

Enclosed Kitchen Hood Cleaning 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 floors, sharp tools	3H	<ul style="list-style-type: none"> - Conduct pre-task briefing - Ensure all personnel have appropriate PPE - Check floors for any wet areas - Have a designated first aid officer onsite - Use signage to indicate wet floors - Ensure all tools are in good condition - Conduct risk assessment for area - Establish emergency procedures - Ensure clear access to exits - Remove unnecessary items from workspace 	2M
2. Disconnect Power	electrocution, circuit failure	3H	<ul style="list-style-type: none"> - Use lockout/tagout procedures - Verify absence of power using test equipment - Train personnel on electrical safety - Have licensed electrician confirm disconnection - Use non-conductive tools for verification - Conduct regular audits - Ensure all power sources are identified - Keep moisture away from all electrical parts - Provide safety awareness training - Supervise tasks involving high risk electrical work 	1L
3. Vent Hood Inspection	exposure to sharp edges, poor air quality	3H	<ul style="list-style-type: none"> - Use proper lighting - Wear cut-resistant gloves - Provide adequate ventilation - Use dust masks if necessary - Conduct regular inspection training - Have first aid kit available - Ensure good hygiene practice - Restrict access to the inspection area 	2M

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			<ul style="list-style-type: none"> - Identify and label hazards - Conduct a toolbox talk before work 	
4. Removal of Filters	manual handling injury, falling debris	3H	<ul style="list-style-type: none"> - Use proper lifting techniques - Wear safety glasses - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics 	2M
5. Soaking Filters	chemical exposure, splash injuries	3H	<ul style="list-style-type: none"> - Wear safety glasses - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques 	1L
6. Degreasing Surfaces	slips from spills, inhalation of fumes	3H	<ul style="list-style-type: none"> - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics - Use proper lifting techniques - Use proper body mechanics 	2M

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7. Scrubbing,	repetitive strain, abrasive surface contact	3H		2M
8. Rinsing Surfaces	water exposure leading to damage to electrical components	3H		1L
9. Inspecting Cleanliness	missed grease accumulation, incorrect assessment tools	2M		1L

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10. Reinstallation of Filters	incorrect installation, manual handling injury	3H		2M
11. Reconnect Power	electrocution, equipment damage	3H		1L
12. Final Inspection	missed errors, system failure	2M		1L

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13. Clean-Up	slips from cleaning residue, cross-contamination	3H		1L
14. Documentation	inaccurate records, incomplete reports	2M		1L
15. Review and Feedback	ignoring key learnings, non-actionable feedback	2M		1L

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16. Storage of Equipment	trip hazards, equipment damage	2M		1L
17. Staff Debrief	communication gaps, insufficient closure	2M		1L
18. Report Submission	delays in submission, missing details	2M		1L

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19. Continuous Improvement	stagnation in safety, complacency	2M		1L
20. Equipment Breakdown Reporting	undetected faults, failure to record	2M		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