

## Hazardous Material Removal 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 the 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	Chemical spillage, Inadequate PPE	3H	<ul style="list-style-type: none"> <li>- Conduct site survey to identify all hazardous materials</li> <li>- Ensure all equipment and PPE are available and in good condition</li> <li>- Train workers on hazard identification and emergency procedures</li> <li>- Establish clearly marked decontamination zones</li> <li>- Prepare emergency response plans including contacts for emergency services</li> <li>- Verify all workers have required certifications for handling hazardous materials</li> <li>- Set up perimeter controls to restrict unauthorised access</li> <li>- Conduct toolbox talk focusing on specific task hazards</li> <li>- Ensure availability of MSDS for all chemicals on site</li> <li>- Check condition and availability of spill containment kits</li> </ul>	2M
2. Site Induction	Unfamiliar site terrain, Miscommunication of safety protocols	2M	<ul style="list-style-type: none"> <li>- Provide detailed site induction briefing</li> <li>- Use visual aids to highlight site-specific hazards</li> <li>- Ensure all workers sign an induction completion form</li> <li>- Facilitate question and answer session post-induction</li> <li>- Record all induction sessions for future reference</li> <li>- Inform workers of location-specific emergency procedures</li> <li>- Establish buddy system for new workers during initial days</li> <li>- Ensure multilingual resources available for non-English speakers</li> <li>- Confirm understanding of communication protocols</li> <li>- Reiterate significance of adherence to safety regulations</li> </ul>	1L
3. Setting Up Equipment	Equipment malfunction, Incorrect setup leading to accidents	3H	<ul style="list-style-type: none"> <li>- Regularly inspect all equipment before use</li> <li>- Verify equipment calibration and safety features</li> <li>- Ensure only trained personnel operate equipment</li> <li>- Maintain clear workspace around operating equipment</li> <li>- Conduct routine maintenance as per manufacturer guidelines</li> <li>- Label equipment with safety and operational signs</li> <li>- Develop equipment checklists for daily inspections</li> <li>- Install barriers or guards around hazardous operational zones</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Use lifting equipment only within specified limits</li> <li>- Report and replace any faulty or damaged equipment immediately</li> </ul>	
4. Isolation of Work Area	Unauthorised entry, Inadequate barricading	3H	<ul style="list-style-type: none"> <li>- Establish and maintain a safe exclusion zone around the work area</li> <li>- Use appropriate signage and barriers to restrict access</li> <li>- Ensure all personnel are aware of the isolation area</li> <li>- Assign a dedicated person to monitor and enforce the isolation</li> <li>- Use high-visibility safety gear when working in the isolation area</li> <li>- Conduct a safety check before entering the isolation area</li> <li>- Maintain clear communication with the isolation officer</li> <li>- Ensure the isolation area is clearly marked and visible</li> <li>- Use appropriate PPE when working in the isolation area</li> <li>- Ensure the isolation area is secure and cannot be easily breached</li> <li>- Use appropriate tools and equipment for the task</li> <li>- Ensure the isolation area is safe for the duration of the work</li> <li>- Conduct a final safety check before leaving the isolation area</li> <li>- Ensure the isolation area is properly secured after work</li> </ul>	2M
5. Removal of Hazardous Material	Exposure to toxic substances, Improper handling techniques	4A	<ul style="list-style-type: none"> <li>- Use appropriate PPE (gloves, goggles, respirator)</li> <li>- Use appropriate tools and equipment for the task</li> <li>- Ensure the hazardous material is properly contained and sealed</li> <li>- Use appropriate disposal methods for the hazardous material</li> <li>- Ensure the hazardous material is properly labeled and identified</li> <li>- Use appropriate storage methods for the hazardous material</li> <li>- Ensure the hazardous material is properly secured and locked away</li> <li>- Use appropriate transport methods for the hazardous material</li> <li>- Ensure the hazardous material is properly secured and locked away</li> <li>- Use appropriate disposal methods for the hazardous material</li> <li>- Ensure the hazardous material is properly labeled and identified</li> <li>- Use appropriate storage methods for the hazardous material</li> <li>- Ensure the hazardous material is properly secured and locked away</li> <li>- Use appropriate transport methods for the hazardous material</li> <li>- Ensure the hazardous material is properly secured and locked away</li> </ul>	2M
6. Decontamination Procedures	Inadequate cleaning leading to contamination, Improper disposal of decontaminants	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (gloves, goggles, respirator)</li> <li>- Use appropriate tools and equipment for the task</li> <li>- Ensure the decontamination area is properly contained and sealed</li> <li>- Use appropriate disposal methods for the decontaminants</li> <li>- Ensure the decontaminants are properly labeled and identified</li> <li>- Use appropriate storage methods for the decontaminants</li> <li>- Ensure the decontaminants are properly secured and locked away</li> <li>- Use appropriate transport methods for the decontaminants</li> <li>- Ensure the decontaminants are properly secured and locked away</li> <li>- Use appropriate disposal methods for the decontaminants</li> <li>- Ensure the decontaminants are properly labeled and identified</li> <li>- Use appropriate storage methods for the decontaminants</li> <li>- Ensure the decontaminants are properly secured and locked away</li> <li>- Use appropriate transport methods for the decontaminants</li> <li>- Ensure the decontaminants are properly secured and locked away</li> </ul>	1L

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7. Air Monitoring	Insufficient air quality control, Malfunctioning monitoring equipment	2M		1L
8. Waste Disposal	Exposure during transport and segregation	3H		2M
9. Equipment Maintenance	Mechanical failure, Inadequate safety checks	2M		1L

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10. Emergency Response	Delayed response in emergency, Lack of trained personnel	4A		2M
11. Communication	Breakdown in team communications Lack of clarity in instructions	2M		1L
12. Post-Removal Inspection	Residual contamination, Hidden damage to structures	3H		1L

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13. Training and Awareness	Knowledge gaps, Failure to adhere to protocols	2M		1L
14. Record Keeping	Lost or incomplete records, Non-compliance with documentation standards	2M		1L
15. Review and Continuous Improvement	Failure to implement improvements, Insufficient feedback mechanisms	2M		1L

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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 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.