

Medical Facility Disinfection 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	Exposure to infectious agents, Chemical inhalation	3H	<ul style="list-style-type: none"> - Ensure all staff are trained in infection control measures - Wear appropriate personal protective equipment (PPE) at all times - Use approved and effective disinfectants - Maintain proper ventilation in the area - Ensure spill kits are readily available for chemical spills - Conduct a pre-start safety briefing for all personnel - Verify cleaning equipment is in good condition - Display warning signs around the cleaning area - Ensure emergency contact numbers are visible - Limit access to the disinfection area 	2M
2. Disinfection Planning	Inadequate disinfection, Exposure to hazardous substances	4H	<ul style="list-style-type: none"> - Develop a disinfection plan including all areas to be covered - Use only hospital grade disinfectants - Follow manufacturer's guidelines for dilution and contact times - Confirm the compatibility of disinfectants with surfaces - Ensure proper labelling of disinfectants - Secure and restrict non-essential staff entry - Review Safety Data Sheets (SDS) for hazardous substances - Designate a trained team leader to oversee the process - Schedule disinfection during low traffic periods - Coordinate with facility management for proper waste disposal 	2M
3. Personal Protective Equipment (PPE) Selection	Inadequate PPE, Incorrect PPE usage	3H	<ul style="list-style-type: none"> - Conduct a PPE assessment based on task and substance - Provide training on correct PPE usage to all workers - Ensure availability of PPE in various sizes - Allocate time for proper fitting and donning - Inspect PPE before each use for any damage - Use disposable PPE and safely dispose of it after use - Provide face shields and gloves for splash protection - Implement a PPE monitoring and replacement schedule 	1L

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			<ul style="list-style-type: none"> - Store PPE in clean and accessible areas - Develop an emergency PPE replacement protocol 	
4. Area Restriction	Unauthorized access, Contamination spread	3H	<ul style="list-style-type: none"> - Establish a restricted access zone around the work area - Use physical barriers (tape, cones) to restrict access - Post warning signs indicating restricted access - Assign a dedicated person to monitor and enforce access restrictions - Ensure all personnel are aware of the restricted area - Implement a permit-to-work system for entry into the restricted area - Establish a clear exit route for emergency situations - Conduct a pre-work safety briefing on area restrictions - Regularly inspect and maintain barriers and signage - Establish a communication protocol for restricted areas - Ensure all personnel are trained on area restriction procedures - Implement a system to track and record access to the restricted area - Establish a clear protocol for handling unauthorized access - Conduct a post-work safety check to ensure the area is secure 	2M
5. Equipment Preparation	Equipment malfunction, Cross-contamination	3H	<ul style="list-style-type: none"> - Inspect all equipment for proper function before use - Clean and sanitize equipment thoroughly before use - Use dedicated equipment for each task to prevent cross-contamination - Perform a pre-use safety check on all equipment - Establish a protocol for reporting and addressing equipment malfunctions - Use appropriate personal protective equipment (PPE) when handling equipment - Implement a system to track and maintain equipment - Establish a clear protocol for handling equipment malfunctions - Conduct a post-work safety check to ensure equipment is properly stored and maintained 	2M
6. Chemical Handling	Chemical spills, Skin contact with chemicals	4A	<ul style="list-style-type: none"> - Use appropriate PPE (gloves, goggles, apron) when handling chemicals - Work in a well-ventilated area or fume hood - Label all chemical containers clearly and accurately - Establish a protocol for handling chemical spills - Use secondary containment for all chemical transfers - Implement a system to track and maintain chemical inventory - Establish a clear protocol for handling chemical spills - Conduct a post-work safety check to ensure chemicals are properly stored and maintained 	2M

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7. Surface Cleaning	Incomplete disinfection, Slip hazards	3H		1L
8. Air Disinfection	Aerosolized infectious agent Inadequate ventilation	4A		2M
9. Waste Disposal	Improper waste segregation, Infection from medical waste	4A		2M

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10. Post-Disinfection Assessment	Overlooking untreated areas, Disinfection inefficacy	3H		1L
11. Equipment Cleaning and Storage	Cross-contamination, Equipment damage	3H		1L
12. Document Control	Missing records, Inaccurate data	2M		1L

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13. Post-Operation Review	Unaddressed procedural gaps, Poor feedback integration	2M		1L
14. Continuous Training	Skill deterioration, Competence loss	3H		1L
15. Emergency Preparedness	Unprepared emergency response, Delayed action	4A		2M

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16. Equipment Maintenance	Equipment breakdown, Safety features failure	3H		2M
17. Hygiene Protocols	Poor hand hygiene, Cross-contamination	3H		1L
18. Communication Protocol	Miscommunication, Delayed response	2M		1L

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19. Incident Reporting	Unreported incidents, Delayed incident response	3H		2M
20. Final Review and Closure	Procedural gaps, Oversight in process closure	2M		1L

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