

Security Doors Screens and Grille Installation

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:	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, Legal Compliance and Consultation	<ul style="list-style-type: none"> Lack of documented WHS management system aligned to WHS Act 2011 and WHS Regulation Inadequate consultation with workers and health and safety representatives on security installation risks Failure to identify and manage duties as a Person Conducting a Business or Undertaking (PCBU) for multiple work locations No clear allocation of WHS responsibilities between management, supervisors, installers and subcontractors Inadequate monitoring of compliance with relevant Australian Standards (e.g. AS 5039, AS 5040, AS 2208, AS 1428, anti-ligature guidance, glazing codes) Poor integration of WHS requirements into contracts with builders, property managers, insurers and clients Failure to consider overlapping duties when working alongside other trades on construction or refurbishment sites 	4A	<ul style="list-style-type: none"> Establish and maintain a documented WHS Management System that references WHS Act 2011, WHS Regulation and applicable Codes of Practice relevant to construction, plant and manual tasks Define and record WHS roles, responsibilities and authorities for directors, managers, supervisors, leading hands, field technicians and subcontractors Implement a formal WHS consultation framework including toolbox talks, safety committees, HSR engagement and documented issue resolution procedures Embed WHS obligations and performance expectations within employment contracts, subcontractor agreements and procurement documentation Maintain a legal standards register covering relevant Australian Standards for security doors, screen grilles, peepholes, glazing, anti-ligature fixtures and access/egress, and review at least annually Audit compliance with the WHS Management System at planned intervals, including site inspections of security installations and verification of corrective actions Develop procedures for managing overlapping duties on shared worksites, including pre-start coordination meetings and shared risk assessments 	3H
2. Design, Specification and Engineering of Security Products	<ul style="list-style-type: none"> Inappropriate design of security doors, screens, grilles, bars and safety cages leading to entrapment, egress obstruction or fire safety performance Failure to assess and specify anti-ligature features where there is self-harm or custodial risk (mental health, justice, aged care, detention) Use of glazing, mesh or bar layouts that do not comply with wind load, impact and Australian Standard requirements Insufficient structural assessment of fixing points in existing buildings, leading to instability or collapse of grilles, cages or safety deposit boxes 	4A	<ul style="list-style-type: none"> Implement a formal design and specification procedure requiring risk assessment for all new or modified security products and configurations Require engineer review and, where appropriate, structural certification for safety cages, heavy grilles, security bars and large security door assemblies Adopt standardised, approved product ranges with documented compliance to relevant Australian Standards, including anti-ligature specifications where required Include egress, fire safety and emergency access considerations in all designs, ensuring doors and grilles do not impede safe evacuation or firefighting access Develop design guidelines for specialised applications such as mental health, corrective services, schools and health facilities, with clear anti-ligature and supervision requirements Implement a formal change control process for non-standard or one-off designs, including sign-off by competent technical personnel Maintain technical datasheets, installation instructions and design limitations for all products (security doors, screens, insect screens, peepholes, safety deposit boxes, bars and grilles) 	2M

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	<ul style="list-style-type: none"> Poorly specified peephole setups compromising privacy, surveillance effectiveness or creating ligature points Design choices that create pinch points, sharp edges or crush hazards during normal operation and maintenance Failure to consider insect screen compatibility with security doors and windows, leading to ad hoc field modifications 			
3. Client Scoping, Site Assessment and Job Planning	<ul style="list-style-type: none"> Inadequate pre-works assessment of site-specific risks such as access constraints, work at height, electrical hazards, asbestos or lead paint Failure to identify vulnerable client groups where anti-ligature and safety considerations are critical Poor understanding of existing building structure leading to inappropriate fixing for grilles, cages, security doors and safety deposit boxes Lack of planning for storage and handling of high value items such as safety deposit boxes and specialised locks Failure to assess environmental factors such as weather exposure, corrosion risk and coastal conditions affecting product longevity and safety Omission of tenant or occupant access and egress requirements when adding security features No consideration of required permits (building, strata, heritage, fire system alterations) prior to commencing installation 	3H	<ul style="list-style-type: none"> Develop and enforce a structured pre-site assessment checklist for all jobs, including structural, electrical hazards, materials, access, and emergency egress considerations Require documented client scoping meeting or questionnaire for complex installations (e.g. safety cages, anti-ligature security, large grille systems) to capture operational and clinical risks Conduct site inspections by competent personnel before quoting or scheduling major installations or repairs following break-ins Integrate building drawings, services plans and fire engineering reports into the planning process for commercial and high-risk sites Include formal heritage, strata, landlord and building approval verification steps within job planning procedures Implement a job risk rating system (e.g. low/medium/high complexity) that triggers additional planning, approvals or engineering review for higher-risk installations Document specific egress and access requirements in the job plan, including fire doors, escape windows and emergency override mechanisms 	2M
4. Contractor and Worker Competency, Licensing and Training	<ul style="list-style-type: none"> Use of unlicensed or inadequately licensed trades for security installations where building, electrical or locksmith licences are required Insufficient product-specific training for installers and supervisors on security 	3H	[REDACTED]	2M

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	<p>doors, grilles, anti-ligature systems and peephole setups</p> <ul style="list-style-type: none"> Lack of training on safe handling and installation of heavy door assemblies, grilles, cages and safety deposit boxes Inadequate understanding of WHS obligations, including duty of care, hazard reporting and right to cease unsafe work Poor knowledge of working around fragile materials such as glass, asbestos sheeting or brittle cladding when fitting screens and grilles No competency verification for technicians undertaking repairs following break-ins where damaged structures and security risks are present 		[REDACTED]	
5. Subcontractor and Supplier Management	<ul style="list-style-type: none"> Engagement of subcontractors without verifying WHS capability, insurances, or competency for security installations Suppliers providing non-compliant or counterfeit security products (locks, grilles, bars, fasteners, screens) Inconsistent quality of repairs and installations when using multiple subcontractor teams in different regions Lack of control over subcontractor adherence to company WHS procedures, including risk assessment and incident reporting Inadequate management of delivery contractors moving heavy security doors, grilles, cages and safety deposit boxes on and off site 	3H	[REDACTED]	2M
6. Plant, Tools, Vehicles and Equipment Management	<ul style="list-style-type: none"> Use of uninspected or poorly maintained power tools, drills, grinders and impact tools during fitting of grilles and security doors Inadequate vehicle fit-out for transporting heavy or oversized doors, screens, bars and safety cages, 	3H	[REDACTED]	2M

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	<p>increasing risk of load shift or road incidents</p> <ul style="list-style-type: none"> Absence of testing and tagging for portable electrical equipment used on construction and client sites Improvised lifting methods for heavy security doors, safety deposit boxes and grille assemblies due to lack of appropriate handling aids Insufficient guarding, dust extraction or vibration control on equipment used for drilling masonry, steel or concrete Failure to maintain and calibrate testing equipment used for security door testing and maintenance 		[REDACTED]	
7. Work Environment, Site Access and Public Interface	<ul style="list-style-type: none"> Uncontrolled interaction with residents, the public or other trades in hallways, common areas and building entries during installation works Inadequate management of work around doorways, stairwells and windows creating trip, fall or impact risk Poor traffic and pedestrian management during delivery and installation of grille cages and security doors at street front Unsecured work zones in high-crime or sensitive environments when conducting repairs following break-ins Insufficient planning for remote, regional or after-hours call-outs, including lone work and emergency communication risks 	3H	[REDACTED]	2M
8. Manual Handling and Ergonomic Risk Management	<ul style="list-style-type: none"> Repetitive manual handling of heavy doors, window security grilles, safety cages and safety deposit boxes leading to musculoskeletal disorders Awkward postures when fitting insect screens, peepholes and window bars in confined spaces or at awkward heights 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> • One-person lifts of oversized or unstable components due to poor planning or time pressure • Lack of manual handling task design for regular screen door assembly and repairs • No system for rotating tasks or limiting exposure to highly repetitive assembly work 		[REDACTED]	
9. Working at Height, Ladders and Elevated Surfaces	<ul style="list-style-type: none"> • Unsystematic use of ladders to install or repair high-level window security grilles, insect screens and security bars • Inadequate control over work on balconies, stair voids, verandas or roofs when fixing external screens and safety cages • Lack of fall protection planning for work above two metres on commercial façades or multi-storey residential buildings • Poor selection and inspection of portable ladders, temporary work platforms or scaffold systems by others • Insufficient consideration of anchor points or exclusion zones below overhead work areas 	3H	[REDACTED]	2M
10. Electrical, Structural and Building Services Interfaces	<ul style="list-style-type: none"> • Drilling into concealed electrical wiring or services when installing security locks, grilles, cages and panels • Compromising fire-rated doors, smoke seals or emergency exit hardware when retrofitting security doors and screens • Structural weakening of door jambs, window frames or masonry by excessive cutting or drilling during installation • Interference with existing security, access control, intercom, CCTV or alarm systems during works • Failure to adequately repair and reinstate structures following break-ins, leaving hidden damage and instability 	4A	[REDACTED]	2M

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			[REDACTED]	
11. Psychosocial, Aggression and Security of Personnel	<ul style="list-style-type: none"> Exposure of workers to aggressive or distressed clients following break-ins or during eviction-related security upgrades Psychological stress from attending high-crime areas, after-hours emergency call-outs or repeated exposure to trauma environments Inadequate procedures for working in correctional, mental health or high-risk institutional settings requiring anti-ligature installations Insufficient consideration of worker security when transporting keys, master key systems or safety deposit box components Harassment or violence from members of the public when working in community or street-front locations 	3H	[REDACTED]	2M
12. Anti-Ligature and Special Population Risk Management	<ul style="list-style-type: none"> Inadequate consideration of ligature points when designing and installing security bars, grilles, cages and doors in mental health or community settings Use of standard security hardware where anti-ligature products are required to manage self-harm risk Poor coordination with clinical or custodial staff on observation requirements and emergency access needs Retrofit of security features that unintentionally create new ligature or entrapment hazards Lack of periodic review of anti-ligature performance as client populations and building uses change 	4A	[REDACTED]	2M

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13. Quality Assurance, Testing and Preventive Maintenance	<ul style="list-style-type: none"> • Failure of installed security doors, grilles, bars and screens due to inadequate commissioning and functional testing • No structured program for periodic inspection, lubrication and adjustment of security doors and locks • Inconsistent record-keeping of testing and maintenance activities for compliance-critical installations (e.g. egress doors, institutional cages) • Unreported or unrectified defects identified during security door testing and maintenance visits • Deterioration of insect screens, hinges, fixings and anti-ligature components due to environmental exposure or wear 	3H	[REDACTED]	2M
14. Hazardous Substances, Dust, Noise and Environmental Factors	<ul style="list-style-type: none"> • Generation of respirable dust and noise when cutting, grinding or drilling during installation or repairs • Exposure to existing hazardous materials such as asbestos-containing materials, lead-based and silica-containing masonry • Use of sealants, adhesives or cleaners without appropriate controls or safety data sheet (SDS) management • Environmental contamination from improper disposal of metal, wood, timber, glass offcuts and chemical containers • Heat stress, UV exposure or inclement weather affecting workers during external installations of grilles and screens 	3H	[REDACTED]	2M
15. Information, Documentation and Records Management	<ul style="list-style-type: none"> • Incomplete or inaccurate documentation of installed security features, locations and specifications hindering future maintenance and safety assessments • Loss or mismanagement of records relating to anti-ligature systems, 	2M	[REDACTED]	1L

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	<p>emergency egress arrangements and fire door modifications</p> <ul style="list-style-type: none"> Workers not having access to current procedures, drawings or manufacturer instructions when on site Failure to maintain records of incidents, near misses and corrective actions for continuous improvement Poor version control leading to outdated risk assessments and installation standards being used 		[REDACTED]	
16. Emergency Preparedness, Incident Response and Continuous Improvement	<ul style="list-style-type: none"> Lack of clear procedures for responding to worker injury, near misses, structural failures or security breaches during installation or maintenance Inadequate first aid, emergency communication and evacuation arrangements for field workers on dispersed sites Failure to learn from incidents related to security door failures, equipment, ligature attempts or glass breakages Poor coordination with client or principal contractor emergency procedures when working on the site Under-reporting of incidents and hazards due to complex reporting systems 		[REDACTED]	2M

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.