

## Clean Up Spillages At Accident Sites Risk Assessment

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

### THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.    |  |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.  |  |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | Isolation<br>Isolate People from the hazard |  |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard    |  |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records.         | <b>Administrative</b><br>Change             |  |
|                |               |               |               |            |              |                |                                   | <b>PPE</b>                                  |  |

### 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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 knowledge of site layout,<br>Absence of necessary cleaning materials | 3H           | <ul style="list-style-type: none"> <li>- Conduct a site layout briefing session with the cleanup team.</li> <li>- Ensure availability of a site map.</li> <li>- Compile a list of necessary cleaning materials and ensure all are available before moving to site.</li> <li>- Ensure all team members understand the layout and potential hazards.</li> <li>- Provide a phone or radio for emergency contact.</li> <li>- Review any specific site safety requirements.</li> <li>- Conduct a tool box talk before site entry.</li> <li>- Secure additional supplies for any unexpected requirements.</li> <li>- Train team in emergency procedures at the site.</li> <li>- Ensure that a first aid kit is available and easily accessible.</li> </ul> | 2M            |
| 2. Arrival at Site        | Traffic movement at site, Unfamiliar environment                                | 4H           | <ul style="list-style-type: none"> <li>- Use high visibility vests and equipment.</li> <li>- Establish a safe parking zone for vehicles.</li> <li>- Implement traffic control measures if needed.</li> <li>- Identify and document all entry and exit points for safety.</li> <li>- Instruct the team on site-specific hazards.</li> <li>- Establish communication protocols with other teams on-site.</li> <li>- Set up warning signs to alert others to crew presence.</li> <li>- Remove all distractions such as unnecessary phones and radios.</li> <li>- Ensure parking brake is applied and vehicles are locked.</li> <li>- Appoint a team member to oversee the safety at the arrival phase.</li> </ul>                                       | 3H            |
| 3. Assessment of Spillage | Contact with hazardous substances,<br>Chemical inhalation                       | 4A           | <ul style="list-style-type: none"> <li>- Use appropriate personal protective equipment (PPE) such as gloves and masks.</li> <li>- Develop a site-specific assessment form to evaluate the spillage.</li> <li>- Identify the substance using appropriate means such as signage.</li> <li>- Implement immediate barriers to prevent further contamination.</li> <li>- Remove any causal source of the spill if safe to do.</li> <li>- Conduct air quality testing for volatile spills.</li> <li>- Identify drain locations and block where necessary to prevent contamination.</li> <li>- Retrieve and review Material Safety Data Sheets for the substance.</li> </ul>  | 3H            |

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|                       |  |              | <ul style="list-style-type: none"> <li>- Consult with hazardous material experts if necessary.</li> <li>- Document initial observations for future actions.</li> </ul>                                |               |
| 4. Containment        | Spill spread, Slips and falls                                    | 4A           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 3H            |
| 5. Cleaning the Spill | Exposure to cleaning chemical<br>Physical strain from heavy work | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 2M            |
| 6. Disposal of Waste  | Incorrect disposal methods, Health hazards from waste materials  | 3H           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>   | 1L            |

| 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 |
|                     |   |              |  |               |
| 7. Decontamination  | Cross-contamination, Failure of decontamination equipment | 3H           |  | 2M            |
| 8. Site Inspection  | Unnoticed residual spillage, Undocumented safety hazards  | 3H           |  | 2M            |
| 9. Reporting        | Data misreporting, Failing to document discrepancies      | 2M           |  | 1L            |

| JOB STEP                                 | POTENTIAL HAZARDS                               | IR           | CONTROL MEASURES   | RR            |
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|  |   |              |  |               |
| 10. Site Clearance                       | Obstacle collision, Errors in equipment removal | 3H           |  | 2M            |
| 11. Final Review and Feedback            | Unaddressed feedback, Inadequate review process | 2M           |  | 1L            |
| 12. Restocking and Equipment Maintenance | Equipment failure, Mismanagement of inventory   | 2M           |  | 1L            |

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|                              |  |              |  |               |
| 13. Post-Incident Monitoring | Delayed detection of overlooked spill, Negligence in ongoing risk assessment | 3H           |  | 2M            |
| 14. Emergency Drill          | Lack of emergency preparedness, Training fatigue                             | 3H           |  | 1L            |
| 15. Continuous Improvement   | Stagnation in safety practices, Negligence in adopting new solutions         | 2M           |  | 1L            |

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|                     |                        |              |   |               |

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 IF 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>

### 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-codes-of-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/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/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>

### 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.

### 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>

### 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>

### 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>

### 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