

## Cleaning Overhead Fans 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>	
<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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
<b>3H</b> Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
<b>2M</b> Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
<b>1L</b> 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	Falling objects, Slippery floors	3H	<ul style="list-style-type: none"> <li>- Ensure all equipment is in good working order before use.</li> <li>- Use appropriate signage to indicate wet floors.</li> <li>- Remove loose items from the work area.</li> <li>- Ensure adequate lighting is provided.</li> <li>- Review the safety data sheets (SDS) for any cleaning products used.</li> <li>- Designate a spotter to watch for dangers and communicate with the cleaner.</li> <li>- Conduct a toolbox talk to remind workers of hazards.</li> <li>- Use a safety checklist to ensure all preparation steps are completed.</li> <li>- Wear non-slip shoes.</li> <li>- Ensure all personal protective equipment (PPE) is suitable and fits correctly.</li> </ul>	2M
2. Setting up Equipment	Electrical hazards, Unsafe setup	4H	<ul style="list-style-type: none"> <li>- Perform a visual check of electrical cords and plugs for damage.</li> <li>- Ensure all equipment is grounded and plugged into a circuit with a residual current device (RCD).</li> <li>- Position and secure ladders on a stable surface.</li> <li>- Use only approved equipment designed for ceiling work.</li> <li>- Ensure all equipment is within its service date and has been inspected.</li> <li>- Restrict unauthorised personnel access to the area.</li> <li>- Conduct regular assessments to confirm setup integrity.</li> <li>- Use wheel chocks if ladders or access platforms are on wheels.</li> <li>- Ensure all workers have completed relevant training.</li> <li>- Use insulated tools if necessary.</li> </ul>	2M
3. Ladder Safety	Falls, Ladder collapse	3H	<ul style="list-style-type: none"> <li>- Inspect all ladders for any signs of damage before use.</li> <li>- Ensure that ladders are placed on a flat, stable surface.</li> <li>- Do not exceed the rated capacity of the ladder.</li> <li>- Maintain three points of contact when climbing.</li> <li>- Do not lean out from the ladder beyond a safe angle.</li> <li>- Use a harness and tie-off if working at height above 2m.</li> <li>- Ensure the ladder is of appropriate length to avoid stability issues.</li> <li>- Lock ladders into position before use.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Educate workers on safe ladder practices.</li> <li>- Have a second person hold the ladder steady.</li> </ul>	
4. Cleaning Solution Preparation	Chemical exposure, Spills	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (gloves, goggles, apron).</li> <li>- Read and understand the SDS for the cleaning solution.</li> <li>- Use the cleaning solution in a well-ventilated area.</li> <li>- Avoid contact with skin, eyes, or clothing.</li> <li>- If a spill occurs, clean it up immediately using appropriate spill cleanup procedures.</li> <li>- Store the cleaning solution in a secure, labeled container.</li> <li>- Dispose of any waste according to local regulations.</li> <li>- Keep the work area clean and free of clutter.</li> <li>- Use proper lifting techniques when handling heavy containers.</li> <li>- Avoid mixing different cleaning solutions unless instructed to do so.</li> <li>- Wash hands thoroughly after handling the cleaning solution.</li> <li>- Report any incidents or injuries immediately.</li> </ul>	1L
5. Ascent to Work Area	Unstable ascent, overexertion	2M	<ul style="list-style-type: none"> <li>- Use a secure and stable ladder.</li> <li>- Maintain three points of contact at all times.</li> <li>- Avoid overreaching or carrying heavy loads while ascending.</li> <li>- Take breaks if feeling fatigued or out of breath.</li> <li>- Use proper body mechanics when climbing.</li> <li>- Ensure the ladder is fully extended and locked.</li> <li>- Avoid using the ladder as a scaffold or extension.</li> <li>- Keep the work area clear of obstacles.</li> <li>- Use handrails if available.</li> <li>- Communicate with the spotter if one is present.</li> <li>- Do not drink or eat while working on the ladder.</li> <li>- Stop work if you feel dizzy or lightheaded.</li> </ul>	1L
6. Dust and Debris Removal	Inhalation of dust, Debris falling	4A	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (respirator, goggles, gloves).</li> <li>- Use a vacuum or HEPA filter to capture dust and debris.</li> <li>- Avoid dry sweeping or blowing dust.</li> <li>- Wet methods may be used for dust control.</li> <li>- Keep the work area well-ventilated.</li> <li>- Avoid creating dust clouds.</li> <li>- Use caution when handling debris.</li> <li>- Dispose of debris properly.</li> <li>- Clean up the work area thoroughly.</li> <li>- Avoid contact with eyes or skin.</li> <li>- Wash face and hair after exposure.</li> </ul>	2M

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7. Cleaning the Fan	Electrical shock, Mechanical injury	3H		1L
8. Final Inspection and Power On	Missed issues, Electric shock	2M		1L
9. Packing Up Equipment	Injury from improper handling, Slips from leftover spills	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
10. Post-Cleaning Review	Inadequate review, Lack of documentation	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Rescheduling	Miscommunication, Omitted tasks	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. External Communication	Miscommunication, Data loss	3H	<div></div> <div></div>	1L

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13. Update Documentation	Data inaccuracies, Missed updates	2M		1L
14. Training and Skill Development	Inadequate training, Skill gaps	3H		2M

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15. Continuous Improvement	Stagnation in improvement, Failure to adopt best practices	2M	<div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> </div>	1L

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.