

Cleaning Vehicle Exteriors At Height 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			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:

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:

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	Slippery surface, Unsecured tools	3H	<ul style="list-style-type: none"> - Ensure all tools are accounted for and secured - Place anti-slip mats on work surfaces - Conduct a safety briefing with all workers - Confirm all workers are wearing appropriate PPE - Check weather conditions for suitability - Use tool lanyards where applicable - Set up warning signage around the work area - Ensure proper lighting conditions are maintained - Verify communication devices are operational - Confirm first aid kit availability 	2M
2. Positioning the vehicle	Vehicle rolling, Obstructed path	3H	<ul style="list-style-type: none"> - Use wheel chocks to prevent vehicle rolling - Ensure the parking brake is engaged - Clear area of any obstructions - Use a spotter to guide vehicle into position - Define a clear path for vehicle movement - Use ground markers to indicate stopping points - Communicate using hand signals or radio - Slow vehicle speed to walking pace - Double check position before moving to next step - Verify area is well lit 	1L
3. Assembling scaffolding	Collapse of scaffolding, Incorrect assembly	4A	<ul style="list-style-type: none"> - Follow manufacturer instructions for assembly - Use only trained personnel for scaffolding assembly - Inspect all components for damage - Ensure scaffolding is level and stable - Use appropriate locking mechanisms - Limit number of personnel on scaffolding - Regularly review and update training protocols - Perform a final check by a competent person 	2M

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			<ul style="list-style-type: none"> - Employ scaffolding with guardrails - Have emergency exit points marked and clear 	
4. Securing work area	Unauthorized access, Falling objects	3H	<ul style="list-style-type: none"> - Establish and maintain a secure work area with barriers and signage - Use fall protection for all workers at height - Ensure all tools and materials are properly secured and stored - Implement a strict permit-to-work system - Conduct regular safety briefings and toolbox talks - Use safety harness and lanyards when working at height - Maintain clear escape routes at all times - Assign a dedicated safety watchperson - Use safety nets or catchment systems where appropriate - Ensure all workers are trained in fall protection procedures 	1L
5. Verifying PPE	Inadequate protection, Improper use	3H	<ul style="list-style-type: none"> - Conduct thorough PPE inspection before use - Ensure all workers wear appropriate PPE for the task - Provide training on correct PPE usage and maintenance - Enforce strict PPE compliance rules - Use PPE checklists to verify compliance - Replace damaged or worn PPE immediately - Conduct random PPE checks throughout the day - Ensure PPE is stored and maintained properly - Use PPE as a last line of defense, not a substitute for other controls - Report any PPE issues or violations immediately 	1L
6. Handling cleaning equipment	Electrocution, Chemical exposure	3H	<ul style="list-style-type: none"> - Use insulated tools and equipment - Wear appropriate PPE (gloves, goggles, etc.) - Follow safe handling procedures for chemicals - Avoid contact with live electrical components - Use proper ventilation when using cleaning agents - Label all chemical containers clearly - Keep cleaning equipment away from electrical sources - Train workers on chemical safety and handling - Use spill kits and emergency procedures - Dispose of cleaning waste properly 	2M

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7. Cleaning vehicle roof	Falls from height, Wet surfaces	4A		2M
8. Cleaning vehicle sides	Collision with moving parts, Slip with cleaning sprays	3H		1L
9. Cleaning vehicle undercarriage	Sharp objects, Chemical exposure	3H		2M

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10. Equipment cleaning and maintenance	Injury from sharp edges, Slip hazards	2M		1L
11. Dismantling scaffolding	Scaffolding collapse, Dropped components	4A		2M
12. Site cleanup	Leftover chemical residues, Debris hazards	3H		1L

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13. Equipment storage	Tripping over cables, Insecure storage	2M		1L
14. Reviewing work	Unreported incidents, Misheard words	2M		1L
15. Worker debriefing	Fatigue, Miscommunication	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>

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.