

## Operating Industrial Sweepers 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>	
<b>Risk Rating &amp; Required Action:</b>								<b>Notes on Hierarchy of Controls:</b>	
<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.								Remember to apply controls in the preferred order shown by the coloured pyramid:	
<b>3H</b> Review and approve additional controls before task starts. Senior supervisor sign-off needed.								1. <b>Eliminate</b>	
<b>2M</b> Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.								2. Substitute	
<b>1L</b> Proceed, following standard operating procedures. Monitor and keep records.								3. Isolate	
								4. Engineering	
								5. Administrative	
								6. PPE	
<b>Consequence Scale:</b>								Always document <b>why</b> 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	Slippery surfaces, Improper tool handling	3H	<ul style="list-style-type: none"> <li>- Conduct a site inspection to identify slippery areas.</li> <li>- Use appropriate footwear with non-slip soles.</li> <li>- Train workers on proper handling techniques for tools.</li> <li>- Ensure all tools are in good working condition before use.</li> <li>- Post warning signs in hazardous areas.</li> <li>- Ensure adequate lighting in preparation areas.</li> <li>- Conduct a pre-operation risk assessment.</li> <li>- Provide and enforce the use of personal protective equipment (PPE).</li> <li>- Keep a first aid kit accessible on site.</li> <li>- Ensure access to communication devices in case of emergencies.</li> </ul>	2M
2. Mounting the Sweeper	Falls from vehicle, Mounting in	3H	<ul style="list-style-type: none"> <li>- Use three points of contact method when mounting the sweeper.</li> <li>- Ensure step ladders are in good condition and stable.</li> <li>- Conduct ergonomic training on proper body mechanics.</li> <li>- Adjust seating to fit the operator's body size.</li> <li>- Keep steps and handrails clean and dry.</li> <li>- Wear appropriate PPE including gloves and steel-toed boots.</li> <li>- Check ground condition for stability before mounting.</li> <li>- Limit carrying items while climbing.</li> <li>- Provide training on correct posture during mounting.</li> <li>- Have a buddy system for assistance if needed.</li> </ul>	1L
3. Starting the Engine	Vehicle ignition malfunction, Noise	3H	<ul style="list-style-type: none"> <li>- Inspect starter mechanism before use.</li> <li>- Use hearing protection equipment if required.</li> <li>- Ensure the vehicle is in neutral gear before starting.</li> <li>- Keep a fire extinguisher nearby.</li> <li>- Regular maintenance of engine components.</li> <li>- Provide training on manufacturer's starting procedures.</li> <li>- Ensure no one is near the sweeper when starting the engine.</li> <li>- Provide adequate ventilation to disperse exhaust fumes.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Test noise levels to determine if additional mitigation is needed.</li> <li>- Conduct a pre-start safety briefing.</li> </ul>	
4. Operating the Sweeper	Collision with obstacles, Operator fatigue	4A	<ul style="list-style-type: none"> <li>- Maintain a safe distance from obstacles and pedestrians.</li> <li>- Take regular breaks to avoid fatigue.</li> <li>- Use mirrors to check blind spots.</li> <li>- Wear seatbelts at all times.</li> <li>- Avoid distractions while operating the machine.</li> <li>- Use proper steering techniques.</li> <li>- Keep the machine in good working order.</li> <li>- Use hand signals to communicate with other workers.</li> <li>- Avoid operating in adverse weather conditions.</li> <li>- Use proper braking techniques.</li> </ul>	2M
5. Unmounting the Sweeper	Slips and falls, Debris contact	3H	<ul style="list-style-type: none"> <li>- Use proper techniques to dismount the machine.</li> <li>- Clear the area of debris before dismounting.</li> <li>- Wear slip-resistant shoes.</li> <li>- Use handrails or ladders if available.</li> <li>- Avoid rushing or taking shortcuts.</li> <li>- Use proper footing and balance.</li> <li>- Keep hands and feet clear of moving parts.</li> <li>- Use proper climbing and descending techniques.</li> <li>- Avoid carrying heavy loads while dismounting.</li> <li>- Use proper communication with other workers.</li> </ul>	1L
6. Maintenance and Cleaning	Exposure to chemicals, Injury from moving parts	4A	<ul style="list-style-type: none"> <li>- Wear appropriate PPE (gloves, goggles, respirator).</li> <li>- Follow manufacturer instructions for cleaning agents.</li> <li>- Lock out/tag out moving parts before maintenance.</li> <li>- Use proper ventilation when cleaning.</li> <li>- Avoid contact with skin or eyes.</li> <li>- Use proper lifting techniques.</li> <li>- Keep work area clean and organized.</li> <li>- Use proper disposal methods for waste.</li> <li>- Avoid using power tools unnecessarily.</li> <li>- Use proper communication with other workers.</li> </ul>	2M

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7. Refueling the Sweeper	Fuel spillage, Fire hazards	3H		1L
8. Storing the Sweeper	Theft, Weather damage	2M		1L
9. Specialised Tasks Handling	Untrained personnel, Incorrect procedure handling	4A		2M

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10. Emergency Procedures	Delayed emergency response, Panic	4A		2M
11. Non-standard Operating Conditions	Operator confusion, Inadequate procedural knowledge	3H		1L
12. End of Shift Procedures	Fatigue, Overlooked safety checks	3H		1L

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13. Inspection and Documentation	Incomplete records, Oversights during inspection	2M		1L
14. Use of Personal Protective Equipment	Incorrect PPE usage, PPE failure	2M		1L
15. Weather Considerations	Adverse weather conditions, Reduced visibility	3H		1L

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
16. Working Near Traffic	Traffic accidents, Distraction	4A	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M



## 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.