

## Performing Job Site Cleanup 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>	
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. <b>Eliminate</b>	
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	
<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, loose debris	3H	<ul style="list-style-type: none"> <li>- Conduct a preliminary site inspection to identify hazards.</li> <li>- Ensure all workers are wearing appropriate PPE, including gloves and non-slip boots.</li> <li>- Erect warning signage around wet or slippery areas.</li> <li>- Remove any loose debris immediately to prevent tripping.</li> <li>- Schedule regular cleaning intervals.</li> <li>- Use slip-resistant mats where necessary.</li> <li>- Encourage workers to report potential hazards.</li> <li>- Limit access to high-risk areas until hazards are mitigated.</li> <li>- Conduct safety briefing focused on slip-specific hazards.'}},{ step : 2. Tool Gathering and Inspection hazards r</li> </ul>	2M
2. Tool Gathering and Inspection	faulty tools, manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Inspect all tools before use for any visible damage or defects.</li> <li>- Ensure regularly scheduled maintenance of tools and equipment.</li> <li>- Provide proper training for tool use to all workers.</li> <li>- Use appropriate lifting techniques for heavy tools to avoid strain.</li> <li>- Implement a tool replacement strategy for faulty equipment.</li> <li>- Employ ergonomic equipment wherever possible.</li> <li>- Utilize tool tethers to prevent drops from heights.</li> <li>- Conduct regular tool audits and record findings.</li> <li>- Encourage immediate reporting of any tool malfunctions.'}} 3. Debris Removal 3. Debris Removal 3. Debris Removal step :</li> </ul>	2M
3. Debris Removal	lifting injuries, sharp objects	3H		2M

<p>Use mechanical aids for heavy lifting where possible.</p> <p>Ensure PPE such as gloves are used to protect from sharp edges.</p> <p>Regularly clear debris to prevent needing to move large amounts.</p> <p>Use designated containers for sharp or hazardous materials.</p> <p>Implement a two-person lift system for bulky items.</p> <p>Encourage workers to take regular breaks to prevent fatigue.</p> <p>Provide tool bags to help transport debris safely.</p> <p>Schedule debris removal during low traffic times.</p> <p>step</p> <p>:</p>	<p>Use mechanical aids for heavy lifting where possible.</p> <p>Ensure PPE such as gloves are used to protect from sharp edges.</p> <p>Regularly clear debris to prevent needing to move large amounts.</p> <p>Use designated containers for sharp or hazardous materials.</p> <p>Implement a two-person lift system for bulky items.</p> <p>Encourage workers to take regular breaks to prevent fatigue.</p> <p>Provide tool bags to help transport debris safely.</p> <p>Schedule debris removal during low traffic times.</p> <p>step</p> <p>:</p>
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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
6. Waste Disposal	bin overloading, sharp waste	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M
7. Equipment Maintenance	machinery malfunction, chemical burns	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

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8. Site Inspection	fall risks, inadequate lighting	3H		2M
9. Dust and Particle Management	respiratory issues, poor ventilation due to dust	3H		2M
10. Wildlife and Pest Control	bites and stings, contamination of workspaces	3H		2M

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11. Emergency Preparedness	panic during emergencies, inadequate escape routes	3H		2M
12. Load Handling	back injuries, pinching from shifting loads	3H		2M

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13. Notification and Reporting	unclear communication lines, unreported hazards	3H		2M
14. Lockout/Tagout Procedures	accidental startup, electrocution	3H		2M



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15. Final Inspection and Sign-off	missed hazards, lack of accountability	3H		2M
16. Worker Feedback and Review	overlooking staff input, lack of continuous improvement	3H		2M

ardous substances,  
impacts

3H

job dissatisfaction

3H

ds. communication

## 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