# Safe and Vault Installation Opening and Repair

| | | |
|---|---|---|
| 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: |

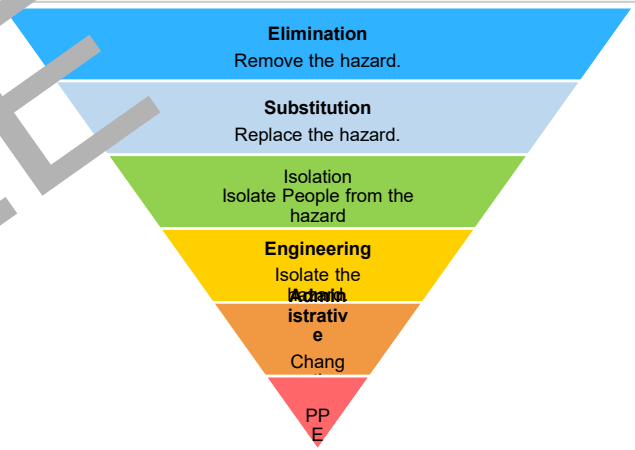
## CLIENT OR PRINCIPAL CONTRACTOR DETAILS

| | |
|---|---|
| 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 Consultation | • Lack of documented WHS framework specific to safe and vault opening and repair activities<br>• Failure to align procedures with WHS Act 2011, WHS Regulations, and relevant Australian Standards (e.g. AS/NZS 4801 / ISO 45001 principles)<br>• Inadequate consultation with workers and health and safety representatives on system changes<br>• Poor integration of contractor management into the PCBU's WHS governance system<br>• No formal process for reviewing WHS performance and incident trends in relation to safe and vault work | 4A | • Establish and maintain a documented WHS management system that specifically covers safe and vault installation, opening, combination changes and repair activities<br>• Undertake and record a legal compliance review against WHS Act 2011, WHS Regulations and applicable codes of practice, with scheduled annual review<br>• Implement a formal WHS consultation procedure including toolbox talks, HSR meetings and change-management consultation for new equipment, locks or work methods<br>• Define PCBU roles, responsibilities and due diligence obligations for directors, officers, managers and supervisors overseeing safe and vault work<br>• Develop a contractor management procedure that includes WHS prequalification, verification of licences and competencies, and review of contractor SWMS and risk assessments<br>• Establish a WHS audit and inspection program targeting high-risk system areas such as confined spaces, manual handling, electrical work and after-hours work on safes and vaults<br>• Implement a structured management review process (e.g. quarterly) using WHS performance indicators and incident data to improve systems | 3H |
| 2. Competency, Licensing and Training for Safe and Vault Technicians | • Inadequate technical competency for altering coded key safes, changing combinations and servicing high-security locking mechanisms<br>• Lack of formal training in WHS risk management, isolation/tag-out and emergency procedures<br>• Technicians performing work outside the scope of their licence or competency (e.g. electrical, fire systems, structural modifications)<br>• No verification or refresher training program for combination lock services and dual-custody systems<br>• Inadequate supervision and mentoring of new or inexperienced technicians | 4A | • Develop a competency matrix outlining required qualifications, licences and experience for each type of safe and vault activity, including coded key safes, vault doors and dual-custody systems<br>• Implement a formal training and assessment program that covers technical skills, WHS obligations, hazard identification and risk control for safe and vault work<br>• Require verification of trade licences (e.g. electrical, security licences where applicable) and maintain a central register with expiry tracking<br>• Introduce mandatory supervised period and sign-off for new technicians before they undertake high-risk tasks such as vault opening, drilling and repair of jammed safes<br>• Schedule periodic refresher training (e.g. every 2–3 years) for combination lock services, manipulation techniques and non-destructive opening methods, including any manufacturer updates<br>• Include scenario-based emergency response drills (e.g. failure of locking systems, entrapment risk, tool malfunction) in training programs<br>• Implement a competency authorisation system where only authorised personnel may perform specific high-security or high-risk tasks | 2M |
| 3. Planning, Job Scoping and Risk Assessment for Safe/Vault Tasks | • Inadequate pre-job risk assessment for non-routine work such as vault opening, jammed safes or after-hours emergency call-outs<br>• Insufficient information from clients about the site, safe/vault model, existing damage or prior modifications<br>• Failure to consider environmental conditions (e.g. confined workspaces, | 4A | • Implement a mandatory pre-job planning process including documented WHS risk assessment for each new site or high-risk task (vault opening, major repair, structural modification)<br>• Develop a job scoping checklist requiring the collection of safe/vault make, model, weight, anchoring method, access constraints and any previous issues or modifications<br>• Require technicians to obtain site drawings, security layouts and building management conditions where vaults or large safes are integrated into the structure | 2M |

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| | poor lighting, shared access areas, public interface)<br>• No assessment of interaction with other trades, security systems, or building operations (e.g. fire doors, alarms, CCTV)<br>• Poor selection of opening techniques leading to unnecessary structural damage or increased manual handling and noise exposure | | • Introduce a planning requirement to consider alternative, lower-risk methods for opening or repair (e.g. manufacturer-approved non-destructive methods before drilling or cutting)<br>• Ensure coordination meetings or pre-start briefings with building management and other contractors when works may affect fire systems, egress routes or shared plant rooms<br>• Include triggers in the planning process to escalate to higher-level approval for complex or atypical tasks (e.g. large-scale vault remediation, structural coring/drilling)<br>• Maintain a library of safe and vault technical data, manufacturer instructions and prior risk assessments to inform planning | |
| 4. Security, Access Control and Dual Custody Management | • Unauthorised access to safes, vaults or combination information during service activities<br>• Failure of dual custody procedures leading to single-person control of high-value or sensitive contents<br>• Poor identity verification of technicians and client representatives during combination changes or vault opening<br>• Inadequate recordkeeping of altered coded key safes, combination changes and key movements<br>• Risk of coercion/robbery if technicians are perceived as having knowledge of codes or access to high-value contents | | [redacted] | 2M |
| 5. Site Access, Traffic Management and Public Interface | • Uncontrolled movement of technicians, tools and heavy components through public or client-occupied areas<br>• Vehicle–pedestrian interaction during delivery or removal of safes and vault components<br>• Inadequate segregation of work zones from public or non-involved workers during noisy, dusty or intrusive repair works | 3H | [redacted] | 2M |

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| | • Trip, slip or crush hazards created by temporarily stored safe doors, panels, drilling rigs or trolleys in access ways<br>• Failure to coordinate access with building security, leading to emergency egress routes being obstructed | | [redacted] | |
| 6. Structural Integrity, Load Management and Floor Capacity | • Installing or operating heavy safes and vault doors on floors not designed for the load, risking structural failure<br>• Inadequate assessment of anchor points, wall penetrations or floor fixings leading to instability during opening or repair<br>• Uncontrolled movement or tipping of safes and vault doors during adjustment or repair of hinges, frames and locking bolts<br>• Structural weakening of vault walls or doors due to drilling, cutting or previous undocumented modifications<br>• Failure to consider dynamic loads when vault doors are swung open | 4A | [redacted] | 2M |
| 7. Tools, Plant, and Equipment Management (Mechanical and Powered) | • Use of inappropriate or poorly maintained drilling rigs, grinders, impact tools or lifting devices for opening jammed safes and vaults<br>• Lack of guarding or safety features on powered tools used for cutting and drilling safes or vault doors<br>• Failure of lifting, hoisting or moving equipment when handling doors, bolts, or safe carcasses<br>• Inadequate inspection and tagging of electrical tools used in confined or metallic environments | 4A | [redacted] | 2M |

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| | • Uncontrolled vibration, noise and heat generation from intensive drilling or grinding | | [redacted] | |
| 8. Electrical, Fire, and Energy Isolation Systems | • Working on or near electrically powered safes, time locks or integrated security systems without appropriate isolation<br>• Interaction with building fire systems (e.g. drilling near sprinklers, conduits or detectors) causing impairment of fire protection<br>• Failure to isolate and verify de-energisation of connected alarms, sensors or access control devices<br>• Stored mechanical energy in door closers, boltwork or gas struts during repair of vault doors<br>• Generation of sparks or heat from drilling and grinding in areas with combustible or flammable materials | 4A | [redacted] | 2M |
| 9. Hazardous Substances, Dust, and Noise Management | • Exposure to metal shavings, concrete dust and refractory materials created during safe drilling or vault repairs<br>• Potential for legacy hazardous materials (e.g. asbestos-containing fireproofing, lead-based linings) within older safes or vault constructions<br>• Excessive noise from hammering, drilling and grinding in confined or reverberant spaces<br>• Inadequate control of fumes from lubricants, penetrating oils, cleaning agents and aerosols used on lock mechanisms | 3H | [redacted] | 2M |

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| | • Poor housekeeping leading to slips or eye injuries from swarf, filings and debris | | [redacted] | |
| 10. Manual Handling, Ergonomics and Work Positioning | • Excessive lifting, pushing or pulling of heavy safe doors, combination locks and internal components during servicing<br>• Awkward postures when working on low-mounted floor safes, wall safes or overhead mechanisms<br>• Repetitive fine movements when manipulating lock components or changing coded key systems leading to cumulative strain<br>• Insufficient planning for moving heavy equipment into confined vault spaces o through narrow doorwa<br>• Lack of mechanic aids or team lifting protocols for large awkward it | 3H | [redacted] | 2M |
| 11. Working in Confined, Restricted or High-Risk Spaces | • Technicians working partially ins vault rooms or large safe repair, with entrapment or restricted egress risks<br>• Limited ventilation in vaults or secure rooms leading to heat stress or accumulation of fumes from tools and chemicals<br>• Poor lighting and restricted access for emergency response in secure or remote vault locations<br>• Potential misclassification of vault rooms where confined space entry procedures should apply but are not implemented | 4A | [redacted] | 2M |

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| | • Communication failures when technicians work alone inside or near secure enclosures | | [redacted] | |
| 12. Fatigue, Work Scheduling and After-Hours Call-Outs | • Extended working hours associated with emergency vault opening or jammed safe call-outs<br>• After-hours or weekend work leading to reduced supervision and support<br>• Driving fatigue from travel between dispersed client sites combined with physically and mentally demanding tasks<br>• Pressure from clients to complete time-critical combination changes or vault repairs without adequate breaks<br>• Impaired decision-making during complex manipulation or drilling tasks when fatigued | 3H | [redacted] | 2M |
| 13. Remote, Isolated and High-Security Site Work | • Technicians work[illegible] alone in [illegible]te branches, rural loca[illegible]gh-se[illegible]ity vaults with limited immediate assista[illegible]e<br>• Delayed emergency response d[illegible]to security barriers, access [illegible] or remote geography<br>• Communication black spots affecting the ability to call for assistance during incidents<br>• Psychosocial stress linked to working in high-security or high-value environments (banks, jewellery vaults, cash centres)<br>• Exposure to aggressive or distressed clients in situations where valuables are inaccessible due to jammed safes or vault issues | 3H | [redacted] | 2M |

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| | | | [redacted] | |
| 14. Information Management, Documentation and Change Control | • Outdated or incomplete procedures for safe and vault installation, opening, and repair leading to inconsistent practices<br>• Poor version control of technical instructions, drilling templates and manufacturer guidance<br>• Inadequate documentation of modifications, combination changes and repair history for individual safes and vaults<br>• Uncontrolled changes to tools, techniques or materials without formal risk assessment<br>• Loss, theft or unauthorised disclosure of sensitive technical information or client-specific security d | 3H | [redacted] | 1L |
| 15. Incident, Near Miss and Non-Conformance Management | • Under-reporting of n[redacted]isses and minor incidents during safe and vaul work, limiting organisational learni<br>• Ineffective investigation of incidents related to structural failures, tool malfunctions or security breaches<br>• Repeated system failures such as recurring jammed safes due to underlying design or maintenance issues<br>• Lack of feedback from incident outcomes into training, procedures and equipment selection<br>• Non-conformances with WHS procedures not being identified or corrected in a timely manner | 3H | [redacted] | 1L |

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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 |
| 16. Emergency Preparedness, Response and First Aid | • Inadequate preparedness for emergencies such as technician injury, entrapment, tool failure or structural issues during vault opening<br>• Lack of clear emergency procedures at client sites where safes and vaults are located<br>• Insufficient first aid resources for lacerations, crush injuries, eye injuries or noise-induced issues from drilling and grinding<br>• Poor coordination with building management and emergency services during incidents in high-security or restricted areas<br>• Failure to consider security and confidentiality constraints within emergency procedures | 3H | [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

**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