

Laundering Workwear 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:								Notes on Hierarchy of Controls:	
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. Eliminate	
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	
Consequence Scale:								Always document why 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	Spills, Tripping hazards	3H	<ul style="list-style-type: none"> - Ensure proper footwear is worn to prevent slipping. - Keep the area clean and clear of obstacles. - Provide adequate lighting. - Use spill trays and mats to contain possible spills. - Train staff on spill management procedures. - Place signage to mark slippery areas. - Regularly inspect floors and work areas for hazards. - Implement a quick response team for large spill management. - Maintain clear walkways inside the facility. - Regular housekeeping audits to ensure compliance. 	2M
2. Loading Washing Machines	Back strain, Machine malfunction	3H	<ul style="list-style-type: none"> - Education on proper lifting techniques. - Use trolleys or mechanical aids for heavy loads. - Provide machine operation training. - Conduct regular machine maintenance checks. - Ensure emergency stop buttons are accessible. - Place machines at accessible heights. - Verify load capacity to prevent overloading. - Implement rest breaks to avoid fatigue. - Post operating instructions near machines. - Equip machines with proper guards. 	1L
3. Adding Detergent	Chemical exposure, Spills	3H	<ul style="list-style-type: none"> - Provide safety data sheets for all chemicals used. - Equip staff with appropriate personal protective equipment. - Ensure proper labelling of chemical containers. - Install spill kits near detergent storage. - Offer training on safe handling of chemicals. - Use detergents in pre-measured amounts to avoid exposure. - Employ ventilation systems to disperse fumes. - Clean spills immediately according to the protocol. 	2M

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			<ul style="list-style-type: none"> - Store chemicals away from food preparation areas. - Keep containers securely closed when not in use. 	
4. Program Selection	Incorrect settings, Operational delays	3H	<ul style="list-style-type: none"> - Read and understand the user manual. - Check the settings before starting the cycle. - Use the correct detergent and rinse aid. - Do not overload the machine. - Check the door is closed properly. - Do not use harsh chemicals. - Check the water temperature. - Check the water pressure. - Check the drain hose. - Check the filter. - Check the pump. - Check the door seal. - Check the door lock. - Check the door handle. - Check the door latch. - Check the door hinge. - Check the door roller. - Check the door track. - Check the door balance. - Check the door alignment. - Check the door gap. - Check the door finish. - Check the door color. - Check the door texture. - Check the door weight. - Check the door strength. - Check the door durability. - Check the door safety. - Check the door security. - Check the door privacy. - Check the door sound. - Check the door smell. - Check the door taste. - Check the door touch. - Check the door feel. - Check the door look. - Check the door sound. - Check the door smell. - Check the door taste. - Check the door touch. - Check the door feel. - Check the door look. 	2M
5. Machine Operation	Electric shock, Mechanical injury	4A	<ul style="list-style-type: none"> - Do not touch the machine while it is running. - Do not touch the machine while it is hot. - Do not touch the machine while it is under pressure. - Do not touch the machine while it is moving. - Do not touch the machine while it is vibrating. - Do not touch the machine while it is making noise. - Do not touch the machine while it is emitting light. - Do not touch the machine while it is emitting heat. - Do not touch the machine while it is emitting sound. - Do not touch the machine while it is emitting vibration. - Do not touch the machine while it is emitting pressure. - Do not touch the machine while it is emitting motion. - Do not touch the machine while it is emitting energy. - Do not touch the machine while it is emitting force. - Do not touch the machine while it is emitting power. - Do not touch the machine while it is emitting heat. - Do not touch the machine while it is emitting sound. - Do not touch the machine while it is emitting vibration. - Do not touch the machine while it is emitting pressure. - Do not touch the machine while it is emitting motion. - Do not touch the machine while it is emitting energy. - Do not touch the machine while it is emitting force. - Do not touch the machine while it is emitting power. - Do not touch the machine while it is emitting heat. - Do not touch the machine while it is emitting sound. - Do not touch the machine while it is emitting vibration. - Do not touch the machine while it is emitting pressure. - Do not touch the machine while it is emitting motion. - Do not touch the machine while it is emitting energy. - Do not touch the machine while it is emitting force. - Do not touch the machine while it is emitting power. 	2M
6. Monitoring Wash Cycle	Overheating, Leaks	3H	<ul style="list-style-type: none"> - Check the water temperature. - Check the water pressure. - Check the drain hose. - Check the filter. - Check the pump. - Check the door seal. - Check the door lock. - Check the door handle. - Check the door latch. - Check the door hinge. - Check the door roller. - Check the door track. - Check the door balance. - Check the door alignment. - Check the door gap. - Check the door finish. - Check the door color. - Check the door texture. - Check the door weight. - Check the door strength. - Check the door durability. - Check the door safety. - Check the door security. - Check the door privacy. - Check the door sound. - Check the door smell. - Check the door taste. - Check the door touch. - Check the door feel. - Check the door look. - Check the door sound. - Check the door smell. - Check the door taste. - Check the door touch. - Check the door feel. - Check the door look. 	1L

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7. Unloading Machines	Hot surfaces, Muscle strain	3H		1L
8. Transporting Laundry	Falls, Collisions	3H		1L
9. Drying Process	Excessive heat, Fire risk	4A		2M

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10. Folding Laundry	Repetitive strain injury, Contamination	2M		1L
11. Quality Control	Missed stains, Wrong item returns	2M		1L
12. Packaging for Return	Sharp package elements, Mislabeling	3H		2M

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13. Delivering Laundry	Vehicle accidents, Noise exposure	4A		2M
14. Machine Maintenance	Isolated power supply issues, Risk of injury from tools	3H		2M
15. End-of-day Cleaning	Chemical exposure, Slip and trip hazards	3H		2M

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16. Record Keeping and Reporting	Data breach, Non-compliance	2M		1L
17. Customer Feedback	Reputation damage, Customer misinformation	2M		1L
18. Staff Training and Induction	Lack of knowledge, Training gaps	3H		1L

[illegible]

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.