

Floor Scrubber

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:

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. Procurement, Design and Commissioning of Floor Scrubber (Rotowash)	<ul style="list-style-type: none"> • Purchase of floor scrubber that is not fit-for-purpose for floor types, slopes, or chemical products used on site • Lack of documented consultation with workers, HSRs and PCBU representatives during selection and trial of equipment • Imported plant that does not meet Australian electrical, guarding and safety standards or lacks compliant labelling and manuals • Inadequate consideration of noise, vibration, push forces and ergonomic design at the purchasing stage • Failure to ensure compatibility with existing cleaning chemicals, floor sealants and drainage systems • No formal commissioning process to verify safe operation before routine use • Absence of documented risk assessment conducted prior to introduction of the plant into the workplace 	High	<ul style="list-style-type: none"> • Implement a formal plant procurement procedure that requires a documented WHS risk assessment and consultation before purchasing any floor scrubber or Rotowash unit, in accordance with WHS Act 2011 duties for PCBUs • Specify performance and safety criteria in purchase documentation, including suitability for floor surfaces, gradients, environmental conditions and expected duty cycle • Require suppliers to provide written confirmation of compliance with relevant Australian Standards (e.g. AS/NZS 60335 series for electrical equipment) and VRC regulations relating to plant safety • Mandate provision of up-to-date operator manuals, service manuals, safety data for integrated chemical dosing systems and clear labelling of emergency stop and isolation points • Conduct pre-purchase trials with representative workers, ergonomics review of handle and control layout and assessment of push/pull forces against applicable guidance (e.g. Safe Work Australia material handling guidelines) • Include compatibility checks between the machine and existing detergents, disinfectants and floor coatings without input from a competent person and review of SDS to avoid adverse reactions or surface damage • Establish a commissioning checklist to be completed by a competent person before first operational use covering functional safety checks, electrical test and tag, noise levels, and emergency stop verification • Record all procurement and commissioning decisions, including risk assessment outcomes, in a plant register that is maintained and reviewed periodically 	Medium
2. Governance, WHS Responsibilities and Consultation	<ul style="list-style-type: none"> • Unclear allocation of WHS responsibilities for the risks associated with floor scrubber use, maintenance and storage • Insufficient consultation with workers and health and safety representatives (HSRs) about plant-related risks and changes to cleaning schedules • Inadequate communication between PCBUs in shared workplaces (e.g. contract cleaners and building management) regarding floor cleaning operations and residual hazards • Lack of formal process to review WHS performance data related to the floor scrubber (near misses, incidents, damage reports) • Absence of organisational KPIs around plant safety, housekeeping standards 	High	<ul style="list-style-type: none"> • Define and document specific WHS roles and responsibilities for officers, managers, supervisors and operators in relation to plant management, in line with the WHS Act 2011 due diligence requirements • Embed floor scrubber risks into the organisation's WHS management system, including documented policies and procedures for plant safety, hazard reporting and incident investigation • Establish a formal consultation framework with workers and HSRs so changes to equipment, chemicals, cleaning schedules or work areas are discussed and documented before implementation • Implement communication protocols between host PCBU, cleaning contractors and other PCBUs on site, including agreed rules for out-of-hours cleaning, cord management, signage and access control • Introduce periodic WHS meetings or toolbox sessions specifically addressing plant-related risks, near miss trends and improvement actions for cleaning activities • Set clear, measurable WHS performance indicators for plant safety (e.g. completion rate of pre-use checks, training currency, number of reported defects closed out) and review them at management level • Ensure WHS consultation outcomes and action items are recorded, tracked and verified for completion through the existing safety management system 	Medium

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	and incident reporting for cleaning operations			
3. Risk Management, Procedures and Documentation	<ul style="list-style-type: none"> Absence of a documented, plant-specific risk assessment for the floor scrubber considering all operating environments at the workplace Reliance on generic cleaning procedures that do not address specific hazards of the Rotowash (e.g. cable, rotating brushes, water and detergents) Failure to update risk assessments and procedures following incidents, near misses, or changes in plant design, floor layout or chemicals used Inadequate integration of floor scrubber risks into broader workplace risk registers and hazard identification processes Lack of documented escalation process when high-risk defects are identified (e.g. electrical faults, brake failures, loss of isolation controls) 	High	<ul style="list-style-type: none"> Develop and maintain a site-specific WHS risk assessment for the floor scrubber that aligns with WHS Act 2011 and WHS Regulations requirements for plant, including identification of reasonably foreseeable hazards and control measures Create a documented safe operating procedure (SOP) or similar for system-level use of the Rotowash, focusing on pre-use checks, operating envelope, interaction with others, and reporting requirements rather than step-by-step technique Ensure risk assessments and SOPs specifically address different work settings (e.g. slopes, confined corridors, near public access, wet areas, power outlets availability) and are readily accessible to all workers Establish a formal review schedule (e.g. annually or after any incident or equipment modification) for the risk assessment with involvement from workers, HSRs and competent persons Integrate floor scrubber risks into the organisation's overarching risk register, including risk ratings, owners and target completion dates for improvement actions Implement a documented process for immediate withdrawal from service, tagging and isolation of the plant when serious defects are reported, including clear authorisation to return to service only after verification by a competent person Retain records of risk assessments, reviews, approvals and change management decisions for audit and due diligence purposes 	Medium
4. Training, Competency and Supervision	<ul style="list-style-type: none"> Workers operating floor scrubber without adequate instruction, task-specific training or assessment of competency Over-reliance on informal peer instruction with no standardised training content or verification of understanding Insufficient supervision of or inexperienced operators, particularly during higher-risk scenarios (e.g. near public, on slopes, after-hours work) Language, literacy or learning barriers not considered in training, leading to poor understanding of controls, emergency stops and isolation requirements Lack of refresher training or re-assessment following incidents, plant modifications or changes to cleaning chemicals 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<ul style="list-style-type: none"> Contractor and labour-hire workers not included in the host PCBU's training and competency management systems 		[REDACTED]	
5. Plant Maintenance, Inspection and Asset Management	<ul style="list-style-type: none"> Lack of a planned preventive maintenance program for the floor scrubber, leading to mechanical or electrical failure during use Failure to conduct and document scheduled inspections (e.g. brakes, brushes, wheels, power leads, safety interlocks) Use of damaged power leads, plugs or RCDs increasing risk of electric shock in wet environments Uncontrolled modifications or use of non-approved parts and accessories affecting safe operation Defect reports not acted on promptly due to poor communication between operators, supervisors and maintenance providers No clear plant lifecycle plan, resulting in continued use of obsolete unsafe units beyond their serviceable life 	High	[REDACTED]	Low
6. Electrical Safety and Integration with Workplace Infrastructure	<ul style="list-style-type: none"> Use of corded floor scrubbers in or poorly drained areas without adequate electrical protection Incompatible or overloaded circuits and power points due to lack of planning with building services Trailing leads creating trip hazards or damage points at doorways, lifts and high-traffic corridors Insufficient RCD protection or failure to test RCDs as part of the site's electrical safety program Inadequate procedures for isolation, disconnection and lock-out when servicing or cleaning the machine 	High	[REDACTED]	Medium

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			[REDACTED]	
7. Chemical Management and Environmental Controls	<ul style="list-style-type: none"> • Incorrect selection, storage or dilution of detergents, degreasers or disinfectants used with the floor scrubber • Lack of accessible Safety Data Sheets (SDS) and inadequate understanding of chemical health hazards by workers • Incompatible chemicals causing fumes, surface damage or reaction with waste in drains • Poorly managed waste water disposal leading to environmental contamination or non-compliance with trade waste requirements • Spills and overspray resulting in slip hazards for other workers, members of the public • Inadequate ventilation when using chemicals in enclosed or poorly ventilated spaces 	High	[REDACTED]	Medium
8. Ergonomics, Manual Handling and Human Factors	<ul style="list-style-type: none"> • Sustained or repetitive pushing, pulling and steering forces leading to musculoskeletal strain • Poor handle height adjustment or control layout causing awkward postures for operators of different statures • Fatigue due to extended use, high-resistance flooring or sub-optimal route planning • Lack of consideration for existing injuries or health conditions affecting operator capability 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> Distraction, rushing or time pressure reducing attention to surroundings and control usage 		[REDACTED]	
9. Interaction with Other Persons, Public Safety and Traffic Management	<ul style="list-style-type: none"> Contact between the moving machine and pedestrians, including members of the public, in shared corridors, lobbies or retail spaces Slip and trip hazards for others due to wet floors, hoses or power leads during or after cleaning Insufficient separation between floor scrubber operations and mobile plant, trolleys, forklifts or vehicles in loading docks and car parks Lack of clear signage and communication when cleaning is being conducted outside normal hours Inadequate emergency response planning for incidents involving workers or vulnerable persons (e.g. elderly, mobility-impaired) encountering the work area 	High	[REDACTED]	Medium
10. Emergency Preparedness, Incident Reporting and Continuous Improvement	<ul style="list-style-type: none"> Delayed or ineffective response to emergencies such as electric shock, chemical exposure, slips, or entanglement involving the floor scrubber Under-reporting of near misses, minor incidents or equipment faults, limiting organisational learning Lack of integration between contractor incident reporting systems and the host PCBU's WHS reporting processes 	Medium	[REDACTED]	Low

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	<ul style="list-style-type: none"> • Failure to analyse incident trends specifically related to plant and cleaning operations • No formal mechanism to capture worker suggestions and practical improvements for safer use of the floor scrubber 		<div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px; margin-bottom: 5px;"></div> <div style="background-color: black; width: 100%; height: 15px;"></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 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.