

Undertake Chemical Disposal 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			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:

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	Spillage, Exposure to toxic chemicals	3H	<ul style="list-style-type: none"> - Conduct a safety briefing with all team members - Review the Safety Data Sheets (SDS) for all chemicals - Ensure all personnel have the proper Personal Protective Equipment (PPE) - Set up physical barriers around the disposal area - Check the functionality of emergency showers and eyewash stations - Ensure adequate ventilation in the disposal area - Designate a supervisor for each disposal operation - Pre-inspect tools and equipment - Calibrate sensors to detect toxic fumes - Verify communication devices are operational 	2M
2. Transportation to Disposal Site	Vehicle accidents, Chemical leakage during transport	3H	<ul style="list-style-type: none"> - Use sealed, appropriate containers for all chemicals during transport - Ensure vehicles are properly maintained - Provide training for safe driving techniques - Secure chemicals to prevent movement during transit - Plan the safest route with minimal traffic - Verify all loads comply with transport regulations - Use secondary containment for all chemical loads - Maintain manifests for all materials transported - Keep fire extinguishers accessible within the vehicle - Minimise travel during peak traffic hours 	2M
3. Site Access and Security	Unauthorized access, Trespassing leading to accidents	3H	<ul style="list-style-type: none"> - Establish site access control with security personnel - Use fencing and gates around the disposal site - Implement a sign-in and sign-out procedure - Perform regular security patrols - Install surveillance cameras in strategic areas - Use signage to warn of restricted access - Develop an emergency response plan for security breaches - Schedule security briefings with all team members 	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
			<ul style="list-style-type: none"> - Ensure communication links with local law enforcement - Audit access logs periodically 	
4. Chemical Identification and Sorting	Chemical reactions, Incorrect sorting leading to hazards	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (goggles, gloves, lab coat) - Perform a compatibility check before mixing - Label all containers clearly and accurately - Use secondary containment for all transfers - Work in a well-ventilated area or fume hood - Have spill kits readily available - Follow proper disposal procedures for waste - Keep work area clean and organized - Avoid direct contact with chemicals - Use proper lifting techniques for heavy containers - Ensure all equipment is properly calibrated - Conduct regular safety drills - Maintain accurate records of all activities - Provide ongoing safety training for all personnel - Establish clear communication protocols - Use color-coded labeling system - Implement a permit-to-work system for high-risk tasks - Perform regular equipment maintenance - Use interlocking devices on access points - Conduct pre-work safety briefings - Ensure all personnel are trained and competent - Use warning signs and barriers to restrict access - Implement a strict no-smoking policy - Keep fire extinguishers accessible and checked - Use proper storage procedures for chemicals - Avoid carrying large containers - Use proper tie-off techniques for fall protection - Ensure all electrical equipment is properly grounded - Use non-slip footwear - Keep aisles clear of obstructions - Use proper hand signals for lifting - Implement a lockout/tagout procedure for equipment - Use proper ventilation for confined spaces - Conduct regular safety audits - Establish a clear emergency exit route - Use proper tie-off techniques for fall protection - Ensure all electrical equipment is properly grounded - Use non-slip footwear - Keep aisles clear of obstructions - Use proper hand signals for lifting - Implement a lockout/tagout procedure for equipment - Use proper ventilation for confined spaces - Conduct regular safety audits - Establish a clear emergency exit route 	2M
5. Equipment Setup and Inspection	Equipment malfunction, Inadequate setup leading to slips	2M	<ul style="list-style-type: none"> - Perform a pre-use inspection of all equipment - Ensure all safety guards are in place and functional - Verify that all components are properly assembled - Check for leaks, cracks, or other damage - Test emergency stop functions - Ensure proper alignment and leveling - Use proper tie-off techniques for fall protection - Ensure all electrical equipment is properly grounded - Use non-slip footwear - Keep aisles clear of obstructions - Use proper hand signals for lifting - Implement a lockout/tagout procedure for equipment - Use proper ventilation for confined spaces - Conduct regular safety audits - Establish a clear emergency exit route - Use proper tie-off techniques for fall protection - Ensure all electrical equipment is properly grounded - Use non-slip footwear - Keep aisles clear of obstructions - Use proper hand signals for lifting - Implement a lockout/tagout procedure for equipment - Use proper ventilation for confined spaces - Conduct regular safety audits - Establish a clear emergency exit route 	1L
6. Chemical Transfer Procedures	Spillage during transfer, Inhalation of fumes	3H	<ul style="list-style-type: none"> - Wear appropriate PPE (goggles, gloves, lab coat) - Perform a compatibility check before mixing - Label all containers clearly and accurately - Use secondary containment for all transfers - Work in a well-ventilated area or fume hood - Have spill kits readily available - Follow proper disposal procedures for waste - Keep work area clean and organized - Avoid direct contact with chemicals - Use proper lifting techniques for heavy containers - Ensure all equipment is properly calibrated - Conduct regular safety drills - Maintain accurate records of all activities - Provide ongoing safety training for all personnel - Establish clear communication protocols - Use color-coded labeling system - Implement a permit-to-work system for high-risk tasks - Perform regular equipment maintenance - Use interlocking devices on access points - Conduct pre-work safety briefings - Ensure all personnel are trained and competent - Use warning signs and barriers to restrict access - Implement a strict no-smoking policy - Keep fire extinguishers accessible and checked - Use proper storage procedures for chemicals - Avoid carrying large containers - Use proper tie-off techniques for fall protection - Ensure all electrical equipment is properly grounded - Use non-slip footwear - Keep aisles clear of obstructions - Use proper hand signals for lifting - Implement a lockout/tagout procedure for equipment - Use proper ventilation for confined spaces - Conduct regular safety audits - Establish a clear emergency exit route 	2M

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7. Waste Segregation	Cross-contamination, Incorrect waste categorization	3H		2M
8. Disposal Operations	Accidental exposure, Environmental contamination	4A		2M
9. Decontamination	Residual contamination, Skin contact with chemicals	3H		2M

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10. Final Inspection	Missed hazards, Recording errors	2M		1L
11. Documentation and Reporting	Incomplete records, Miscommunication of outcomes	2M		1L
12. Post-Disposal Review	Failure to learn from incidents, Overlooked non-compliances	2M		1L

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13. Training and Skill Development	Skill gaps, Inadequate knowledge retention	2M		1L
14. Employee Health Monitoring	Late detection of health issues, Unreported symptoms	2M		1L
15. Continuous Improvement Review	Stagnant processes, Failure to adapt to new regulations	2M		1L

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16. Communication and Reporting Protocols	Information bottlenecks, Inadequate stakeholder engagement	2M		1L
17. Equipment Maintenance	Equipment failure, Delayed repairs leading to risks	2M		1L
18. Record Retention	Loss of critical data, Non-compliance with archival requirements	2M		1L

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19. Regulatory Compliance	Breach of legal obligations, Fines due to non-compliance	3H		2M
20. Stakeholder Engagement	Lack of stakeholder support, Misinformation dissemination	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