

Pickling Procedure 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:	

SAMPLE

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.	Administrative Change	
								PPE	

  

Risk Rating & Required Action:	
<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.
<b>3H</b>	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
<b>2M</b>	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
<b>1L</b>	Proceed, following standard operating procedures. Monitor and keep records.

  

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
<b>Catastrophic</b>	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
<b>Major</b>	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
<b>Moderate</b>	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
<b>Minor</b>	First-aid only, no lost time	negligible delay	Isolated non-conformance
<b>Insignificant</b>	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:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **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	Chemical exposure, Slips and trips	3H	<ul style="list-style-type: none"> <li>- Ensure proper PPE is available and worn at all times.</li> <li>- Conduct a pre-start safety briefing with all team members.</li> <li>- Ensure floors are dry and clean before beginning.</li> <li>- Provide clear walkways and mark any potential trip hazards.</li> <li>- Review the Safety Data Sheets (SDS) for all chemicals used.</li> <li>- Install spill kits at workstation for immediate use.</li> <li>- Maintain good housekeeping practices.</li> <li>- Store unused equipment and materials properly.</li> <li>- Arrange work area to minimise foot traffic.</li> <li>- Conduct regular inspections of all PPE and safety equipment.</li> </ul>	2M
2. Gathering ingredients	Lifting heavy items, Chemical spills	3H	<ul style="list-style-type: none"> <li>- Use mechanical aids or partner lifting techniques for heavy loads.</li> <li>- Train staff on proper lifting techniques.</li> <li>- Store chemicals in labelled, secured containers.</li> <li>- Ensure spill containment measures are accessible.</li> <li>- Arrange ingredients to minimize lifting effort.</li> <li>- Conduct regular inspections of containers for leaks.</li> <li>- Use proper signage for chemical storage areas.</li> <li>- Keep work areas clutter-free to avoid accidental spills.</li> <li>- Provide training on immediate clean-up procedures for spills.</li> <li>- Limit the amounts of chemicals accessed at one time.</li> </ul>	2M
3. Sanitising work area	Chemical exposure, Injuries from equipment	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE, including gloves and goggles.</li> <li>- Use a closed-loop cleaning system to minimise exposure.</li> <li>- Properly label all cleaning chemicals.</li> <li>- Ensure all equipment is powered down before cleaning.</li> <li>- Provide training on manual handling during equipment cleaning.</li> <li>- Use non-slip mats in wet areas.</li> <li>- Ventilate the area adequately during cleaning.</li> <li>- Inspect and maintain cleaning equipment regularly.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Provide first aid kits in easily accessible locations.</li> <li>- Ensure proper storage and handling procedures are followed for all equipment.</li> </ul>	
4. Checking equipment	Electrical shock, Malfunctioning machinery	4A	[REDACTED]	2M
5. Mixing brine solution	Chemical burns, Manual handling	3H	[REDACTED]	1L
6. Filling jars with ingredients	Repetitive strain injuries, Glass breakage	2M	[REDACTED]	1L

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			[REDACTED]	
7. Heating brine solution	Burns, Fire	4A	[REDACTED]	2M
8. Sealing jars	Burns, Machine en	3H	[REDACTED]	2M
9. Labelling jars	Repetitive strain injuries, Paper cuts	2M	[REDACTED]	1L

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			[REDACTED]	
10. Loading products for storage	Lifting injuries, Product falling	3H	[REDACTED]	2M
11. Cleaning work area	Chemical exposure, Slips and falls	3H	[REDACTED]	1L
12. Documenting procedures	Repetitive strain injuries, Data entry errors	2M	[REDACTED]	1L

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			[REDACTED]	
13. Inspecting final product	Sharp edges on jars, Contamination	3H	[REDACTED]	1L
14. Disposal of waste	Chemical exposure, Injuries from sharp waste	3H	[REDACTED]	1L
15. Reviewing procedures	Compliance gaps, Unidentified risks	2M	[REDACTED]	1L

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			[REDACTED]	
16. Continuous training and development	Knowledge gaps, Skill atrophy	2M	[REDACTED]	1L
17. Monitoring employee health and safety	Fatigue, Stress	2M	[REDACTED]	1L

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK

SAMPLE

**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 FOR 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-of-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/workplaces-and-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>

**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>

**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

**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.

