

**Commercial Kitchen and Exhaust System Cleaning**

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.	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. WHS Governance, Legal Compliance & Duty of Care	<ul style="list-style-type: none"> <li>Lack of documented WHS management system for commercial kitchen and exhaust system cleaning operations</li> <li>Failure to identify and comply with WHS Act 2011, WHS Regulations, Codes of Practice and relevant Australian Standards (e.g. AS 1851, AS/NZS 3666, AS/NZS 4801 / ISO 45001 equivalent systems)</li> <li>Unclear WHS roles, responsibilities and accountability for managers, supervisors and workers</li> <li>Inadequate consultation with workers, clients and contractors about WHS issues in kitchen cleaning activities</li> <li>Insufficient monitoring, review and continual improvement of WHS performance</li> <li>Poor integration of WHS requirements into contracts, tenders and service-level agreements with clients and subcontractors</li> </ul>	4A	<ul style="list-style-type: none"> <li>Develop and implement a documented WHS Management System aligned with WHS Act 2011 and relevant Australian Standards, covering all commercial kitchen and exhaust cleaning activities</li> <li>Establish a legal register identifying applicable WHS legislation, Codes of Practice and Standards (e.g. hazardous chemicals, confined spaces, plant, working at height, electrical safety, manual tasks, occupational hygiene) and review it at least annually</li> <li>Define and document WHS responsibilities for directors, senior managers, supervisors, workers and subcontractors in position descriptions and contracts</li> <li>Implement formal WHS consultation and communication processes (e.g. HSRs, WHS Committee, toolbox talks, safety alerts) specific to kitchen and exhaust cleaning operations</li> <li>Incorporate WHS performance expectations, incident reporting obligations and right-of-entry provisions into client and subcontractor agreements</li> <li>Conduct scheduled WHS system audits and management reviews, including site inspections of commercial kitchens, food courts and outdoor grill areas</li> <li>Ensure a documented process for identifying changes in legislation and updating policies, procedures and risk controls accordingly</li> </ul>	3H
2. Contractor, Subcontractor & Labour Hire Management	<ul style="list-style-type: none"> <li>Use of subcontractors or labour hire workers without adequate WHS training or competency verification</li> <li>Inconsistent safety standards between principal contractor, cleaning business and host clients</li> <li>Poor communication of site-specific risks (e.g. hot surfaces, gas isolations, allergen contamination, after-hours access) to external workers</li> <li>Lack of clarity regarding who controls plant, equipment, isolation points and emergency procedures</li> <li>Inadequate supervision of subcontractor activities in high-risk areas such as roofs, plant rooms and confined ceiling spaces</li> <li>Failure of contractors to report incidents, near misses or damage to</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a contractor management procedure that includes pre-qualification of WHS systems, insurances, training, licences and incident history</li> <li>Require subcontractors and labour hire providers to submit evidence of induction, task-specific training (e.g. working at height, confined space, chemical handling) and competency records</li> <li>Use written scopes of work that clearly allocate WHS responsibilities, including control of plant, lock-out/tag-out authority and permit requirements</li> <li>Provide site-specific WHS inductions for all external workers, including hazards associated with commercial ovens, refrigerators, exhaust hoods, bulk grease tanks and outdoor grills</li> <li>Mandate use of safe work method statements (SWMS) for high-risk construction work (e.g. work at height, in or near confined spaces, near live electrical installations) and review them before work commencement</li> <li>Establish a reporting protocol for incidents, near misses and property damage that applies equally to employees and contractors, with follow-up investigations and corrective actions</li> <li>Conduct periodic audits and spot checks of subcontractor WHS performance and compliance with agreed systems</li> <li>Include the right to cease work for safety reasons in all subcontractor agreements</li> </ul>	3H

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	kitchen infrastructure or exhaust systems			
3. Workforce Competency, Licensing & Training Systems	<ul style="list-style-type: none"> <li>Inadequate training in hazards unique to commercial kitchen environments (e.g. hot oil, sharp equipment, gas systems, slippery floors, biological contaminants)</li> <li>Workers not competent to perform tasks such as enclosed kitchen hood cleaning, exhaust duct access, bulk grease tank cleaning or deep freezer cleaning</li> <li>Failure to confirm required licences or certifications for specialised tasks (e.g. EWP operation, high-risk work, electrical work performed by others, confined space work if applicable)</li> <li>Lack of refresher training leading to skill fade and unsafe short-cuts</li> <li>No structured induction covering client policies, after-hours work, food safety considerations and allergen control</li> <li>Limited supervisory capacity to identify unsafe practices in complex cleaning jobs</li> </ul>	4A	<ul style="list-style-type: none"> <li>Implement a competency-based training manual that specifies mandatory training, licences and refresher intervals for all roles associated with kitchen and exhaust system cleaning</li> <li>Provide a structured induction program covering SMS responsibilities, site rules, emergency procedures, incident reporting and hazardous chemicals specific to degreasers and sanitisers used</li> <li>Deliver task-specific training modules on topics such as cleaning commercial ovens and refrigerators, deep freezer cleaning, grease trap and bulk grease tank cleaning, ventilation hood and exhaust fan cleaning and removal of grease and oil</li> <li>Maintain a central training and competency register with expiry alerts for high-risk licences and mandatory refreshers (e.g. working at height, confined space, first aid)</li> <li>Ensure supervisors are trained in hazard identification, risk assessment, permit-to-work systems and effective safety leadership</li> <li>Conduct practical competency assessments and field observations to verify safe application of procedures in a variety of kitchens and food court environments</li> <li>Review training needs after incidents, near misses or introduction of new chemicals, equipment or cleaning methods</li> </ul>	2M
4. Safe Access, Egress & Traffic Management in Client Premises	<ul style="list-style-type: none"> <li>Congested commercial kitchens, food courts and loading areas causing trip and impact hazards</li> <li>Uncontrolled interaction between cleaners, client staff, delivery drivers and public, particularly during food court clean-up and outdoor grill areas</li> <li>Blocked, poorly lit or poorly signed emergency exits and evacuation routes during after-hours cleaning</li> <li>Inadequate systems to manage access to roofs, plant platforms, ceiling voids and restricted spaces for exhaust system inspection and cleaning</li> <li>Manual handling risks from moving equipment, bulk grease tanks, waste</li> </ul>	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> <li>containers and ladders through narrow corridors and cool rooms</li> <li>Poor control of public access around wet, greasy or chemically treated floor surfaces</li> </ul>		[REDACTED]	
5. Plant, Equipment & Maintenance Systems	<ul style="list-style-type: none"> <li>Failure of high-pressure washers, pumps, extraction devices, vacuums or rotary scrubbers due to poor maintenance</li> <li>Uncontrolled movement or collapse of portable equipment such as ladders, mobile platforms and small scaffolds</li> <li>Inadequate guarding of moving parts on mechanical cleaning equipment</li> <li>Damaged or untested RCDs, extension leads and portable electrical equipment used in wet, greasy environments</li> <li>Unverified integrity of tools used in explosive grease-laden atmospheres (e.g. risk of ignition in confined or poorly ventilated ducts)</li> <li>Use of unsuitable tools or cleaning nozzles in bulk grease tanks, traps and ventilation ducts leading to splashing, aerosol generation and ergonomic strain</li> </ul>	4A	[REDACTED]	2M
6. Hazardous Chemicals, Grease Contamination & Biological Agents	<ul style="list-style-type: none"> <li>Exposure to corrosive, irritant or sensitising cleaning chemicals used on ovens, grills, refrigerators, freezers, exhaust hoods and floors</li> <li>Lack of up-to-date Safety Data Sheets (SDS) and inadequate chemical risk assessments for degreasers, sanitisers and descalers</li> <li>Incompatible chemical storage, decanting and mixing practices leading to release of toxic gases or reactions in confined kitchen spaces</li> <li>Aerosolisation of grease, mould, bacteria and food residues from exhaust</li> </ul>	4A	[REDACTED]	2M

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	<p>systems, grease traps and bulk grease tanks</p> <ul style="list-style-type: none"> <li>• Uncontrolled chemical and grease run-off into drains, grease traps or stormwater systems causing environmental and health risks</li> <li>• Inadequate hand hygiene and decontamination practices leading to cross-contamination of food preparation surfaces</li> </ul>		[REDACTED]	
7. Electrical, Gas & Energy Isolation Management	<ul style="list-style-type: none"> <li>• Contact with live electrical components when cleaning around commercial ovens, cooktops, rangehoods, deep fryers, refrigeration units and exhaust fans</li> <li>• Uncontrolled activation of gas appliances, exhaust fans or automated systems during cleaning</li> <li>• Failure to isolate power to exhaust fan motors prior to working on or near fan housings and ductwork</li> <li>• Inadequate coordination with other maintenance personnel during lock-out/tag-out of plant and shared isolation points</li> <li>• Water and chemical ingress into electrical outlets, control panels and appliance housings during pressure cleaning or wet wiping</li> <li>• Resetting of isolations or controls by client staff during after-hours works</li> </ul>	4A	[REDACTED]	2M
8. Work at Height, Roof Access & Above-Ceiling Exhaust Systems	<ul style="list-style-type: none"> <li>• Falls from height when accessing roof-mounted exhaust fans, ventilation hoods or ductwork over cooklines and food courts</li> </ul>	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> <li>Falls through fragile roofing materials or ceiling panels when tracking exhaust systems above kitchen ceilings</li> <li>Use of unsuitable ladders or makeshift platforms to access high-level hoods, ductwork and bulk grease tanks</li> <li>Lack of certified anchor points, guardrails or walkways for regular exhaust system maintenance routes</li> <li>Inadequate planning for rescue in the event of a fall or worker incapacitation at height</li> <li>Weather exposure, wind loading and slippery roof surfaces during outdoor grill hood and fan cleaning</li> </ul>		[REDACTED]	
9. Confined, Enclosed & Poorly Ventilated Spaces in Exhaust and Tank Systems	<ul style="list-style-type: none"> <li>Entry into enclosed kitchen hood plenums, vertical exhaust risers, bulk grease tanks or grease traps with limited access and ventilation</li> <li>Accumulation of flammable vapours, cleaning chemical fumes or oxygen-deficient atmospheres in enclosed ducting or tanks</li> <li>Difficulty in extracting workers quickly in the event of medical emergency or exposure inside ducts, tanks or tanks</li> <li>Misclassification of enclosed or restricted areas, resulting in work being carried out without appropriate controls or permits</li> <li>Biological contaminants, mould and bacterial growth in unventilated spaces leading to respiratory irritation</li> <li>Limited visibility and awkward body positions within enclosures increasing musculoskeletal and entrapment risks</li> </ul>	4A	[REDACTED]	2M

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10. Manual Handling, Ergonomics & Work Organisation	<ul style="list-style-type: none"> <li>• Repetitive, forceful cleaning motions on vertical and overhead surfaces such as cooktops, rangehoods and ventilation hoods</li> <li>• Awkward postures when working inside commercial ovens, refrigerators, freezers and under benches</li> <li>• Lifting and carrying of heavy or awkward equipment, bulk grease containers and waste drums through kitchens and loading docks</li> <li>• Sustained static postures in cramped spaces behind or between appliances</li> <li>• Inadequate staffing levels or time pressures leading to rushing and unsafe manual handling practices</li> <li>• Lack of systems to rotate tasks and manage cumulative musculoskeletal load</li> </ul>	3H	[REDACTED]	2M
11. Fire, Explosion & Hot Surface Risk Management	<ul style="list-style-type: none"> <li>• Ignition of residual grease in exhaust hoods, ducts and bulk grease tanks during hot water or steam cleaning</li> <li>• Working on or near hot cooktops, ovens, grills and fryers in inadequately cooled-down conditions</li> <li>• Inadequate maintenance of client exhaust systems leading to increased grease build-up and heightened fire loading</li> <li>• Use of inappropriate ignition sources (e.g. grinding, cutting, smoking) near grease-laden surfaces and vapours</li> <li>• Failure to coordinate with client fire protection systems, including automatic suppression in hoods and alarm isolations</li> <li>• Inadequate emergency response planning for fire or thermal burns during cleaning activities</li> </ul>	4A	[REDACTED]	2M

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12. Hygiene, Food Safety Interface & Environmental Management	<ul style="list-style-type: none"> <li>• Cross-contamination of food contact surfaces from dirty tools, footwear, hoses and PPE</li> <li>• Inadequate separation of cleaning processes from food preparation, storage and service activities</li> <li>• Incorrect management of grease and chemical waste leading to odours, pest attraction and pollution</li> <li>• Failure to align cleaning methods with client food safety plans (e.g. HACCP, ISO 22000 systems)</li> <li>• Residual chemical films on surfaces that may contaminate food or alter equipment performance</li> <li>• Poor reinstatement of kitchen areas after deep cleaning, leading to hygiene non-conformances during inspections</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
13. Fatigue, Scheduling, Remote & After-Hours Work	<ul style="list-style-type: none"> <li>• Excessive working hours and night shifts to accommodate kitchen operating schedules leading to fatigue-related errors</li> <li>• Compressed schedules for short clean-up and deep cleaning between trading periods causing rushing and skimping</li> <li>• Working alone or in small teams in remote plant rooms, roofs or back-of-house areas without effective communication systems</li> <li>• Reduced availability of supervision, first aid and emergency response during night or early morning shifts</li> <li>• Long travel distances between multiple sites in one shift increasing fatigue and driving risks</li> <li>• Inadequate planning for remote or regional work where emergency and medical support is limited</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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14. Incident Reporting, Emergency Preparedness & First Aid	<ul style="list-style-type: none"> <li>• Delayed or incomplete response to incidents involving chemical exposure, burns, cuts, sprains, falls or electrical shock</li> <li>• Lack of clear incident reporting procedures for workers operating across multiple client sites</li> <li>• Insufficient availability of first aid equipment and trained first aiders during after-hours or remote works</li> <li>• Poor coordination with client emergency procedures, warden systems and evacuation routes</li> <li>• Under-reporting of near misses and property damage, resulting in missed opportunities for systemic improvement</li> <li>• Inadequate post-incident investigation and corrective action processes</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L
15. Information Management, Documentation & Records	<ul style="list-style-type: none"> <li>• Out-of-date procedures, SWMS and risk assessments being used on site</li> <li>• Loss of critical records relating to training, equipment maintenance, permits and waste disposal</li> <li>• Inadequate documentation of exhaust system cleaning frequencies and verification for insurance or regulatory requirements</li> <li>• Poor version control leading to conflicting instructions between head office and site documents</li> <li>• Insufficient capture of site-specific variations and client requirements within standard documentation</li> <li>• Lack of accessible documentation for workers in the field, particularly for remote and after-hours work</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	1L

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16. Psychosocial Risks, Consultation & Safety Culture	<ul style="list-style-type: none"> <li>• High workload, time pressure and client expectations leading to stress and reduced attention to safety</li> <li>• Poor communication or conflict between cleaners, client staff and supervisors, especially during disruptive deep cleaning activities</li> <li>• Lack of worker input into job planning and risk control decisions for complex cleaning tasks</li> <li>• Bullying, harassment or discrimination towards cleaning staff working in back-of-house and late-night environments</li> <li>• Workers feeling unable to raise safety concerns or stop work when conditions change or become unsafe</li> <li>• Job insecurity for subcontractors affecting willingness to report incidents or hazards</li> </ul>	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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 2025  
 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) Regulation 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>

**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.