

Janitorial Tasks Involving Machinery 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:

- 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 exposure, slippery surfaces	3H	<ul style="list-style-type: none"> - Wear appropriate personal protective equipment (PPE) such as gloves and goggles. - Ensure all personnel are trained in the safe use of cleaning chemicals. - Place signage for wet floors to alert others of slippery conditions. - Check all machinery and equipment for proper maintenance before use. - Develop a standard operating procedure for preparation tasks. - Store cleaning chemicals in a safe, dry location. - Verify that all safety data sheets (SDS) are available and understood. - Frequently review and update the cleaning procedures. - Conduct a risk assessment and review prior to commencing work. - Provide adequate lighting in all work areas. 	2M
2. Assembling Equipment	manual handling injury, equipment	3H	<ul style="list-style-type: none"> - Train staff in proper manual handling techniques. - Use mechanical aids or trolleys to transport heavy equipment. - Ensure equipment is switched off and unplugged before assembly. - Follow manufacturer instructions for assembly procedures. - Inspect equipment immediately after assembly for defects. - Encourage team lifting for heavier items. - Use proper posture and lifting techniques. - Provide clear instructions and visual guides for assembly. - Maintain a tidy work environment to prevent trips and falls. - Ensure all guards and safety features are in place before use. 	2M
3. Operating Vacuum Cleaner	electrical shock, tripping	3H	<ul style="list-style-type: none"> - Inspect power cords and plugs for damage before use. - Use residual current devices (RCDs) to prevent electrical shock. - Ensure the vacuum cleaner is emptied regularly to avoid blockages. - Do not operate over wet surfaces unless the machine is designated for it. - Use equipment with retractable cords or manage cables properly during use. - Ensure operator training includes knowledge of the specific model used. - Maintain a clutter-free area to reduce tripping hazards. - Regularly inspect and clean vacuum filters. 	2M

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			<ul style="list-style-type: none"> - Prohibit improper use or modification of the vacuum cleaner. - Label areas being cleaned to alert others of the cleaning process. 	
4. Using Floor Polisher	noise, vibration injuries	3H	<ul style="list-style-type: none"> - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. - Use floor polisher at a safe distance from the edge of the work area. 	2M
5. Chemical Dispensing	chemical burns, inhalation risks	4A	<ul style="list-style-type: none"> - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. - Use chemical dispenser at a safe distance from the edge of the work area. 	2M
6. Moving Furniture	cuts and abrasions, back injuries	3H	<ul style="list-style-type: none"> - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. - Use furniture mover at a safe distance from the edge of the work area. 	1L

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7. Bathroom Sanitisation	biological hazards, slipping	3H		2M
8. Window Cleaning	falls from height, chemical exposure	4A		2M
9. Waste Disposal	biological hazards, injuries from sharp objects	3H		2M

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			<div></div> <div></div> <div></div> <div></div> <div></div>	
10. Floor Maintenance	chemical exposure, slips	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
11. Tool Storage	trips and falls, manual handling injuries	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L
12. Laundering Supplies	heat exposure, chemical exposure	3H	<div></div> <div></div> <div></div>	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.