

Dealing With Spills Immediately 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 surfaces, chemical exposure	3H	<ul style="list-style-type: none"> - Conduct a pre-spill briefing - Ensure all staff wear appropriate Personal Protective Equipment (PPE) - Have spill kits ready and accessible - Display clear signage in areas prone to spills - Ensure adequate training on spill response procedures - Check emergency exits are unobstructed - Inspect the area for any loose items that may cause trips - Confirm communication devices are operational - Review Material Safety Data Sheets (MSDS) for chemicals involved - Test ventilation systems to ensure proper airflow 	2M
2. Spill Detection	inhalation of fumes, misidentification of spill type	4H	<ul style="list-style-type: none"> - Install detection sensors for spills - Train staff on recognising different types of spills - Implement double-check procedures for spill type verification - Keep communication channels open for immediate reporting - Regularly calibrate detection equipment - Develop clear identification protocols - Use colour-coded labels for chemical identification - Ensure adequate lighting in all work areas - Have a quick response team ready - Review detection mechanisms quarterly 	2M
3. Initial Containment	skin contact, spread of spill	4A	<ul style="list-style-type: none"> - Use absorbent barriers to contain spill - Allocate specific staff roles for spill control - Confirm PPE is worn correctly before containment - Apply neutralising agents specific to substance type - Evacuate non-essential personnel from area - Mark the area with warning tape - Control access to affected area - Use tools and equipment designed for spill containment 	2M

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			<ul style="list-style-type: none"> - Maintain a centralised spill control registry - Conduct refresher training on containment methods 	
4. Notify Appropriate Personnel	delayed response, miscommunication	3H	<ul style="list-style-type: none"> - Establish a clear communication protocol for spill response - Ensure all personnel are trained in spill response procedures - Designate specific personnel for spill response coordination - Conduct regular drills to test communication and response times - Maintain a list of emergency contacts and service providers - Ensure spill response equipment is readily accessible - Establish a clear chain of command for spill response - Provide spill response training to all personnel - Conduct regular audits of spill response procedures - Establish a system for reporting and investigating spills - Ensure spill response equipment is maintained and calibrated - Establish a clear communication protocol for spill response - Ensure all personnel are trained in spill response procedures - Designate specific personnel for spill response coordination - Conduct regular drills to test communication and response times - Maintain a list of emergency contacts and service providers - Ensure spill response equipment is readily accessible - Establish a clear chain of command for spill response - Provide spill response training to all personnel - Conduct regular audits of spill response procedures - Establish a system for reporting and investigating spills - Ensure spill response equipment is maintained and calibrated 	1L
5. Evacuate Area if Necessary	panic, trampling	3H	<ul style="list-style-type: none"> - Establish a clear evacuation route and assembly point - Ensure all personnel are trained in evacuation procedures - Designate specific personnel for evacuation coordination - Conduct regular drills to test evacuation procedures - Maintain a list of emergency contacts and service providers - Ensure evacuation equipment is readily accessible - Establish a clear chain of command for evacuation - Provide evacuation training to all personnel - Conduct regular audits of evacuation procedures - Establish a system for reporting and investigating evacuations - Ensure evacuation equipment is maintained and calibrated - Establish a clear communication protocol for evacuation - Ensure all personnel are trained in evacuation procedures - Designate specific personnel for evacuation coordination - Conduct regular drills to test evacuation procedures - Maintain a list of emergency contacts and service providers - Ensure evacuation equipment is readily accessible - Establish a clear chain of command for evacuation - Provide evacuation training to all personnel - Conduct regular audits of evacuation procedures - Establish a system for reporting and investigating evacuations - Ensure evacuation equipment is maintained and calibrated 	2M
6. Secure Area	unauthorised access, inadequate isolation	3H	<ul style="list-style-type: none"> - Establish a clear security protocol for spill response - Ensure all personnel are trained in security procedures - Designate specific personnel for security coordination - Conduct regular drills to test security procedures - Maintain a list of emergency contacts and service providers - Ensure security equipment is readily accessible - Establish a clear chain of command for security - Provide security training to all personnel - Conduct regular audits of security procedures - Establish a system for reporting and investigating security incidents - Ensure security equipment is maintained and calibrated - Establish a clear communication protocol for security - Ensure all personnel are trained in security procedures - Designate specific personnel for security coordination - Conduct regular drills to test security procedures - Maintain a list of emergency contacts and service providers - Ensure security equipment is readily accessible - Establish a clear chain of command for security - Provide security training to all personnel - Conduct regular audits of security procedures - Establish a system for reporting and investigating security incidents - Ensure security equipment is maintained and calibrated 	2M

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7. Assessment of Spill Extent	incomplete assessment, exposure to harmful substances	3H		2M
8. Determine Appropriate Clean-up Method	ineffective clean-up, subsequent chemical reactions	4A		2M
9. Allocate Resources	resource shortages, misallocation	3H		1L

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10. Implement Clean-up Method	reinjury to workers, prolonged exposure	4A		2M
11. Conduct Post-Clean-up Check	residual hazards, incorrect decontamination	3H		1L
12. Dispose Waste Properly	environmental contamination, manual handling injuries	3H		1L

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13. Review Incident	inadequate analysis, data loss	3H		1L
14. Report Incident	incomplete reporting, delayed submission	3H		1L
15. Conduct Follow-up Training	training fatigue, information overload	2M		1L

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16. Update Safety Procedures	outdated protocols, gap in knowledge transfer	3H		1L
17. Conduct Drills	simulation failure, staff oversight	3H		1L
18. Maintain Communication with Suppliers	supply chain breakdown, communication gaps	3H		1L

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19. Continuous Improvement Monitoring	stagnant practices, missed improvement opportunities	2M		1L
20. Management Review and Feedback	lack of commitment, managerial oversight	3H		1L

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>

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>

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>

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.

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>

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>

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