Limit operation of high-risk machinery to authorised and trained operators via an authorisation register, competency sign-off and supervisor verification processes • Introduce a portable electrical equipment management system, including regular testing and tagging, documented schedules, and removal from service criteria for damaged equipment and leads • Conduct periodic independent audits of plant safety (internal or external) to verify compliance with standards, adequacy of guarding and effectiveness of management controls	Medium
4. Wood Dust, Fumes and Hazardous Substances Management	• Inadequate system to identify and control exposure to wood dust (including hardwood and MDF dust), leading to respiratory illness, occupational asthma and increased cancer risk • Poorly designed or maintained local exhaust ventilation and dust extraction systems resulting in accumulation of	High		Medium

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	combustible dust and potential fire or explosion hazards • Lack of formal management for hazardous chemicals such as adhesives, sealers, lacquers, solvents, fillers and cleaning agents used in joinery and cabinet finishing • Absence of a hazardous chemical register, Safety Data Sheets (SDS) and documented risk assessments for substances used in the workshop and on sites • Inappropriate storage, labelling and segregation of flammable and combustible liquids, leading to fire and environmental risks • Inadequate training and information for workers regarding health effects, safe handling, decanting, disposal and emergency response for hazardous substances			
5. Manual Handling, Ergonomics and Material Flow	• Inadequate systems for planning and managing manual tasks, particularly lifting and manoeuvring large, heavy or awkward sheets, benchtops and assembled joinery units • Workshop and storage layout that does not support mechanical handling, resulting in excessive carrying distances, twisting and overreaching • Failure to integrate manual handling considerations into joinery design, production planning and site installation methods • Lack of documented procedures and equipment standards for use of trolleys, panel lifters, pallet jacks and other mechanical aids • Insufficient supervision and review of reported musculoskeletal discomfort or incidents, allowing cumulative injuries to develop	High		Medium

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6. Noise, Vibration and Occupational Health Monitoring	• Absence of a structured approach to assessing and managing noise exposure from saws, routers, planers, sanders, compressors and extraction fans • Reliance solely on hearing protection without addressing plant selection, enclosure, isolation or maintenance to control noise at the source • Inadequate systems to ensure correct selection, fit and maintenance of hearing protection devices • Lack of occupational health monitoring programs (e.g. audiometric testing) to detect early signs of noise-induced hearing loss • Potential under-recognition of hand-arm vibration exposure from hand-held power tools without systematic evaluation	High		Medium
7. Training, Competency and Supervision Systems	• No structured competency framework for machine operators, supervisors and apprentices in joinery and cabinet making • Inconsistent induction processes between workshop and site work leading to gaps in understanding of key WHS risks and controls • Insufficient supervision of apprentices, new starters or labour-hire workers around high-risk plant and hazardous substances • Lack of documented verification of licences, tickets and qualifications for tasks such as forklift operation, elevated	High		Medium

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	work platform use or high-risk construction activities • Training delivered informally without assessment or documentation, limiting ability to demonstrate competence or identify training gaps			
8. Procurement, Contractor and Supply Chain Management	• Procurement decisions based primarily on cost and output without adequately considering WHS performance of plant, materials and services • Engagement of subcontract installers, delivery drivers or maintenance contractors without verifying their WHS competence and systems • Poor coordination with builders, principal contractors and other trades on construction sites regarding site-specific hazards, access, sequencing and shared plant use • Supply of joinery products that are difficult or unsafe to handle, install or maintain due to design, weight or assembly method • Inadequate specification of WHS requirements in contracts, purchase orders and supplier arrangements	Medium		Low
9. Workshop and Site Layout, Traffic and Housekeeping Systems	• Poorly planned workshop layout leading to pedestrian and mobile plant interaction, congestion around machines and unsafe material flow • Inadequate traffic management systems for forklifts, pallet jacks and delivery vehicles within workshop, warehouse and loading areas • Insufficient housekeeping standards and waste management processes, resulting in trip hazards, obstructed exits, dust build-up and fire risk	High		Medium

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	• Lack of systematic approach to emergency access, egress and equipment placement (e.g. extinguishers, first aid kits, eyewash stations) • Site installation works conducted in uncontrolled environments without adequate coordination of access, lifting zones and material storage			
10. Emergency Preparedness, Fire Safety and Business Continuity	• Inadequate planning for fire and explosion risks associated with wood dust, flammable finishes, solvents and compressed air systems • Lack of coordinated emergency response procedures for incidents such as serious injuries, machinery entrapment, chemical spills or structural failures during installation • Insufficient emergency equipment, or poor inspection and maintenance regimes for fire extinguishers, alarms, spill kits and first aid supplies • No structured emergency training or drills, leading to confusion and delayed response in actual emergencies • Absence of business continuity planning for events such as major fires, plant failures or regulatory enforcement actions, resulting in unsafe ad-hoc responses under pressure	High		Medium
11. Psychosocial Risk, Fatigue and Workload Management	• Excessive workloads, long hours or compressed deadlines associated with project-based joinery work leading to fatigue and increased error and incident rates • Poor communication, role ambiguity and conflicting demands between	Medium		Low

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	workshop, office, site supervisors and clients • Workplace culture that normalises risk-taking, rushing and overtime, discouraging reporting of hazards and fatigue • Exposure to work-related stressors such as job insecurity, client conflict, rework due to design changes, or poor change communication • Lack of systems to identify, assess and manage psychosocial risks as required under WHS legislation and contemporary guidance				
12. Monitoring, Audit, Review and Continuous Improvement	• Failure to systematically monitor WHS performance leading to undetected deterioration in controls (guards, extraction, housekeeping, training currency) • Lack of internal auditing processes to verify compliance with WHS legislation, standards and internal procedures • Inadequate analysis of incidents, near misses and inspection findings, resulting in repeated similar events and missed opportunities for improvement • Poor document and record management limiting the organisation's ability to demonstrate compliance or track the effectiveness of risk controls over time • Insufficient follow-up of corrective actions, allowing identified issues to remain unresolved	High			Medium

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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/legislati...
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list...codes-of-practi...

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-s...y-laws
Codes of Practice NT: https://worksafe.nt.gov.au/f...d-resour...s/co...s-of-...actice

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/le...lation
Codes of Practice for SA: https://www.safework.sa.gov.au/wor...aces/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