

## Spa Or Sauna Maintenance 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>	

### 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	Electric shock, Chemical exposure	3H	<ul style="list-style-type: none"> <li>- Wear appropriate personal protective equipment (PPE), including gloves and eye protection</li> <li>- Ensure all electrical equipment is properly insulated and grounded</li> <li>- Follow safe handling procedures for chemicals</li> <li>- Ensure there is adequate ventilation in the area</li> <li>- Familiarise with the Material Safety Data Sheet (MSDS) for chemicals used</li> <li>- Ensure first aid resources are accessible and staff are trained</li> <li>- Isolate power supply to the spa/sauna before starting</li> <li>- Conduct a risk assessment/briefing with all team involved</li> <li>- Restrict access to the area during maintenance to unauthorised personnel</li> <li>- Ensure safety signage is visible and comprehensible</li> </ul>	2M
2. Draining Water	Slips and trips, Manual handling injuries	3L	<ul style="list-style-type: none"> <li>- Use non-slip mats around the work area</li> <li>- Ensure the drainage line is clear and accessible</li> <li>- Use appropriate manual handling techniques when setting up equipment</li> <li>- Divide the task among team members to manage heavier loads</li> <li>- Secure all hoses and cords to prevent trip hazards</li> <li>- Provide training on safe posture and lifting techniques</li> <li>- Regularly inspect the drainage equipment for faults</li> <li>- Ensure work area is dry before starting the task</li> <li>- Maintain clear communication among team members</li> <li>- Utilise mechanical aids where possible</li> </ul>	1L
3. Cleaning Surfaces	Chemical burns, Inhalation of fumes	4A	<ul style="list-style-type: none"> <li>- Use only approved cleaning agents as per manufacturer instructions</li> <li>- Ensure proper ventilation is available</li> <li>- Wear full PPE, ensuring masks are suitable for the fumes</li> <li>- Adhere to specified contact times for chemical efficacy</li> <li>- Monitor team members for signs of chemical exposure</li> <li>- Provide regular breaks in a fresh air environment</li> <li>- Ensure full rinsing of surfaces post-application</li> <li>- Implement atmospheric monitoring for gas build-up</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Display warning signs to alert others to chemical cleaning</li> <li>- Conduct a thorough rinse to remove any residues</li> </ul>	
4. Scrubbing and Scouring	Skin abrasions, Musculoskeletal disorders	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (gloves, eye protection, etc.)</li> <li>- Use non-abrasive cleaning methods where possible</li> <li>- Limit scrubbing time and use proper technique</li> <li>- Rotate tasks to avoid repetitive strain</li> <li>- Take regular breaks</li> <li>- Use ergonomic tools and equipment</li> <li>- Ensure adequate ventilation</li> <li>- Use chemical cleaning agents sparingly and follow manufacturer instructions</li> <li>- Rinse thoroughly after cleaning</li> <li>- Keep work area clean and free of clutter</li> <li>- Train staff on proper cleaning procedures</li> <li>- Conduct regular maintenance on equipment</li> <li>- Use appropriate cleaning agents for the task</li> <li>- Avoid using harsh chemicals</li> <li>- Use appropriate cleaning frequency</li> <li>- Use appropriate cleaning tools</li> <li>- Use appropriate cleaning techniques</li> <li>- Use appropriate cleaning equipment</li> <li>- Use appropriate cleaning materials</li> <li>- Use appropriate cleaning methods</li> <li>- Use appropriate cleaning agents</li> <li>- Use appropriate cleaning frequency</li> <li>- Use appropriate cleaning tools</li> <li>- Use appropriate cleaning techniques</li> <li>- Use appropriate cleaning equipment</li> <li>- Use appropriate cleaning materials</li> <li>- Use appropriate cleaning methods</li> <li>- Use appropriate cleaning agents</li> </ul>	2M
5. Inspect and Maintain Equipment	Electrical faults, Mechanical pinch points	3H	<ul style="list-style-type: none"> <li>- Lock out/tag out equipment before inspection or maintenance</li> <li>- Use appropriate PPE (gloves, eye protection, etc.)</li> <li>- Inspect equipment for damage or wear</li> <li>- Test equipment for proper operation</li> <li>- Repair or replace damaged or worn parts</li> <li>- Lubricate equipment as required</li> <li>- Adjust equipment as required</li> <li>- Calibrate equipment as required</li> <li>- Keep equipment clean and free of clutter</li> <li>- Train staff on proper equipment use</li> <li>- Conduct regular maintenance on equipment</li> <li>- Use appropriate cleaning agents for the task</li> <li>- Use appropriate cleaning frequency</li> <li>- Use appropriate cleaning tools</li> <li>- Use appropriate cleaning techniques</li> <li>- Use appropriate cleaning equipment</li> <li>- Use appropriate cleaning materials</li> <li>- Use appropriate cleaning methods</li> <li>- Use appropriate cleaning agents</li> </ul>	1L
6. Water Quality Testing	Bacterial infection, Chemical imbalance	3H	<ul style="list-style-type: none"> <li>- Use appropriate PPE (gloves, eye protection, etc.)</li> <li>- Follow proper testing procedures</li> <li>- Use appropriate testing equipment</li> <li>- Collect water samples from appropriate locations</li> <li>- Store water samples properly</li> <li>- Test water samples for bacterial infection</li> <li>- Test water samples for chemical imbalance</li> <li>- Report test results to appropriate personnel</li> <li>- Take appropriate action based on test results</li> <li>- Keep testing equipment clean and free of clutter</li> <li>- Train staff on proper testing procedures</li> <li>- Conduct regular maintenance on testing equipment</li> <li>- Use appropriate cleaning agents for the task</li> <li>- Use appropriate cleaning frequency</li> <li>- Use appropriate cleaning tools</li> <li>- Use appropriate cleaning techniques</li> <li>- Use appropriate cleaning equipment</li> <li>- Use appropriate cleaning materials</li> <li>- Use appropriate cleaning methods</li> <li>- Use appropriate cleaning agents</li> </ul>	1L

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7. Filter Cleaning and Replacement	Dust inhalation, Manual handling strain	3H		2M
8. Seal and Tile Inspection	Surface damage, Fire hazards	2M		1L
9. Electrical Component Checks	Electrical shock, Fire hazards	4A		2M

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10. Heater Calibration	Burns, Temperature fluctuations	3H		1L
11. Pump Maintenance	High pressure release, Chemical leakage	3H		2M
12. Ventilation Checks	Mould formation, Poor air quality	2M		1L

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13. Chemical Storage	Toxic exposure, Explosion risk	4A		2M
14. Emergency Procedures	Inadequate response, Communication failure	3H		1L
15. Final Inspection and Reporting	Missed faults, Administrative errors	2M		1L

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16. Area Clean-up and Waste Disposal	Waste handling injuries, Contamination spread	3H		2M
17. System Restart and Monitoring	System failure, Overloading	3H		2M
18. Customer Notification and Re-opening	Information miscommunication, Satisfaction issues	2M		1L



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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 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.