

Dishwashing Station Operations 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 slip-resistant mats - Ensure proper ventilation in the area - Train workers on proper handling of cleaning chemicals - Provide appropriate PPE such as gloves and aprons - Conduct regular maintenance checks on flooring - Display clear chemical handling instructions - Conduct safety briefings before starting - Keep floors dry - Provide Material Safety Data Sheets (MSDS) for all chemicals used - Limit access to the area to trained personnel 	2M
2. Sorting Dishes	sharp edges, awkward postures	3H	<ul style="list-style-type: none"> - Train on safe handling techniques for dishes - Use cut-resistant gloves - Ensure workstations are at ergonomic heights - Rotate tasks to prevent strain injuries - Use appropriate dish racks - Provide safety signage about sharp objects - Regular breaks to reduce fatigue - Adequate lighting to identify sharp edges - Inspect dishes for cracks or damages before sorting - Implement manual handling training 	2M
3. Pre-Rinsing Dishes	splashing water, hot surfaces	2M	<ul style="list-style-type: none"> - Use splash guards - Provide water-resistant clothing - Maintain hot water temperature at a safe level - Ensure proper training on equipment use - Keep non-essential personnel clear of area - Conduct regular checks and maintenance on hot water systems - Implement procedures for reporting and dealing with leaks - Provide face shields if necessary 	1L

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			<ul style="list-style-type: none"> - Set up drying mats or towels to absorb water - Arrange work in a way that avoids leaning over hot surfaces 	
4. Loading Dishwasher	manual handling, repetitive strain injuries	3H	<ul style="list-style-type: none"> - Use proper lifting techniques (bend knees, back straight) - Use a trolley to transport heavy items - Rotate tasks to avoid repetitive strain - Take regular breaks - Use heat-resistant gloves - Ensure adequate lighting - Keep work area clean and free of clutter - Use a step ladder for reaching high shelves - Communicate with colleagues when moving heavy items - Stretch before and after work - Report any pain or discomfort immediately 	2M
5. Adding Detergent	chemical spills, inhalation risks	3H	<ul style="list-style-type: none"> - Wear gloves and eye protection - Add detergent slowly to avoid splashing - Use a funnel to prevent spills - Keep the container sealed when not in use - Avoid breathing in fumes - Work in a well-ventilated area - Clean up any spills immediately - Store chemicals safely - Read the manufacturer's instructions - Use the correct amount of detergent - Rinse the dispenser thoroughly after use 	2M
6. Running Dishwasher	electrical faults, steam exposure	3H	<ul style="list-style-type: none"> - Ensure the dishwasher is properly grounded - Check for any leaks or water damage - Avoid touching the interior when the door is open - Use caution when removing hot items - Wipe up any spills immediately - Report any electrical issues to a qualified technician - Follow the manufacturer's instructions - Do not overload the dishwasher - Use the correct cycle for the load - Avoid using harsh chemicals - Keep the door closed when not in use 	1L

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7. Unloading Dishwasher	heat burns, breakages	3H		2M
8. Drying Dishes	awkward postures, wet floors	3H		1L
9. Stacking Dishes	manual handling, overloading stacks	3H		2M

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10. Cleaning Workstation	chemical exposure, slips	3H		2M
11. Storing Chemicals	chemical reactions, spills	4A		2M
12. Waste Disposal	biohazard exposure, sharp objects	3H		2M

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13. Maintenance of Equipment	electrical risks, moving parts	4A		2M
14. Managing Breakages	sharp fragments, falling parts	3H		2M
15. End of Shift Procedures	slips, fatigue	2M		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Emergency Preparedness	fire risk, chemical exposure	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
17. Monitoring and Review	compliance failure, outdated procedures	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
18. Incident Reporting	underreporting, information inaccuracy	3H	<div></div> <div></div> <div></div>	1L

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19. Training and Competency	knowledge gaps, inadequate skills	3H		2M
20. Communication and Consultation	miscommunication, lack of engagement	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