

Industrial Workshop Cleaning and Tool Maintenance

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. WHS Governance, Duties and Consultation	<ul style="list-style-type: none"> Lack of clear allocation of WHS responsibilities for workshop cleaning and tool maintenance activities Inadequate consultation with workers, HSRs and contractors regarding risks from cleaning systems and maintenance practices Failure to ensure PCBU's with shared responsibilities (e.g. landlords, equipment suppliers, specialist maintenance contractors) coordinate WHS duties Policies and procedures not aligned with the WHS Act 2011, WHS Regulation and relevant Codes of Practice Inadequate review of incidents and near misses related to cleaning and tool maintenance leading to repeated system failures 	4A	<ul style="list-style-type: none"> Establish a documented WHS governance framework that clearly allocates officer, manager, supervisor and worker duties specific to industrial workshop cleaning and tool maintenance Maintain a WHS legal register covering the WHS Act 2011, WHS Regulation and relevant Codes of Practice (e.g. Managing Risks in Plant in the Workplace, Hazardous Chemicals, Managing Noise and Preventing Hearing Loss at Work) and review it at least annually Implement a formal consultation procedure regarding regular toolbox talks and safety meetings addressing workshop cleaning system and tool maintenance risks and change management Develop written agreements or MOUs with other PCBU's (e.g. landlords, service companies for oil filter crusher, parts washers, thermal parts washers) to clarify shared WHS responsibilities Implement structured incident and near-miss reporting and investigation process focused on underlying system failures, with corrective actions tracked to closure and reported to senior management 	3H
2. Competency, Induction and Training Systems	<ul style="list-style-type: none"> Workers performing tool maintenance, calibration and cleaning without formal competency assessment Inadequate training on safe systems for changing and maintaining blades, saw blades and machine tips Lack of specific training on oil filter crusher, parts washer and thermal parts washer hazards (e.g. pressure, heat, chemicals, entanglement) Insufficient training on safe use of wall mounted tyre racks and manual handling related to tyre storage and retrieval No refresher training program leading to skill fade and unsafe short-cuts 	4A	<ul style="list-style-type: none"> Develop and implement a competency framework and training matrix for all roles involved in workshop cleaning, calibration and tool maintenance, including contractors Ensure task-specific training modules address calibration of tools and equipment, saw blade changing, replacing machine blades or tips, maintenance of saw blades and practised safe tool storage and maintenance Include OEM manuals, safety data sheets and plant risk assessments in the training content for oil filter crushers, parts washers and thermal parts washers Introduce mandatory induction for new and temporary workers that covers housekeeping systems, lock-out/tag-out (LOTO), hazardous chemicals, machine guarding and storage of tools and equipment including wall mounted tyre racks Implement biennial refresher training and competency reassessment, with records maintained in a central training management system and gaps escalated to line management 	2M
3. Plant and Equipment Design, Procurement and Guarding	<ul style="list-style-type: none"> Procurement of workshop plant and tools without considering inherent safety features and WHS requirements Insufficient guarding and interlocks on saws, blade changing mechanisms and oil filter crushers 	4A	<ul style="list-style-type: none"> Adopt a plant procurement policy requiring pre-purchase WHS risk assessments and verification that new equipment (e.g. saws, oil filter crushers, parts washers, thermal parts washers) complies with AS/NZS and manufacturer safety requirements Specify minimum design and guarding standards for cutting and sawing equipment, including fixed and adjustable guards, interlocked access covers and compliant emergency stop devices 	2M

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	<ul style="list-style-type: none"> Parts washers and thermal parts washers lacking engineering controls for temperature, chemical exposure and splash protection Inadequately designed or installed wall mounted tyre racks creating fall, overloading or collapse risks Lack of standardisation leading to multiple tool types and blade systems increasing the risk of incompatible parts and incorrect installation 		<ul style="list-style-type: none"> Ensure parts washers and thermal parts washers incorporate enclosed systems, temperature controls, overflow protection, local exhaust ventilation (where required) and lockable isolation points Implement engineering review and certification of wall mounted tyre racks, including load rating, anchoring details and safe access requirements Standardise key equipment and blade systems across the site, with approved supplier lists and controls to prevent purchase of non-compliant or incompatible parts and cutting components 	
4. Maintenance, Calibration and Inspection Systems	<ul style="list-style-type: none"> Inadequate preventive maintenance program for saws, oil filter crushers, parts washers and thermal parts washers Calibration of tools and equipment not scheduled, documented or verified, leading to unsafe performance or quality issues No systematic process to inspect and maintain guards, interlocks and emergency stops after maintenance activities Lack of itemised monitoring of consumed cutting blade teeth and saw blade condition leading to cracks and unexpected failure Reliance on reactive maintenance creating unplanned downtime and pressure to bypass safety systems 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Hazardous Energy Isolation and Lock-Out/Tag-Out (LOTO)	<ul style="list-style-type: none"> Inadequate isolation procedures for equipment during blade changing, saw blade maintenance and replacing machine blades or tips Failure to control stored energy (mechanical, pneumatic, hydraulic, thermal or electrical) during maintenance and cleaning No standardised LOTO devices, tags and procedures across the workshop Contractors performing maintenance on oil filter crushers, parts washers or 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> thermal parts washers without following site LOTO requirements Supervisory systems failing to verify isolation before work commences 		[REDACTED]	
6. Hazardous Chemicals and Thermal Processes Management	<ul style="list-style-type: none"> Inadequate identification and control of hazardous cleaning agents, solvents and detergents used in parts washers and thermal parts washers Lack of effective systems for managing fumes, vapours and aerosols generated during heated cleaning processes Insufficient information, training and supervision on hazardous chemical handling, decanting, storage and waste disposal Failure to maintain current Safety Data Sheets and chemical registers Thermal parts washer controls not adequately preventing burns, scalds or heat-stress exposures 	4A	[REDACTED]	2M
7. Mechanical, Cutting and Entanglement Risk Management	<ul style="list-style-type: none"> Systemic failure to control access to rotating parts during maintenance of saw blades, oil filter crushers and other powered equipment Inadequate procedures for removing sharp edges from damaged cutting blades, used saw blades and offcuts Lack of engineered systems to manage jamming or misfeeds in oil filter crushers and cutting plant, leading to reach-in and entanglement Failure to manage compatibility and correct fitting of replacement blades or tips across different tools and machines No standard process for safe handling, segregation and disposal of spent blades and sharps 	4A	[REDACTED]	2M
8. Housekeeping, Cleaning Systems and Workshop Layout	<ul style="list-style-type: none"> Poorly defined cleaning responsibilities and schedules leading to accumulation of debris around saws, parts washers and oil filter crushers 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Inadequate control of oil, coolant, cleaning fluids and metal shavings creating slip, trip and fire hazards Workshop layout not optimised for safe movement of people, trolleys and forklifts around tool storage and maintenance areas No system for safe segregation of clean, dirty and waste components (e.g. oily filters, used blades, contaminated rags) Failure to manage dust accumulation related to cutting activities, leading to respiratory and ignition risks 		[REDACTED]	
9. Storage Systems for Tools, Blades and Tyres	<ul style="list-style-type: none"> Unsystematic storage of tools and cutting equipment increasing risk of falling objects, lacerations and trip hazards Improper loading and use of wall mounted tyre racks leading to rack failure, tyre falls or overexertion during retrieval Lack of secure, labelled storage for calibrated equipment resulting in damage, loss of operation integrity and unauthorised use No control over segregation of sharp items such as new and used cutting blades and saw blades Storage areas not designed to prevent unauthorised access to high-risk tools and machines 		[REDACTED]	2M
10. Contractor, Supplier and OEM Interface Management	<ul style="list-style-type: none"> Contract service providers undertaking maintenance or calibration on workshop plant without adequate induction or risk information OEM recommendations for oil filter crushers, parts washers and thermal parts washers not integrated into site procedures No system to verify contractor competency for high-risk tasks such as 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> saw blade changing, equipment calibration or pressure system servicing • Failure to control and supervise contractor activities during shutdowns or after-hours work • Inadequate communication of site-specific hazards (e.g. traffic routes, hazardous chemical storage, emergency systems) to visiting technicians 		[REDACTED]	
11. Fatigue, Work Organisation and Supervision	<ul style="list-style-type: none"> • Cleaning and maintenance tasks scheduled at end of long shifts, increasing the risk of error during activities such as blade changing and calibration • Insufficient supervision for after-hours or weekend maintenance work • High workload, production pressures or poorly planned shutdowns promoting short-cuts and bypassing of controls • Inadequate rostering and break management for staff operating thermal parts washers, parts washers or oil filter crushers over extended periods • No formal process for assessing fitness for work where fatigue or other impairment is suspected 	3H	[REDACTED]	2M
12. Emergency Preparedness, First Aid and Incident Response	<ul style="list-style-type: none"> • Lack of specific emergency procedures for incidents involving cut wounds, saw blades and sharp objects • Inadequate planning for chemical spills, thermal burns or exposure incidents associated with parts washers and thermal parts washers • Insufficient first aid equipment, supplies or trained first aiders available during all operating hours • Emergency stop systems, alarms and communication equipment not routinely tested or maintained • Workers not trained in reporting and responding to equipment malfunctions, 	3H	[REDACTED]	1L

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	near misses or minor injuries related to cleaning and maintenance			
13. Health Monitoring, Ergonomics and Manual Handling Systems	<ul style="list-style-type: none"> • Repetitive or awkward manual handling during tool maintenance, blade changing and tyre handling from wall mounted racks • Ergonomic risks from poorly designed workstations used for calibration, cleaning and fine tool maintenance • Lack of baseline and periodic health monitoring for workers exposed to noise, vibration or hazardous chemicals associated with cutting and cleaning processes • Failure to integrate hearing conservation, vibration exposure and musculoskeletal injury prevention into WHS planning • No systematic review of injury and discomfort reports to identify underlying ergonomic design issues 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
14. Documentation, Records and Continuous Improvement	<ul style="list-style-type: none"> • Outdated or incomplete documentation for workshop cleaning, calibration and maintenance procedures • Poor record-keeping for maintenance, calibration, inspection and training leading to gaps in compliance evidence • Lack of systematic review of risk assessments for industrial workshop cleaning and tool maintenance • Failure to capture lessons learned from incidents involving saw blade changes, tool failures or cleaning plant malfunctions • Inadequate performance indicators to monitor system effectiveness and drive improvement 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	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 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/factsheets-and-resources/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.