CREW DETAILS

IN AN EMERGENCY CALL:

Crew Leader:	**Project Phone Number:**
Crew:	

PROJECT OVERVIEW

Purpose of Project:	**Date of Project:**

Benefit of Project: Creates precise and durable wood joints for various applications. | Enhances the aesthetic appeal and functionality of wooden structures. | Ensures compliance with industry standards and craftsmanship quality. | Facilitates the integration of sustainable and quality materials. | Improves the structural integrity and stability of buildings. | Supports the construction of custom and intricate woodwork.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Cutting tools usage	Cuts and lacerations, amputation, eye injuries	Cutting tools are essential for shaping and fitting materials with precision, enabling high-quality joinery work and the ability to create intricate and customized designs.	Ensure all cutting tools are properly maintained and sharpened to prevent accidents. Provide appropriate PPE, including gloves and safety glasses, to protect workers. Train workers on safe cutting techniques and proper tool handling to minimize risks. **(ALL)**	Workers using cutting tools	Before Measure: **High** After Measure: **Med**
Electrical tool operation	Electrical shock, burns, fires, tool malfunction	Electrical tools provide power and efficiency, allowing for quicker completion of tasks and reducing manual effort required in joinery.	Regularly inspect electrical tools for damage and ensure proper grounding. Use residual current devices (RCDs) and follow electrical safety standards. Train workers on safe use of electrical tools and proper maintenance practices. **(ALL)**	Workers operating electrical tools	Before Measure: **High** After Measure: **Med**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Flammable materials handling	Fire, explosions, burns, inhalation of fumes	Flammable materials, such as certain adhesives and finishes, are essential for creating durable bonds and high-quality finishes in joinery products.	Store flammable materials in designated, ventilated storage areas away from ignition sources. Use proper labeling and safety data sheets (SDS). Provide fire extinguishers and train workers on fire safety and emergency response procedures. **(ALL)**	Workers handling flammable materials	Before Measure: **High** After Measure: **Med**
Inadequate personal protective equipment	Increased injuries, exposure to hazards	Adequate PPE protection safeguards workers' health and safety, allowing them to perform tasks confidently and effectively without compromising their well-being.	Provide appropriate PPE for all tasks, including gloves, safety glasses, ear protection, and respiratory masks. Ensure PPE is well-maintained and replaced when necessary. Train workers on the correct usage and importance of PPE. **(ALL)**	All workers	Before Measure: **High** After Measure: **Med**
Inadequate qualifications / experience	Increased errors, higher accident rates, poor quality work	Employing qualified and experienced workers enhances the quality and efficiency of joinery work, leading to superior craftsmanship and reduced risk of errors or accidents.	Verify that all workers have the necessary certifications and training for their roles. Provide ongoing training and professional development opportunities. Match tasks to workers' skill levels and experience to ensure competency. **(ALL)**	All workers	Before Measure: **High** After Measure: **Med**
Material cutting machines	Entanglement, cuts, machine malfunction, noise	Material cutting machines enable precise and efficient shaping of joinery components, allowing for complex designs and reducing manual labor.	Install safety guards on cutting machines and enforce the use of PPE. Train workers on the safe operation and maintenance of cutting equipment. Conduct regular inspections to ensure machines are functioning correctly. **(ALL)**	Workers operating cutting machines	Before Measure: **High** After Measure: **Med**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Operating machinery	Entanglement in moving parts, cuts from sharp edges, electrical shock, noise exposure	Machinery enables faster and more precise production of joinery components, enhancing efficiency and allowing for the creation of complex designs that would be difficult to achieve manually.	Regularly maintain and inspect all machinery to ensure safe operation. Provide comprehensive training for workers on the proper use of each machine. Install safety guards and emergency stop buttons. Enforce the use of personal protective equipment (PPE) while operating machinery. **(ALL)**	Machine operators, maintenance staff	Before Measure: **High** After Measure: **Med**
Power tool usage	Electric shock, tool malfunction, repetitive strain injuries	Power tools increase the speed and efficiency of joinery work, allowing for the completion of complex tasks that would be time-consuming with manual tools.	Ensure power tools are regularly inspected and maintained. Provide training on the safe use of power tools and enforce the use of PPE. Implement safe storage practices to prevent unauthorized use. **(ALL)**	Workers using power tools	Before Measure: **High** After Measure: **Med**
Use of adhesives and chemicals	Skin irritation, respiratory issues, fire hazards, chemical burns	Adhesives and chemicals are crucial for creating strong, durable bonds and finishes, allowing joinery pieces to withstand stress and maintain their appearance over time.	Store adhesives and chemicals in clearly labeled, secure containers. Ensure proper ventilation in areas where these substances are used. Provide PPE such as gloves and masks, and train workers on safe handling and emergency procedures. **(ALL)**	Workers handling adhesives and chemicals	Before Measure: **High** After Measure: **Med**
Use of ladders and scaffolding	Falls, collapse of ladder or scaffolding, overreaching	Ladders and scaffolding enable workers to reach higher areas safely, facilitating the construction and installation of elevated joinery structures.	Inspect ladders and scaffolding regularly for stability and integrity. Provide training on proper setup and use. Ensure that ladders are placed on stable surfaces and scaffolding is erected according to safety standards. **(ALL)**	Workers using ladders and scaffolding	Before Measure: **High** After Measure: **Med**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Welding and soldering	Burns, inhalation of fumes, eye injuries	Welding and soldering provide strong, durable connections for joinery components, allowing for versatile and reliable construction.	Use appropriate PPE such as gloves and face shields when welding or soldering. Ensure proper ventilation to remove fumes and provide training on safe welding techniques. Maintain welding equipment regularly. **(ALL)**	Workers performing welding and soldering	Before Measure: **High** After Measure: **Med**
Working at heights	Falls from height, dropped objects, instability of scaffolding	Working at heights allows access to elevated work areas, enabling the installation and assembly of large structures and components that require elevated positions for proper placement.	Use stable scaffolding and guardrails when working at heights. Provide fall protection equipment such as harnesses and lanyards. Train workers on safe practices for working above ground level and conduct regular inspections of fall protection systems. **(ALL)**	Workers working on scaffolding, elevated areas	Before Measure: **High** After Measure: **Med**
Working in confined spaces	Suffocation, exposure to toxic gases, entrapment	Access to confined spaces allows for the installation and assembly of joinery components in areas that require tight fits or enclosed environments, enhancing design flexibility.	Assess and monitor confined spaces for adequate ventilation and safety hazards. Provide proper PPE and training for workers entering confined areas. Implement rescue plans and maintain communication systems. **(ALL)**	Workers entering confined spaces	Before Measure: **High** After Measure: **Med**
Assembly processes	Struck by moving parts, pinch points, repetitive strain	Efficient assembly processes streamline production, allowing for quicker construction of joinery elements and maintaining high standards of craftsmanship.	Standardize assembly procedures to ensure consistency and safety. Provide proper training on assembly techniques and the use of assembly tools. Use jigs and fixtures to secure workpieces and prevent movement during assembly. **(ALL)**	Workers involved in assembly	Before Measure: **Med** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Dust generation	Respiratory problems, eye irritation, slippery surfaces	Dust generation is a necessary part of cutting and shaping wood, allowing for precise and efficient production of joinery components.	Use dust extraction systems and wet cutting techniques to minimize dust. Provide workers with appropriate respiratory protection and enforce its use. Regularly clean work areas to reduce dust accumulation. **(ALL)**	Workers generating or exposed to dust	Before Measure: **Med** After Measure: **Low**
Finishing and sanding	Respiratory issues from dust, skin irritation, eye injuries	Finishing and sanding are crucial for achieving smooth surfaces and attractive finishes, enhancing the overall appearance and quality of joinery products.	Use dust collection systems and provide respiratory protection during sanding and finishing. Ensure proper ventilation in finishing areas and use low-VOC materials when possible. Train workers on safe handling of finishing products. **(ALL)**	Workers sanding and finishing materials	Before Measure: **Med** After Measure: **Low**
Inadequate first aid	Delayed response to injuries, increased severity of accidents	Having adequate first aid provisions ensures quick response to injuries, minimizing the severity of accidents and maintaining workforce morale and safety.	Ensure that first aid kits are readily accessible and fully stocked. Train workers in basic first aid and emergency response procedures. Appoint designated first aid responders on-site and establish clear protocols for seeking medical help. **(ALL)**	All workers	Before Measure: **Med** After Measure: **Low**
Inventory management	Material shortages, overstocking, disorganization	Efficient inventory management ensures that materials are available when needed, preventing delays and ensuring smooth workflow in joinery projects.	Implement an effective inventory management system to track materials and supplies. Regularly audit inventory to prevent shortages and excesses. Organize materials for easy access and use. **(ALL)**	Inventory managers, all workers needing materials	Before Measure: **Med** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Lone working	Delayed emergency response, increased risk of accidents, isolation hazards	Allowing lone working can increase flexibility and efficiency in certain tasks, enabling workers to complete jobs independently and adapt to project needs without requiring constant supervision.	Implement a lone worker policy that includes regular check-ins and communication protocols. Provide lone workers with personal safety devices and ensure they have access to emergency contacts. Conduct risk assessments specific to lone working scenarios. **(ALL)**	Workers working alone	Before Measure: **Med** After Measure: **Low**
Manual handling	Musculoskeletal injuries, strains, sprains, back injuries	Manual handling provides workers with direct control over materials, allowing for flexibility and adaptability in managing various tasks and adjusting to on-site changes quickly.	Train workers in proper lifting techniques and ergonomics to minimize strain. Utilize mechanical aids such as hoists and trolleys for moving heavy materials. Design workspaces to reduce the need for excessive manual lifting and encourage team lifting for larger items. **(ALL)**	Workers involved in lifting, moving materials	Before Measure: **Med** After Measure: **Low**
Material cutting and shaping	Contact with sharp tools, dust inhalation, repetitive motions	Cutting and shaping materials is essential for creating precise joinery components that fit together seamlessly, ensuring high-quality finished products.	Use appropriate guarding on cutting and shaping machinery to prevent accidental contact. Train workers on safe operating procedures and proper handling of cut materials. Implement regular maintenance to ensure equipment functions correctly. **(ALL)**	Workers cutting and shaping materials	Before Measure: **Med** After Measure: **Low**
Material drying and storage	Warping of materials, mold growth, fire hazards	Proper drying and storage of materials ensure their integrity and suitability for joinery, preventing defects and ensuring high-quality finished products.	Store materials in a dry, well-ventilated area to prevent warping and damage. Use dehumidifiers and climate control where necessary. Implement proper stacking techniques to ensure stability and accessibility. **(ALL)**	Workers handling drying materials	Before Measure: **Med** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Material handling equipment	Equipment malfunction, collisions, loading/unloading accidents	Material handling equipment facilitates the efficient movement of heavy and bulky materials, speeding up the production process and reducing physical strain on workers.	Maintain material handling equipment in good working order and provide training on their safe use. Implement protocols for loading and unloading materials to prevent accidents. Use appropriate equipment for different types of materials. **(ALL)**	Workers operating handling equipment	Before Measure: **Med** After Measure: **Low**
Material selection and handling	Material defects, handling injuries, incorrect material use	Proper material selection ensures the durability and aesthetic quality of joinery, allowing for customization and meeting specific project requirements.	Choose appropriate materials for each joinery project and store them correctly to prevent damage. Train workers on handling different materials safely and efficiently. Inspect materials before use to ensure quality. **(ALL)**	Workers selecting and handling materials	Before Measure: **Med** After Measure: **Low**
Material storage	Tripping hazards, falling materials, blocked exits	Proper material storage ensures that materials are readily available and organized, streamlining the workflow and enhancing productivity.	Organize materials in a safe and accessible manner to prevent clutter and reduce tripping hazards. Use appropriate shelving and storage systems to secure materials. Implement clear labeling and inventory management. **(ALL)**	All workers on site	Before Measure: **Med** After Measure: **Low**
Material transportation	Vehicle collisions, dropped loads, strain injuries	Efficient material transportation allows for the swift movement of materials around the site, reducing downtime and increasing overall productivity.	Use appropriate transportation equipment like trolleys and forklifts to move materials safely. Train workers on the safe operation of transportation equipment. Ensure clear pathways and mark transport routes to avoid collisions. **(ALL)**	Workers involved in moving materials	Before Measure: **Med** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Noise generation	Hearing loss, tinnitus, increased stress levels	The noise generated by machinery and tools is a byproduct of their powerful operation, which enables high productivity and efficient material processing.	Implement noise control measures such as sound barriers and acoustic enclosures around noisy equipment. Provide hearing protection like earplugs or earmuffs to workers in high-noise areas. Schedule noisy tasks to minimize exposure duration. **(ALL)**	Workers exposed to high noise levels	Before Measure: **Med** After Measure: **Low**
Painting and coating	Respiratory issues from fumes, skin irritation, fire hazards	Painting and coating protect joinery from environmental damage and enhance their aesthetic appeal, contributing to the overall quality and durability of the finished product.	Provide proper ventilation and PPE during painting and coating processes. Use appropriate application techniques to ensure even coverage and prevent drips. Train workers on the safe handling of paints and coatings. **(ALL)**	Workers painting and coating materials	Before Measure: **Med** After Measure: **Low**
Project planning and scheduling	Delays, resource misallocation, mi scommunication	Effective project planning and scheduling ensure timely completion of joinery projects, allowing for better resource allocation and higher overall productivity.	Develop detailed project plans and schedules to coordinate tasks and resources. Use project management tools to track progress and adjust plans as needed. Communicate schedules clearly to all team members. **(ALL)**	Project managers, all team members	Before Measure: **Med** After Measure: **Low**
Quality control processes	Missing defects, incorrect measurements, equipment failure	Quality control ensures that joinery products meet high standards, reducing the likelihood of defects and increasing customer satisfaction.	Establish quality control checkpoints throughout the joinery process. Train workers on quality standards and inspection techniques. Use tools and equipment to measure and verify the accuracy of joinery components. **(ALL)**	Quality control personnel, production workers	Before Measure: **Med** After Measure: **Low**

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Use of fasteners and hardware	Pinch points, repetitive motions, tool-related injuries	Proper use of fasteners and hardware ensures secure and lasting joins, enhancing the structural integrity and longevity of joinery products.	Select the appropriate fasteners and hardware for each joinery task. Train workers on proper installation techniques and the use of fastening tools. Inspect fasteners before use to ensure they are in good condition. **(ALL)**	Workers installing fasteners and hardware	Before Measure: **Med** After Measure: **Low**
Use of hand tools	Cuts, repetitive strain injuries, eye injuries	Hand tools offer precision and control for detailed joinery work, enabling craftsmen to achieve high-quality finishes and intricate designs.	Maintain hand tools in good condition and replace damaged tools promptly. Provide training on proper hand tool use and safety practices. Store tools securely when not in use to prevent accidents. **(ALL)**	Workers using hand tools	Before Measure: **Med** After Measure: **Low**
Waste management	Environmental contamination, trip hazards, improper disposal	Effective waste management promotes sustainability and keeps the work area clean, contributing to a more efficient and environmentally friendly joinery operation.	Implement waste reduction strategies such as recycling and reusing materials. Provide designated areas for waste disposal and ensure proper segregation of different types of waste. Train workers on waste management protocols. **(ALL)**	All workers handling waste	Before Measure: **Med** After Measure: **Low**
Workstation ergonomics	Repetitive strain injuries, musculoskeletal disorders, fatigue	Ergonomic workstations enhance worker comfort and reduce fatigue, allowing for sustained productivity and high-quality workmanship over extended periods.	Design workstations to promote good posture and reduce repetitive strain. Provide adjustable chairs and work surfaces to accommodate different worker needs. Encourage regular breaks and ergonomic exercises. **(ALL)**	All workers at workstations	Before Measure: **Med** After Measure: **Low**
Unpredicted risks	Illness, injury, death		Continuous risk monitoring conducted by all staff. Any unforeseen hazards must be reported promptly to supervisors or management, with immediate corrective action taken as necessary. **(ALL)**	All	**N/A**

NOTES

Extra notes & activity evaluation:

Completed by	Reviewed/Approved by	Risk Assessment Date	Review Required Date