



## Risk Assessment Form

Date Issued:	17 <sup>th</sup> of July 2014	Last Reviewed	17/07/14
Doc No.	Revision 1	Next Review:	18/07/15
Prepared by:	Mark Smith	Authorised by:	Eddie Luke

**Location:** Installing a door on a customer site

**Site Specific Task:** Access to, entering and working in customer premises

**Specific Location:** *insert location address*

**Completed by:** *insert name*

**Date:** *insert date*

Procedure	Identify Possible Hazard	Assess the Risk of Exposure	Health and Safety Controls
1. Transferring from vehicle to customer premises	<ul style="list-style-type: none"> <li>Pedestrian traffic, risk of various types of injuries and various types of outcomes</li> </ul>	Low	<ul style="list-style-type: none"> <li>Risk of colliding with pedestrians resulting in contusion</li> <li>Use public walkways. Observe road and traffic rules</li> </ul>
	<ul style="list-style-type: none"> <li>Risk of slipping/tripping/falling due to wet or uneven surfaces resulting in fracture, contusion or musculoskeletal type injury to various body parts</li> </ul>	Low	<ul style="list-style-type: none"> <li>Wear Australian Standards compliant safety boots</li> <li>Park only in well-lit areas where applicable</li> <li>Work during daylight hours only where applicable</li> </ul>
	<ul style="list-style-type: none"> <li>Manual handling – carrying equipment (doors) to and from customer premises resulting in musculoskeletal type injury to the back or shoulders</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Workers to all be trained in manual handling</li> <li>Two person lift where practicable</li> </ul>
	<ul style="list-style-type: none"> <li>Public harassment when in public place resulting in various types of injuries and various types of outcomes, up to and including serious injury</li> </ul>	Low	<ul style="list-style-type: none"> <li>Company identification available</li> <li>Conflict resolution information included in induction</li> </ul>
2. Enter into customer premises	<ul style="list-style-type: none"> <li>Housekeeping – ventilation, slips/trips/fall, hot/cold environment resulting in various types of injuries and outcomes</li> </ul>	Low	<ul style="list-style-type: none"> <li>Workers and dress to conditions and ensure adequate lighting</li> </ul>
	<ul style="list-style-type: none"> <li>Animals unsecured on premises</li> </ul>	Medium	<ul style="list-style-type: none"> <li>List of expectations given to customer prior</li> </ul>



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	causing animal bite resulting in blood borne pathogens, disease or open wound		to work being conducted in relation to animals being secured
	<ul style="list-style-type: none"> <li>Access and egress – poor access to premises resulting in trip, slip or fall resulting in musculoskeletal type injury, contusion, fracture or laceration</li> </ul>	Low	<ul style="list-style-type: none"> <li>Workers must wear adequate safety boots</li> <li>List of expectations given to customer prior to work being conducted in relation to clear travel paths ideally at least 600mms, including to access fuse box if required</li> </ul>
	<ul style="list-style-type: none"> <li>Access to property difficult – i.e. steep driveway, obstacles, overhanging bushes, dirt roads resulting in vehicle accident, slip, trip or fall resulting in various injuries and outcomes</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Workers must wear adequate safety boots</li> <li>List of expectations given to customer prior to work being conducted in information of access to the property</li> </ul>
	<ul style="list-style-type: none"> <li>Risk of violence when house is assumed to be a drug lab or dangerous premises, resulting in various type injuries and outcomes</li> </ul>	Low	<ul style="list-style-type: none"> <li>Conflict resolution information given to all workers</li> <li>Workers have right to refuse work based on personal risk to WHS</li> </ul>
3. Entering inside customer premises	<ul style="list-style-type: none"> <li>Risk of customer becoming aggressive for various reasons such as – not taking off shoes, mental state of customer. Resulting in various types of outcomes and injuries</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Company identification available</li> <li>Conflict resolution information included in induction</li> </ul>
	<ul style="list-style-type: none"> <li>Risk of inadequate egress – from customer locking door for security reasons, or housekeeping issues in premises. Resulting in various types of injuries and outcomes up to serious or fatality if fire/</li> </ul>	Medium	<ul style="list-style-type: none"> <li>List of expectations given to customer prior to work being conducted in relation to ensuring that access to premises, equipment and exit points, ideally at least 600mm pathways.</li> </ul>



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	explosion were to occur.		
	<ul style="list-style-type: none"> <li>Premises is filthy, not well ventilated or is a 'hoarders' house resulting in various types of outcomes and injuries</li> </ul>	Low	<ul style="list-style-type: none"> <li>Work not to be conducted/stock not to be delivered if unsafe</li> </ul>
4. Working on customer premises	<ul style="list-style-type: none"> <li>Risk of being bitten by rodent, spider or snake or pricked by a needle, resulting in blood borne pathogen, disease or open wound</li> </ul>	Low	<ul style="list-style-type: none"> <li>Gloves must be available which are blade cut resistant when risk is identified.</li> <li>Include in induction to visually check when putting hands out of sight and what to do if they sight a needle or a snake</li> <li>Workers to use insecticide when spiders are present with relevant MSDS.</li> <li>List emergency numbers on inside of Workers vehicles, including number for emergencies, WIRES (for snakes) and sharps.</li> </ul>
	<ul style="list-style-type: none"> <li>Customers or children in close vicinity of work area, resulting in customer being injured, or impeding work space resulting in multiple type injuries and outcomes</li> </ul>	Medium	<ul style="list-style-type: none"> <li>List of expectations given to customer prior to work being conducted that customers must keep a 'reasonable distance' from Workers whilst working and customers must not assist in work being conducted</li> </ul>
	<ul style="list-style-type: none"> <li>Contact with live equipment, resulting in electrical shock or electrocution.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Workers not to work on electricity</li> </ul>
	<ul style="list-style-type: none"> <li>Working in a confined area resulting in ergonomic risk from twisting, bending, reaching.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Include in initial quoting assessment that prior to Workers arriving equipment must be accessible, with at least 600mm squared area to work in.</li> </ul>
	<ul style="list-style-type: none"> <li>Working at height, fall risk resulting in serious injury or death</li> </ul>	High	<ul style="list-style-type: none"> <li>Include in initial quoting assessment of any work at height hazards.</li> </ul>

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	<ul style="list-style-type: none"> <li>Working for prolonged periods kneeling or squatting, resulting in musculoskeletal type injury to the knees, hips and back</li> </ul>	Low	<ul style="list-style-type: none"> <li>Workers induction to include ideal ergonomic posture whilst working.</li> </ul>
	<ul style="list-style-type: none"> <li>Risk of fire/ explosion from soldering or hot work in unknown environment, with unknown flammable vapours present. Resulting in various types injury including serious burns or fatality.</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Fire extinguishers issued and kept in all vehicles</li> </ul>
	<ul style="list-style-type: none"> <li>Risk of laceration due to bad lighting.</li> </ul>	Low	<ul style="list-style-type: none"> <li>Workers to have portable lighting/ torches available</li> </ul>
	<ul style="list-style-type: none"> <li>Handling cash, risk of robbery resulting in various types of injuries up to fatality</li> </ul>	Low	<ul style="list-style-type: none"> <li>No cash handled by Workers</li> </ul>
	<ul style="list-style-type: none"> <li>Laceration from sharp edges resulting in open wound</li> </ul>	Low	<ul style="list-style-type: none"> <li>Gloves must be available which are blade cut resistant when risk is identified.</li> </ul>
	<ul style="list-style-type: none"> <li>Laceration from using non-safety knife resulting in open wound</li> </ul>	Low	<ul style="list-style-type: none"> <li>Workers must use retractable safety knives</li> </ul>
	<ul style="list-style-type: none"> <li>Risk of slip, trip, fall on customer floor due to slippery surface, resulting in laceration, contusion, fracture or musculoskeletal type injury</li> </ul>	Medium	<ul style="list-style-type: none"> <li>Workers must wear safety boots</li> </ul>

Note: This SWMS is a guide only, it is important that you conduct your own risk assessment and inspect the work environment the work shall take place and amend this document accordingly.