

**Carpet Shampooing Risk Assessment**

Business Name:	ABN:
Business Address:	
Contact Person:	Phone: Email:

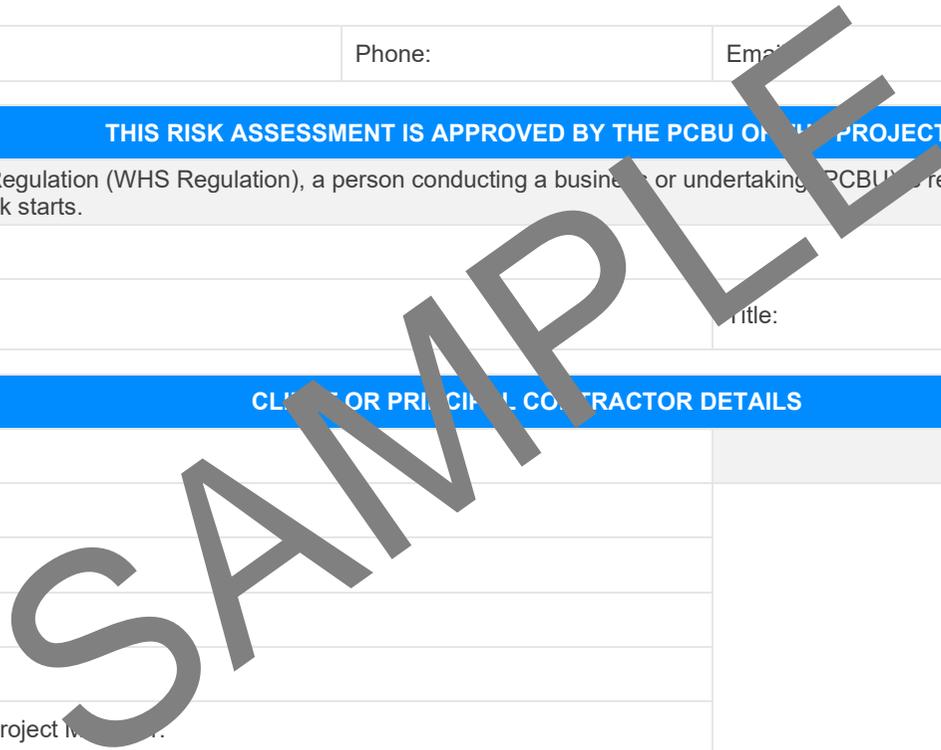
**THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT**

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:	



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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> 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:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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	Slips, Trips, Falls	3H	<ul style="list-style-type: none"> <li>- Wear slip-resistant footwear.</li> <li>- Keep the work area tidy and free from obstacles.</li> <li>- Ensure proper lighting in the workspace.</li> <li>- Conduct a pre-shift briefing on the work environment.</li> <li>- Mark any uneven surfaces with hazard signs.</li> <li>- Use appropriate floor signage to warn others of the floor.</li> <li>- Ensure all equipment is in proper working order before use.</li> <li>- Conduct pre-operation checks of machinery.</li> <li>- Organize equipment placement to minimize movement needs.</li> <li>- Store solvents and cleaning agents safely away from the work area.</li> </ul>	2M
2. Equipment Setup	Electrical shock, Equipment malfunction	4H	<ul style="list-style-type: none"> <li>- Inspect equipment for visible damage before use.</li> <li>- Confirm all electrical cords are in good condition.</li> <li>- Use Residual Current Devices (RCD) for electrical safety.</li> <li>- Follow manufacturer instructions for equipment setup.</li> <li>- Assign only trained personnel to operate equipment.</li> <li>- Keep the equipment away from water sources.</li> <li>- Ensure all safety guards are in place before operation.</li> <li>- Check calibration and functionality of equipment before starting.</li> <li>- Use grounded plugs and sockets for conductivity safety.</li> <li>- Secure cords to avoid tripping hazards.</li> </ul>	3H
3. Mixing Chemicals	Chemical burns, Inhalation of fumes	4A	<ul style="list-style-type: none"> <li>- Use Personal Protective Equipment (PPE), such as gloves and goggles.</li> <li>- Mix chemicals in well-ventilated areas.</li> <li>- Follow the Safety Data Sheets (SDS) for proper handling of chemicals.</li> <li>- Store chemicals in their original containers with labels intact.</li> <li>- Ensure spill response kits are readily available.</li> <li>- Train workers on emergency procedures in case of exposure.</li> <li>- Use proper measuring tools to avoid over-mixing or spillage.</li> <li>- Maintain an inventory of all chemicals on-site.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Keep unnecessary personnel away during the chemical mixing process.</li> <li>- Avoid skin contact and ingestion by prohibiting eating and drinking in the area.</li> <li>- Implement a buddy system during chemical handling.</li> </ul>	
4. Pre-Test Carpet	Chemical sensitivity, Colour bleaching	3H	<p>[REDACTED]</p>	1L
5. Area Preparation	Obstruction, Furniture Damage	3H	<p>[REDACTED]</p>	2M
6. Carpet Shampooing	Skin irritation, Slip hazard	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

SAMPLE

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			[REDACTED]	
7. Rinsing	Water overflow, Electrical hazards	3H	[REDACTED]	1L
8. Drying	Mould growth, Allergic reactions	4A	[REDACTED]	2M
9. Post-Shampoo Inspection	Residual chemical presence, Equipment damage	3H	[REDACTED]	2M

SAMPLE

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			[REDACTED]	
10. Clean-Up	Waste contamination, Slip hazard	3H	[REDACTED]	1L
11. Equipment Maintenance	Machine breakdown, Fuel leakage	3H	[REDACTED]	1L
12. Client Feedback	Miscommunication, Service dissatisfaction	2M	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
13. Project Reporting	Data misentry, Security breach	3H	[REDACTED]	2M
14. Follow-Up Servicing	Re-soiling, Service voids	2M	[REDACTED]	1L

SAMPLE

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			[REDACTED]	
15. Safety Review	Procedure non-compliance, Risk recurrence	3H	[REDACTED]	1L
16. Material Storage	Fire hazard, Chemical spills	4A	[REDACTED]	2M

SAMPLE

**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/work-places-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/work-places/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.

