

Cleaning Industrial Equipment 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 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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								Always document why 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	slippery floors, chemical exposure	3H	<ul style="list-style-type: none"> - Use non-slip mats. - Wear appropriate PPE including gloves and boots. - Ensure proper ventilation. - Review the SDS for all chemicals used. - Train workers on chemical safety. - Implement a chemical spill procedure. - Ensure all equipment is in good working order. - Remove unnecessary items from work area. - Display safety signage prominently. - Conduct a site inspection before starting. 	2M
2. Equipment shutdown	electrical shock, unexpected startup	3H	<ul style="list-style-type: none"> - Follow lockout/tagout procedures. - Verify equipment is fully de-energised. - Use insulated tools when necessary. - Display warning signs to prevent accidental start-up. - Train all staff on isolation procedures. - Ensure clear communication between team members. - Use a tick-off checklist to confirm shutdown steps. - Double-check isolation before commencing maintenance. - Ensure only authorised personnel handle equipment shutdown. - Keep work area organised and free from distractions. 	1L
3. Disassembly of equipment	cuts from sharp edges, pinch points	3H	<ul style="list-style-type: none"> - Wear cut-resistant gloves and protective equipment. - Identify and highlight pinch points. - Use proper hand tools with guards. - Keep body parts clear of moving components. - Use tools designed for disassembly tasks. - Take regular breaks to prevent fatigue. - Use mechanical lifting aids for heavy components. - Follow manufacturer disassembly instructions. 	2M

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			<ul style="list-style-type: none"> - Keep work area well-lit for visibility. - Assign tasks based on individual capability and experience. 	
4. Removal of debris	back strain from lifting, inhalation of dust	3H	<ul style="list-style-type: none"> - Use proper lifting techniques (bend knees, lift with back straight). - Wear a dust mask or respirator. - Use a vacuum or HEPA filter to capture dust. - Limit time spent lifting heavy debris. - Take regular breaks to rest back muscles. - Use mechanical aids (dollies, lifts) to reduce manual lifting. - Ensure work area is clear of tripping hazards. - Communicate with team members when lifting. - Use proper posture when standing for long periods. - Stretch back and leg muscles before and after work. - Rotate tasks to avoid repetitive strain. - Use ergonomic tools where possible. - Maintain a clean and organized work area. - Provide training on safe lifting practices. - Use appropriate PPE (gloves, safety glasses). - Monitor for signs of fatigue or discomfort. - Adjust work pace to avoid overexertion. - Use team lifting techniques for heavy loads. - Keep feet flat on the floor at all times. - Avoid twisting the torso while lifting. - Use a spotter when using lifts or equipment. - Report any injuries or concerns immediately. - Stay hydrated throughout the day. - Use proper foot wear (steel toe shoes). - Keep aisles clear of debris. - Use caution when working near equipment. - Follow all safety protocols and procedures. - Take responsibility for your own safety and the safety of others. - Stay focused on the task at hand. - Use common sense and good judgment. - Stay alert and aware of your surroundings. - Do not drink or use alcohol while working. - Get adequate rest and sleep. - Eat a healthy diet to maintain energy. - Stay motivated and positive. - Communicate effectively with your team. - Follow the lead of your supervisor. - Stay organized and on schedule. - Keep your work area clean and free of clutter. - Use proper storage techniques for materials. - Label all equipment and materials. - Keep a clear path to exits. - Know the location of fire extinguishers and first aid kits. - Participate in safety training and drills. - Stay up to date on safety regulations. - Use a risk assessment to identify potential hazards. - Implement control measures to reduce risk. - Monitor and review the effectiveness of control measures. - Update the risk assessment as needed. - Communicate the results of the risk assessment to the team. - Stay informed about new safety technologies and equipment. - Encourage a safety culture where everyone is responsible for safety. - Celebrate safety successes and milestones. - Stay committed to continuous improvement. - Stay motivated and focused on the goal of zero incidents. 	2M
5. Cleaning with chemicals	chemical burns, fume inhalation	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (gloves, goggles, respirator). - Use chemical spill kits to contain and clean up spills. - Avoid mixing chemicals, as this can create hazardous reactions. - Use fans or ventilation to disperse fumes. - Limit time spent in the cleaning area. - Take breaks in a well-ventilated area. - Store chemicals properly in labeled containers. - Follow manufacturer instructions for chemical use. - Use dilution ratios as specified. - Avoid contact with skin and eyes. - Rinse thoroughly with water if contact occurs. - Dispose of chemical waste properly. - Keep a log of chemical usage. - Train staff on proper chemical handling. - Post warning signs in the cleaning area. - Restrict access to the cleaning area during work. - Use caution when working near electrical equipment. - Do not use chemicals on sensitive surfaces. - Test a small area first. - Use soft cloths or sponges for cleaning. - Avoid abrasive cleaning methods. - Keep a clean and organized cleaning area. - Use proper storage for cleaning supplies. - Label all cleaning equipment. - Keep a clear path to exits. - Know the location of fire extinguishers and first aid kits. - Participate in safety training and drills. - Stay up to date on safety regulations. - Use a risk assessment to identify potential hazards. - Implement control measures to reduce risk. - Monitor and review the effectiveness of control measures. - Update the risk assessment as needed. - Communicate the results of the risk assessment to the team. - Stay informed about new safety technologies and equipment. - Encourage a safety culture where everyone is responsible for safety. - Celebrate safety successes and milestones. - Stay committed to continuous improvement. - Stay motivated and focused on the goal of zero incidents. 	2M
6. Inspection and testing	equipment malfunction, incorrect assembly	3H	<ul style="list-style-type: none"> - Follow manufacturer instructions for inspection and testing. - Use calibrated testing equipment. - Perform visual inspections for damage or wear. - Check all connections and components. - Test equipment under load conditions. - Document inspection and testing results. - Report any issues or malfunctions immediately. - Do not use equipment if a malfunction is identified. - Repair or replace faulty components. - Perform preventive maintenance on equipment. - Keep a log of equipment maintenance. - Train staff on proper inspection and testing procedures. - Post warning signs for equipment under inspection. - Restrict access to the inspection area. - Use caution when working with electrical equipment. - Do not touch moving parts. - Use proper lockout/tagout procedures. - Keep a clean and organized inspection area. - Use proper storage for inspection equipment. - Label all inspection equipment. - Keep a clear path to exits. - Know the location of fire extinguishers and first aid kits. - Participate in safety training and drills. - Stay up to date on safety regulations. - Use a risk assessment to identify potential hazards. - Implement control measures to reduce risk. - Monitor and review the effectiveness of control measures. - Update the risk assessment as needed. - Communicate the results of the risk assessment to the team. - Stay informed about new safety technologies and equipment. - Encourage a safety culture where everyone is responsible for safety. - Celebrate safety successes and milestones. - Stay committed to continuous improvement. - Stay motivated and focused on the goal of zero incidents. 	1L

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7. Reassembly of equipment	missing components, incorrectly installed parts	3H		2M
8. Equipment restart	unexpected equipment operation, residual energy release	4A		2M
9. Work area clean-up	slips from cleaning residue, trip hazards	2M		1L

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10. Documentation and reporting	incomplete records, miscommunication	2M		1L
11. Review and feedback	biased assessments, overlooking hazards	2M		1L
12. Training and awareness	knowledge gaps, skill deficiencies	3H		1L

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13. Emergency readiness	ineffective response, unaware of procedures	3H		1L
14. Reporting and investigation of incidents	underreporting, incomplete investigations	3H		1L
15. Maintenance and repairs	faulty equipment, improper repair techniques	4A		2M

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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>

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) Regulation 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.