

## Handle Fuels And Chemicals 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			<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>	

### 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:

- Eliminate**
- Substitute
- Isolate
- Engineering
- Administrative
- 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	Chemical spills, Inadequate PPE	3H	<ul style="list-style-type: none"> <li>- Train staff on spill response procedures.</li> <li>- Ensure availability of spill kits.</li> <li>- Provide and enforce the use of appropriate PPE.</li> <li>- Inspect PPE for defects before use.'],{</li> </ul> <p>stepName hazardsList initialRiskLevel residualRiskLevel controlActivityDescription controlActivitiesList stepNameData stepNameKey stepNameString hazardsListData</p>	2M
2. Obtain Material Safety Data Sheets	Incorrect MSDS, Outdated information	3H	<ul style="list-style-type: none"> <li>- Ensure MSDS is available for each chemical.</li> <li>- Verify the currency of the information on MSDS.</li> <li>- Store MSDS in an accessible location.</li> <li>- Train staff on how to read and interpret MSDS.'],{</li> </ul> <p>stepName hazardsList initialRiskLevel residualRiskLevel controlActivityDescriptions controlActivitiesList stepNameData stepNameKey stepNameString hazardsListData</p>	1L

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3. Storage	Leaking containers, Incompatible substances	4A	<ul style="list-style-type: none"> <li>- Use appropriate storage containers and equipment.</li> <li>- Regularly inspect containers for integrity.</li> <li>- Label containers correctly.</li> <li>- Store incompatible chemicals separately.</li> </ul>	2M
4. Handling Procedures	Skin contact, Inhalation of fumes	3H	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (gloves, goggles, respirator).</li> <li>- Work in a well-ventilated area.</li> <li>- Avoid direct contact with the substance.</li> <li>- Use proper handling techniques.</li> <li>- Keep containers sealed when not in use.</li> <li>- Clean up spills immediately.</li> <li>- Dispose of waste properly.</li> <li>- Wash hands thoroughly after handling.</li> <li>- Avoid eating, drinking, or smoking while handling.</li> <li>- Use designated handling areas.</li> <li>- Follow all safety instructions on the label.</li> <li>- Keep the work area clean and free of clutter.</li> <li>- Use appropriate storage for unused materials.</li> <li>- Report any incidents or spills to the supervisor.</li> <li>- Keep emergency procedures readily available.</li> <li>- Use proper lifting techniques to avoid injury.</li> <li>- Keep fire extinguishers nearby.</li> <li>- Know the location of the nearest exit.</li> <li>- Do not use compressed air on your face or clothing.</li> <li>- Avoid using open flames or heat sources near the substance.</li> <li>- Keep children and unauthorized personnel away from the work area.</li> <li>- Use proper disposal methods for hazardous materials.</li> <li>- Keep containers upright and secure.</li> <li>- Avoid shaking or stirring the substance unnecessarily.</li> <li>- Use appropriate tools for handling.</li> <li>- Keep the work area well-lit.</li> <li>- Use proper ventilation equipment.</li> <li>- Avoid using open flames or heat sources near the substance.</li> <li>- Keep children and unauthorized personnel away from the work area.</li> <li>- Use proper disposal methods for hazardous materials.</li> <li>- Keep containers upright and secure.</li> <li>- Avoid shaking or stirring the substance unnecessarily.</li> <li>- Use appropriate tools for handling.</li> <li>- Keep the work area well-lit.</li> <li>- Use proper ventilation equipment.</li> </ul>	2M
5. Personal Protective Equipment	Incorrect PPE usage, PPE failure	3H	<ul style="list-style-type: none"> <li>- Ensure PPE is worn correctly and inspected for damage.</li> </ul>	1L

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			<div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div>	
6. Transportation	Spillage during transport, Labeling errors	4A	<div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div>	2M
7. Disposal	Environmental contamination, Unauthorized disposal	4A	<div>[Redacted]</div> <div>[Redacted]</div> <div>[Redacted]</div>	2M

Sample

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
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
10. Training and Competency	Lack of knowledge, Improper training	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Signage	Lack of hazard information, Inadequate warning signs	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

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12. Monitoring and Review	Non-compliance with procedures, Unidentified hazards	3H		1L
13. Maintenance of Equipment	Equipment failure, Improper maintenance	3H		2M



response, Incomplete

2M

Response Rate	Count
0	1
1	1
2	1
3	1
4	1
5	1
6	1
7	1
8	1
9	1
10	1
11	1
12	1
13	1
14	1
15	1
16	1
17	1
18	1
19	1
20	1
21	1
22	1
23	1
24	1
25	1
26	1
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79	1
80	1
81	1
82	1
83	1
84	1
85	1
86	1
87	1
88	1
89	1
90	1
91	1
92	1
93	1
94	1
95	1
96	1
97	1
98	1
99	1
100	1

Lack of participation

3H

Category	Value (approximate)
Lack of participation	10
Lack of participation	8
Lack of participation	7
Lack of participation	6
Lack of participation	5
Lack of participation	4
Lack of participation	3
Lack of participation	2
Lack of participation	1
Lack of participation	0.5

## 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