

## Staircase 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			<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	Tripping over equipment, Manual handling injuries	3H	<ul style="list-style-type: none"> <li>- Ensure all cleaning equipment is in proper working condition</li> <li>- Use trolley to transport heavy equipment</li> <li>- Place warning signs to alert staff of cleaning in progress</li> <li>- Conduct a manual handling training session</li> <li>- Develop a task-specific safe work procedure</li> <li>- Ensure adequate lighting in store as well</li> <li>- Regularly inspect equipment for wear and tear</li> <li>- Use non-slip mats when necessary</li> <li>- Limit movements during high traffic periods</li> <li>- Train staff on ergonomic use of equipment</li> </ul>	2M
2. Gather Cleaning Supplies	Spillage of chemicals, Allergic reactions	3H	<ul style="list-style-type: none"> <li>- Store chemicals in clearly labelled containers</li> <li>- Wear appropriate PPE such as gloves and goggles</li> <li>- Use eco-friendly and less hazardous cleaning products</li> <li>- Provide staff with a Chemical Safety Data Sheet</li> <li>- Limit access to cleaning supplies to trained personnel only</li> <li>- Conduct regular audits of chemical storage and usage</li> <li>- Train staff on first-aid procedures for chemical exposure</li> <li>- Implement spill response procedures</li> <li>- Provide clear labelling on all chemical containers</li> <li>- Train staff on proper storage techniques for cleaning supplies</li> </ul>	1L
3. Setup Caution Signs	Inadequate warning signage, Slips and trips	3H	<ul style="list-style-type: none"> <li>- Use bright and durable caution signs</li> <li>- Place signs at both ends and at landing areas of stairways</li> <li>- Ensure signs meet Australian standards for visibility</li> <li>- Regularly check signs for damage or wear</li> <li>- Update signage as needed for condition and placement</li> <li>- Conduct regular training on the importance of caution signs</li> <li>- Ensure signs are easily understood by all language groups</li> <li>- Use non-slip bases for standing signs</li> </ul>	1L

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
			- Monitor for any obstruction or removal of signs - Assign responsibility for sign placement to a specific staff member	
4. Clear Area of Obstacles	Obstruction in walkway, Collision with other workers	2M	[REDACTED]	1L
5. Mix Cleaning Solution	Chemical burns, Fume inhalation	4A	[REDACTED]	2M
6. Sweep Staircase	Exposure to dust, Overexertion injuries	2M	[REDACTED]	1L

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
7. Mop Staircase	Wet floor slips, Back strain from repetitive motion	4A		2M
8. Dry and Buff Staircase	Slips on wet floor, Equipment malfunction	4A		2M
9. Clean Equipment	Sharp edges on tools, Residual chemical exposure	2M		1L

SAFETY DATA SHEET

Section	Value
1. Identification	1.1 Product Name: [REDACTED]
2. Hazard Identification	2.1 Hazard Statement: [REDACTED]
3. Composition/Information on Ingredients	3.1 Hazardous waste, Cuts from [REDACTED]
4. First Aid Measures	4.1 Inhalation: [REDACTED]
5. Fire Fighting Measures	5.1 Flammable: [REDACTED]
6. Accidental Release Measures	6.1 Spill/Leak: [REDACTED]
7. Handling and Storage	7.1 Handling: [REDACTED]
8. Exposure Controls/Personal Protection	8.1 PPE: [REDACTED]
9. Physical and Chemical Properties	9.1 Physical State: [REDACTED]
10. Stability and Reactivity	10.1 Stability: [REDACTED]
11. Toxicological Information	11.1 Acute Toxicity: [REDACTED]
12. Ecological Information	12.1 Ecotoxicity: [REDACTED]
13. Disposal Considerations	13.1 Disposal: [REDACTED]
14. Transport Information	14.1 Transport Name: [REDACTED]
15. Regulatory Information	15.1 Regulatory: [REDACTED]
16. Other Information	16.1 Other: [REDACTED]

cleaning. Accidents over hazardous waste, Cuts from [REDACTED]

2M

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
13. Staff Feedback Collection	Inaccurate feedback interpretation, Data breaches	2M		1L
14. Review and Improve Procedures	Resistance to change, Documentation errors	2M		1L
15. Provide Ongoing Training	Training fatigue, Inadequate training material	3H		1L

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
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	

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.