

Commercial Cleaning Work In Kitchens 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: | | | | | | | | 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"> - Conduct a site inspection to identify potential hazards - Ensure all cleaning staff are wearing appropriate PPE including gloves and non-slip shoes - Review Safety Data Sheets (SDS) for cleaning chemicals - Ensure all cleaning materials are clearly labeled - Implement a communication plan for emergency situations - Properly maintain and store cleaning equipment - Train staff on safe work practices - Display warning signs and barriers around work areas - Develop emergency procedures for chemical spills - Limit access to areas being cleaned | 2M |
| 2. Arrange Equipment | manual handling injuries, clutter hazards | 3H | <ul style="list-style-type: none"> - Use trolleys to move heavy equipment - Organise storage areas to reduce clutter - Clean floor and store equipment safely to avoid tripping - Train staff in proper lifting techniques - Provide mechanical aids for transporting equipment - Ensure good housekeeping practices to maintain tidy work areas - Perform regular inspection and maintenance of trolleys - Ensure sufficient lighting in storage areas - Implement manual handling training - Use two-person lifts for heavy items | 1L |
| 3. Set Up Signage | slips, unattended spills | 2M | <ul style="list-style-type: none"> - Place highly visible wet floor signs before commencing cleaning - Use barriers to section off areas being cleaned - Train staff on hazard communication procedures - Ensure signs are stable and not a trip hazard - Remove signage promptly when floors are dry - Conduct regular audits of signage effectiveness - Use signs in multiple languages or symbols - Implement dynamic risk assessments | 1L |

| Incident | | Frequency | Severity | Control Measures |
|--------------------------|----------------------------|-----------|----------|---|
| Slips, trips and falls | Slips on liquid spills | 2M | Low | <ul style="list-style-type: none"> Ensure ongoing availability of safety signage Regular cleaning of spillages Use of non-slip footwear Clear walkways of clutter |
| | Slips on dry floors | 1M | Low | <ul style="list-style-type: none"> Regular cleaning of floors Use of non-slip footwear Clear walkways of clutter |
| Musculoskeletal injuries | Lifting heavy boxes | 3H | High | <ul style="list-style-type: none"> Use of mechanical lifting equipment Proper lifting techniques training Job rotation to avoid repetitive tasks Ergonomic assessment of workstations |
| | Repetitive strain injuries | 2M | Medium | <ul style="list-style-type: none"> Ergonomic assessment of workstations Job rotation to avoid repetitive tasks Regular breaks and stretching exercises |

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| | | | | |
| 7. Chemical Handling | chemical burns, respiratory issues | 4A | | 2M |
| 8. Appliance Cleaning | electrical hazards, | 4A | | 2M |
| 9. Cleaning Ventilation Systems | asbestos exposure, fall from heights | 4A | | 2M |

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| | | | | |
| 10. Sanitising High-Touch Areas | cross-contamination, skin irritations | 3H | | 1L |
| 11. Restocking Cleaning Supplies | trip hazards, chemical spills | 2M | | 1L |
| 12. Record Keeping | manual errors, data confidentiality breaches | 2M | | 1L |

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| | | | | |
| 13. Inspection and Review | overlooking hazards, compliance issues | 2M | | 1L |
| 14. Equipment Maintenance | equipment failure, electrical hazards | 4A | | 2M |
| 15. Staff Training and Induction | lack of knowledge, compliance breaches | 3H | | 1L |

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| | | | | |
| 16. Emergency Response Planning | delayed response times, inadequate safety equipment | 4A | | 2M |
| 17. Communication and Reporting | communication breakdown, non-compliance | 2M | | 1L |
| 18. Closing Procedures | unsecured premises, left on equipment leads to fire risk | 3H | | 1L |

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| | | | | |
| 19. Monthly Reviews | missed updates, inaccurate risk assessments | 2M | | 1L |
| 20. Annual Safety Audits | regulatory non-compliance, ineffective safety measures | 4A | | 2M |
| | | | | |
| | | | | |

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.