

Ventilation Cleaning 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 | inadequate training, poor ventilation design | 3H | <ul style="list-style-type: none"> - Conduct a risk assessment specific to the site - Ensure all workers hold relevant qualifications - Provide detailed briefing on the work to be done - Identify all areas with poor ventilation - Secure permits and approvals - Ensure communication devices are working - Prepare and distribute necessary PPE - Confirm safety equipment is available and operational - Conduct initial air quality tests - Establish a communication plan among team members | 2M |
| 2. Isolation of Power | electrical shock, fire risk | 3H | <ul style="list-style-type: none"> - Ensure the use of lockout/tagout procedures - Verify power is off at the source and equipment - Post warning signs at all power isolation points - Assign trained personnel to conduct the isolation - Equip personnel with insulating gloves - Use insulated tools - Conduct voltage tests to confirm isolation - Review fire emergency procedures with team - Maintain clear evacuation routes - Keep a fire extinguisher nearby | 1L |
| 3. Accessing Work Area | falls, restricted access | 3H | <ul style="list-style-type: none"> - Use access equipment like ladders and scaffolding - Inspect access equipment before use - Supervise the setup of safety barriers - Use fall arrest systems for workers at height - Develop a rescue plan for fall incidents - Ensure access points are free of obstructions - Assign spotters to monitor worker safety - Provide appropriate harnesses and lanyards | 2M |

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| | | | <ul style="list-style-type: none"> - Inform workers of emergency exits - Keep area well-lit to improve visibility | |
| 4. Removal of Vent Covers | manual handling injuries, sharp edges | 3H | <ul style="list-style-type: none"> - Use proper lifting techniques - Wear gloves to protect hands from sharp edges - Use a team to lift heavy covers - Clear the work area of obstacles - Use a dolly or hand truck to move covers - Inspect covers for damage before use - Keep covers off the ground when not in use - Use caution when walking on covers - Store covers properly after use - Clean up any debris or oil spills immediately - Report any injuries or near misses to the supervisor | 1L |
| 5. Inspection of Ducts | exposure to dust, confined spaces | 3H | <ul style="list-style-type: none"> - Wear a respirator to protect against dust - Use proper ventilation in confined spaces - Have a spotter or buddy system in place - Use a flashlight to inspect ducts thoroughly - Avoid touching or disturbing dust inside ducts - Wear safety glasses to protect eyes from dust - Use caution when entering confined spaces - Have a fire extinguisher nearby in case of fire - Report any dust exposure or respiratory issues to the supervisor | 2M |
| 6. Debris Removal | airborne particles, allergic reactions | 3H | <ul style="list-style-type: none"> - Wear a respirator to protect against airborne particles - Use proper ventilation to remove debris - Use a vacuum or HEPA filter to remove debris - Avoid disturbing debris during removal - Wear safety glasses to protect eyes from debris - Use caution when using power tools - Have a fire extinguisher nearby in case of fire - Report any allergic reactions or respiratory issues to the supervisor | 2M |

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| | | | | |
| 7. Cleaning of Ducts | chemical exposure, slips and trips | 3H | | 2M |
| 8. Inspection After Cleaning | residual dust, equipment malfunction | 2M | | 1L |
| 9. Replacement of Vent Covers | incorrect installation, repetitive strain injuries | 2M | | 1L |

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| | | | | |
| 10. Final Check and Clean Up | leftover materials, poor visibility | 2M | | 1L |
| 11. Documentation and Reporting | data inaccuracies, non-compliance | 2M | | 1L |
| 12. Equipment Maintenance | wear and tear, incorrect settings | 3H | | 1L |

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| | | | | |
| 13. Training and Competency Checks | skill gaps, unfamiliarity with equipment | 3H | | 1L |
| 14. Review and Continuous Improvement | ineffective procedures, competency | 3H | | 1L |
| 15. Emergency Drills | panic during drills, miscommunication | 3H | | 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>

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