

## General Housekeeping Tasks Upon Completion Of Work 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			<b>Elimination</b> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> 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.	<b>Engineering</b> Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	<b>Administrative</b> Change	
								<b>PPE</b>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
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. <b>Eliminate</b>	
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	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	slips, trips	3H	<ul style="list-style-type: none"> <li>- Ensure adequate lighting in the work area</li> <li>- Wear non-slip footwear</li> <li>- Keep walkways clear of obstructions</li> <li>- Use signs to indicate wet floors</li> <li>- Conduct a site walkthrough to identify hazards in advance</li> <li>- Keep cleaning supplies organised</li> <li>- Ensure access to first aid kit</li> <li>- Use portable lights if necessary</li> <li>- Provide training on hazard identification</li> <li>- Assign tasks according to skill levels</li> </ul>	2M
2. Collecting Tools and Equipment	manual handling, equipment defects	3H	<ul style="list-style-type: none"> <li>- Employ proper lifting techniques</li> <li>- Regularly inspect tools for defects</li> <li>- Use trolleys to transport heavy items</li> <li>- Tag and report defective equipment immediately</li> <li>- Store tools in their designated places</li> <li>- Provide training on equipment handling</li> <li>- Maintain an equipment register</li> <li>- Use protective gloves when handling</li> <li>- Ensure ergonomic tool design</li> <li>- Limit weight carried at any single time</li> </ul>	2M
3. Removing Waste	sharp objects, chemical exposure	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE such as gloves</li> <li>- Segregate waste correctly</li> <li>- Provide bins with lids</li> <li>- Regularly empty waste bins</li> <li>- Use proper waste disposal methods for chemicals</li> <li>- Implement spill response protocols</li> <li>- Conduct regular waste audits</li> <li>- Display chemical handling instructions</li> </ul>	1L

Exposure	Frequency	Duration	Control Measures
Slips	3H	100%	<ul style="list-style-type: none"> <li>1. Use slip-resistant footwear</li> <li>2. Keep walkways clear of clutter</li> <li>3. Report spills immediately</li> <li>4. Use proper walking technique</li> <li>5. Avoid rushing</li> <li>6. Use handrails on stairs</li> <li>7. Clean spills promptly</li> <li>8. Use caution tape on wet floors</li> <li>9. Maintain proper lighting</li> <li>10. Use mats in high-traffic areas</li> </ul>
Dust inhalation	3H	100%	<ul style="list-style-type: none"> <li>1. Use respiratory protection</li> <li>2. Wear gloves</li> <li>3. Use proper handling techniques</li> <li>4. Avoid generating dust</li> <li>5. Use wet methods for cleaning</li> <li>6. Use HEPA vacuum cleaners</li> <li>7. Seal off work areas</li> <li>8. Use air purifiers</li> <li>9. Avoid eating or drinking in work areas</li> <li>10. Wash hands after work</li> </ul>

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7. Dusting	allergic reactions, falling from height	3H		1L
8. Emptying Bins	biological hazards, falling objects	3H		2M
9. Checking Lights	electric shock, falls	3H		1L

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10. Inspecting HVAC Systems	asbestos exposure, electrical hazards	4A		2M
11. Washing Windows	falling from height, chemical exposure	4A		2M
12. Final Inspection	overlooking hazards, incomplete tasks	2M		1L

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13. Reporting Issues	failed communication, delayed responses	3H		2M
14. Storing Equipment	improper storage, restricted access	3H		1L
15. Documentation	information loss, incorrect data entry	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Review and Feedback	incomplete information, miscommunication	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	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>

### 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.