

Accidental Ingestion Of Hazardous Substances Risk Assessment

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:	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:	

SAMPLE

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. Preparation	Inadequate labelling, Exposure to unknown substances	3H	<ul style="list-style-type: none"> Ensure all containers are clearly labelled with content and hazard symbols Maintain an updated inventory of all chemicals on site Provide Safety Data Sheets for all chemicals Train workers on recognising labels and symbols Ensure availability of personal protective equipment (PPE) such as gloves and masks Use electronic tracking for chemical distribution Store chemicals according to compatibility guidelines Implement regular auditing of storage area Restrict access to authorised personnel Conduct risk assessment before introducing new substances 	2M
2. Transportation	Spillage during movement, Inhalation during transport	3H	<ul style="list-style-type: none"> Use secondary containment for all chemical containers Train workers in proper lifting and transportation techniques Ensure container lids are tightly sealed before movement Use trolleys or forklifts for heavy containers to prevent spills Provide spill kits and PPE during transport Check air quality regularly during transportation of volatile substances Designate specific routes for hazardous materials Conduct regular inspections of transport vehicles Develop emergency response procedures Limit transportation to non-peak hours 	2M
3. Loading and Unloading	Container rupture, Exposure to vapours	4A	<ul style="list-style-type: none"> Use appropriate lifting equipment to prevent drops Perform visual inspection of containers before handling Use ventilation system in loading and unloading areas Require use of respirators in poorly ventilated areas Provide training on safe handling techniques Set up containment zones in case of spillage Inspect loading docks for structural integrity Use non-sparking tools to reduce ignition risks 	2M

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			Supervise all loading and unloading activities Implement lock-out/tag-out procedures for heavy equipment	
4. Storage	Improper stacking, Chemical reactions	4A	[REDACTED]	1L
5. Handling and Usage	Skin absorption, Dust exposure	3H	[REDACTED]	2M
6. Dispensing	Overfilling containers, Spillage	3H	[REDACTED]	1L

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			[REDACTED]	
7. Cleaning	Chemical burns, Inhalation of cleaning agents	3H	[REDACTED]	2M
8. Waste Disposal	Contact with hazardous waste Environmental contamination	4A	[REDACTED]	2M
9. Emergency Response	Delayed response, Inadequate emergency equipment	4A	[REDACTED]	2M

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			[REDACTED]	
10. Decommissioning	Residual contamination, Equipment failure	3H	[REDACTED]	1L
11. Training	Incomplete training, Misinformation	2M	[REDACTED]	1L
12. Monitoring	Monitoring equipment failure, Unaddressed risks	2M	[REDACTED]	1L

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			[REDACTED]	
13. Communication	Miscommunication of hazards, Delayed information sharing	2M	[REDACTED]	1L
14. Review and Audit	Lapses in process, Undetected issues	2M	[REDACTED]	1L
15. Personal Protective Equipment (PPE)	Incorrect PPE usage, PPE degradation	3H	[REDACTED]	2M

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			[REDACTED]	
16. Documentation	Poor record keeping, Incomplete logs	2M	[REDACTED]	1L
17. Maintenance	Equipment malfunction, Lack of upkeep	3H	[REDACTED]	2M
18. Health Monitoring	Exposure monitoring lag, Education gaps	3H	[REDACTED]	1L

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			[REDACTED]	
19. Security	Unauthorised access, Theft of hazardous materials	3H	[REDACTED]	2M
20. Innovation and Technology	Technology failure, Misapplication	3H	[REDACTED]	1L

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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 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 2017
 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>

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) Regulations 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-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.

