

Pharmaceutical Cleaning Risk Assessment

Business Name:	ABN:	
Business Address:		
Contact Person:	Phone:	Email:

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THE 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	Chemical exposure, Slips and trips	3H	<ul style="list-style-type: none"> - Conduct a site-specific induction - Use non-slip footwear - Ensure sufficient ventilation - Review Safety Data Sheets for all chemicals - Prepare a spill kit - Establish a clear work area - Assign roles - Wear appropriate PPE including gloves and goggles - Conduct a hazard briefing - Use signs to indicate cleaning in progress 	2M
2. Mixing Chemicals	Incorrect mixing ratios, Chemical reactions	3H	<ul style="list-style-type: none"> - Follow chemical mixing instructions on labels - Check measuring equipment for accuracy - Train staff on safe handling procedures - Conduct mixing in a well-ventilated area - Use appropriate PPE including mask and gloves - Supervise less experienced workers - Label all containers clearly - Keep incompatible chemicals separate - Implement a buddy system for first-time mixers - Have emergency numbers handy 	2M
3. Disassembly of Equipment	Pinch points, Manual handling injuries	3H	<ul style="list-style-type: none"> - Utilise proper lifting techniques - Train staff on equipment disassembly - Use tools designed for equipment - Work in pairs for large equipment - Provide mechanical aids if necessary - Wear safety gloves to prevent cuts - Clearly mark equipment components - Ensure adequate workspace lighting 	1L

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			<ul style="list-style-type: none"> - Conduct a task-specific safety briefing - Lock out and tag out equipment before disassembly 	
4. Cleaning Walls and Ceilings	Repetitive strain injuries, Chemical exposure	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Equipment Cleaning	Electrical hazards, exposure to cleaning agents	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Floor Cleaning	Slips and falls, Chemical exposure	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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7. Waste Disposal	Biological hazards, Chemical exposure	4A		2M
8. Reassembly of Equipment	Pinch points, Equipment malfunction	3H		2M
9. Final Rinsing	Water contamination, Slip hazards	3H		1L

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10. Area Inspection	Trip hazards, Contaminant presence	2M		1L
11. PPE Inspection	PPE degradation, Improper PPE use	2M		1L
12. Monitoring and Documentation	Data inaccuracies, Non-compliance	2M		1L

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13. Post-Cleaning Review	Overlooking hazards, Inadequate cleaning	2M		1L
14. Secure Area	Unauthorised access, Equipment misplacement	2M		1L
15. Feedback Gathering	Communication breakdown, Failure to improve procedures	2M		1L

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			<div>1. Ensure all personnel are trained and certified for the task.</div> <div>2. Conduct a pre-job safety meeting to discuss hazards and control measures.</div> <div>3. Use proper lifting techniques to avoid musculoskeletal injuries.</div> <div>4. Wear appropriate PPE, including hard hats, safety glasses, and gloves.</div> <div>5. Establish clear communication protocols and hand signals.</div> <div>6. Perform regular equipment inspections and maintenance.</div> <div>7. Implement a permit-to-work system for high-risk activities.</div> <div>8. Provide first aid training and have a first aid kit readily available.</div> <div>9. Establish a safe work area with clear boundaries and signage.</div> <div>10. Conduct a post-job safety review to identify areas for improvement.</div>	
16. Training Assessment	Skill gaps, Knowledge decay	3H	<div>1. Develop a comprehensive training program covering all tasks and hazards.</div> <div>2. Implement a regular refresher training schedule to combat knowledge decay.</div> <div>3. Use a variety of training methods, including classroom instruction, hands-on practice, and simulations.</div> <div>4. Assess trainee performance through written exams, practical assessments, and observations.</div> <div>5. Provide immediate feedback and coaching to address skill gaps.</div> <div>6. Maintain training records to track individual and overall performance.</div> <div>7. Encourage a culture of continuous learning and improvement.</div> <div>8. Involve experienced workers in the training process as mentors or instructors.</div> <div>9. Update training materials to reflect changes in equipment, procedures, and regulations.</div> <div>10. Conduct a periodic review of the training program's effectiveness.</div>	2M
17. Machinery Maintenance	Machinery failure, Unexpected downtime	3H	<div>1. Implement a preventive maintenance schedule for all machinery.</div> <div>2. Train maintenance personnel on proper repair techniques and safety procedures.</div> <div>3. Use high-quality spare parts and components.</div> <div>4. Perform thorough inspections before and after maintenance work.</div> <div>5. Lock out/tag out machinery during maintenance activities.</div> <div>6. Keep detailed records of all maintenance work performed.</div> <div>7. Establish a system for quickly identifying and reporting equipment issues.</div> <div>8. Have a backup plan for critical machinery in case of failure.</div> <div>9. Regularly calibrate and test safety devices on machinery.</div> <div>10. Consider redundancy for critical machinery to minimize downtime.</div>	1L
18. Emergency Preparedness	Inadequate response, Confusion during emergencies	3H	<div>1. Develop a clear and concise emergency response plan.</div> <div>2. Conduct regular emergency drills to test the plan and build muscle memory.</div> <div>3. Assign specific roles and responsibilities to personnel during emergencies.</div> <div>4. Communicate the emergency plan to all personnel and visitors.</div> <div>5. Establish a chain of command for decision-making during emergencies.</div> <div>6. Keep emergency contact information readily available.</div> <div>7. Ensure all personnel know the location of exits, assembly points, and first aid kits.</div> <div>8. Review and update the emergency plan regularly.</div> <div>9. Provide training on emergency procedures to all personnel.</div> <div>10. Consider external emergency services and their coordination with the internal plan.</div>	2M

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19. Communication	Information delays, Misinformation	2M		1L
20. Review and Improvement	Non-compliance, Inefficiencies	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