

**Handling Bio-Hazards Or Infectious Materials 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:	

SAMPLE

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:	
<b>4A</b>	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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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.	<b>Eliminate</b>
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	Exposure to pathogens, Unsecured protective equipment	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment for the area involved.</li> <li>- Ensure availability and access to necessary personal protective equipment (PPE).</li> <li>- Train staff on the proper use of PPE.</li> <li>- Ensure hygiene facilities are available and in working order.</li> <li>- Implement standard operating procedures (SOPs) for handling materials.</li> <li>- Monitor and reinforce compliance with relevant biohazard protocols.</li> <li>- Restrict access to trained personnel only.</li> <li>- Secure all protective equipment prior to use.</li> <li>- Label and store all materials appropriately.</li> <li>- Review and update safety data sheets (SDS) regularly.</li> </ul>	2M
2. Donning PPE	Contamination while dressing, Improper fit or function of equipment	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training in the correct donning procedures.</li> <li>- Use PPE that meets Australian standards.</li> <li>- Conduct fit testing for all users before initial use.</li> <li>- Regularly inspect PPE for damage or wear.</li> <li>- Assign trained personnel to supervise the donning process.</li> <li>- Provide mirrors to allow self-checking by staff.</li> <li>- Ensure PPE fits snugly and is comfortable to wear over extended periods.</li> <li>- Maintain a clean and dedicated PPE storage area.</li> <li>- Ensure availability of replacement PPE components.</li> <li>- Conduct regular PPE practice drills.</li> </ul>	2M
3. Sample Collection	Biological spill, Needlestick injury	4A	<ul style="list-style-type: none"> <li>- Utilize needleless systems where possible.</li> <li>- Provide training on safe handling and collection techniques.</li> <li>- Use appropriate containers for sample transport.</li> <li>- Implement spill containment and clean-up procedures.</li> <li>- Dispose of sharps immediately in designated biohazard containers.</li> <li>- Ensure immediate reporting and investigation of incidents.</li> <li>- Install spill kits in accessible locations.</li> <li>- Minimize traffic in the sample collection area.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Assign a designated spill response team.</li> <li>- Conduct regular refresher training sessions.</li> </ul>	
4. Sample Labelling	Misidentification of samples, Contamination during labelling	3H	<p>[REDACTED]</p>	1L
5. Sample Transport	Spill due to improper container, Exposure through compromised packaging	4A	<p>[REDACTED]</p>	2M
6. Sample Storage	Biological degradation, Accidental exposure by improper storage	3H	<p>[REDACTED]</p>	1L

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			[REDACTED]	
7. Sample Analysis	Exposure to aerosols, Chemical exposure from reagents	4A	[REDACTED]	2M
8. Cleaning and Disposal	Chemical exposure from cleaning agents, Spread of contamination	3H	[REDACTED]	1L
9. Removal of PPE	Contamination of clothing, Indirect spread of pathogens	3H	[REDACTED]	2M

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			[REDACTED]	
10. Decontamination of Equipment	Improper cleaning, Inadvertent exposure during decontamination	4A	[REDACTED]	2M
11. Incident Reporting and Response	Delayed incident response, Incomplete documentation	3H	[REDACTED]	1L
12. Maintenance of Safety Equipment	Defective equipment, Delayed maintenance checks	3H	[REDACTED]	1L

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			[REDACTED]	
13. Monitoring and Review	Inadequate monitoring, Failure to address identified risks	3H	[REDACTED]	1L
14. Emergency Preparedness	Lack of clear communication, Inadequate emergency response	4A	[REDACTED]	2M
15. Training and Continuous Improvement	Inadequate understanding of risks, Outdated procedures	3H	[REDACTED]	1L

SAMPLE



**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 FOR 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-of-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/work-places-and-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>

**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/work-places/codes-of-practice#COPs>

**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

**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.

