

## Cleaning Chemicals 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.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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.						Remember to apply controls in the preferred order shown by the coloured pyramid:	
3H		Review and approve additional controls before task starts. Senior supervisor sign-off needed.						1. <b>Eliminate</b>	
2M		Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.						2. Substitute	
1L		Proceed, following standard operating procedures. Monitor and keep records.						3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> a lower-order control is accepted if elimination or substitution is not reasonably practicable.	
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				
								<i>aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.</i>	

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	Chemical exposure, Spillage	3H	<ul style="list-style-type: none"> <li>- Use of personal protective equipment (PPE) such as gloves and goggles</li> <li>- Training for workers on handling chemicals</li> <li>- Secure storage of chemicals in designated areas</li> <li>- Inspection of equipment and cleaning tools before use</li> <li>- Ensure ventilation is adequate in preparation area</li> <li>- Implement safety signs indicating chemical use area</li> <li>- Emergency procedures in place for chemical exposure</li> <li>- Keep first aid kit accessible</li> <li>- Material Safety Data Sheets (MSDS) available and reviewed</li> <li>- Maintain clean and organised preparation area</li> </ul>	2M
2. Mixing Chemicals	Fume inhalation, Chemical burns	4H	<ul style="list-style-type: none"> <li>- Mixing performed in a well-ventilated area</li> <li>- Use of appropriate PPE including respirators</li> <li>- Follow manufacturer's instructions for mixing ratios</li> <li>- Ensure chemical containers are properly labelled</li> <li>- Training on hazard communication and proper mixing techniques</li> <li>- Use of automated mixing devices where possible</li> <li>- Supervision of mixing process by a qualified supervisor</li> <li>- Spill containment equipment readily available</li> <li>- Perform mixing on stable and spill-proof surfaces</li> <li>- Avoid talking or distractions during mixing process</li> </ul>	2M
3. Transporting Chemicals	Spillage, Accidental exposure	3H	<ul style="list-style-type: none"> <li>- Use of secure, sealed containers for chemical transport</li> <li>- Transport chemicals in designated trolleys or carts</li> <li>- Training on safe transport procedures specific to chemicals</li> <li>- Ensure path is free from obstacles and tripping hazards</li> <li>- Employ buddy system for handling large volumes</li> <li>- Regular maintenance checks on transport equipment</li> <li>- Label transport containers with hazard signs</li> <li>- Restrict access to transport paths when in use</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Ensure proper lighting along transport routes</li> <li>- Clearly communicate transport operation to team members</li> </ul>	
4. Application of Chemicals	Skin contact, Fume inhalation	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>	2M
5. Cleaning Equipment	Residual chemical burns, Water contamination	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>	1L
6. Storage of Chemicals	Leakage, Improper disposal	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>	1L

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7. Waste Disposal	Environmental harm, Improper handling	4A		2M
8. Emergency Response Preparation	Inadequate response during crisis	4A		2M
9. Monitoring and Review	Lack of compliance, Outdated procedures	3H		1L

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			<div>1. Use proper PPE</div> <div>2. Follow safe work practices</div> <div>3. Use proper lifting techniques</div> <div>4. Keep work area clean and organized</div> <div>5. Use proper storage techniques</div>	
10. End of Day Procedures	Forgotten equipment, Chemical residue	3H	<div>1. Check for forgotten equipment</div> <div>2. Clean up chemical residue</div> <div>3. Store equipment properly</div> <div>4. Dispose of chemical residue properly</div> <div>5. Lock out equipment</div> <div>6. Turn off equipment</div> <div>7. Check for leaks</div> <div>8. Report any issues</div> <div>9. Complete end of day checklist</div> <div>10. Sign out of facility</div>	1L
11. Communication of Hazards	Failure to communicate, Miscommunication	3H	<div>1. Use clear and concise language</div> <div>2. Repeat information as needed</div> <div>3. Confirm understanding</div> <div>4. Use visual aids</div> <div>5. Document communication</div> <div>6. Report any issues</div> <div>7. Follow up on communication</div> <div>8. Use proper communication channels</div> <div>9. Avoid distractions</div> <div>10. Stay calm and composed</div>	1L
12. Maintenance of PPE	Defective equipment, Unsanitary PPE	3H	<div>1. Inspect PPE for damage</div> <div>2. Clean PPE properly</div> <div>3. Replace damaged PPE</div> <div>4. Use proper storage techniques</div> <div>5. Follow manufacturer's instructions</div>	1L

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13. Training and Induction	Lack of understanding, Non-compliance	4A		2M
14. Incident Reporting	Missed reporting, Delayed response	3H		2M
15. Use of Cleaning Machines	Electrical hazards, Mechanical failure	4A		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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>

### 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-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/workplace-safety-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>

### 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

### 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.