

Site Cleaning Housekeeping and Waste Management

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, Policy and Leadership for Housekeeping	<ul style="list-style-type: none"> Absence of a documented housekeeping and waste management policy aligned with WHS Act 2011 and WHS Regulations Senior management not clearly accountable for site cleanliness and waste management standards Inconsistent expectations across sites, shifts and contractors regarding end-of-day clean up and routine workplace tidiness Housekeeping requirements not embedded into broader WHS management system or safety objectives Lack of consultation with workers and Health and Safety Representatives (HSRs) about practical housekeeping requirements No defined performance indicators or audits for cleaning, site tidiness and waste management outcomes 	4A	<ul style="list-style-type: none"> Develop and endorse a written WHS Housekeeping and Waste Management Policy that specifies leadership commitment, responsibilities and minimum standards for site cleanliness and obstruction-free work areas Integrate housekeeping and waste management into the organisation's WHS management system, including planning, implementation, monitoring and review processes in line with WHS Act 2011 and ISO 45001 principles Assign clear executive and line management accountability for maintaining clean, obstruction-free workplaces, including monitoring of end-of-shift procedures and job completion clean up Establish measurable housekeeping metrics (e.g. inspection scores, number of blocked exit findings, repeat housekeeping non-conformances) and report them regularly at WHS committee and management meetings Formally consult with workers and HSRs when developing and reviewing housekeeping and waste procedures to ensure they are practical and reflect real work, including offcut removal and handling of installed debris Embed housekeeping responsibilities into WHS roles and responsibilities descriptions, performance reviews and contractor management frameworks 	3H
2. Planning, Scheduling and Resourcing of Cleaning and Waste Activities	<ul style="list-style-type: none"> Housekeeping treated as an ad-hoc task rather than a planned activity within job scheduling and project planning Insufficient time built into work programs for routine clean up, debris removal and end of shift procedures Inadequate resourcing for cleaning personnel, equipment, consumables and waste removal services Multiple trades working simultaneously without coordinated debris clearance and shared housekeeping standards No defined arrangements for post-job completion clean up and final waste disposal responsibilities Ineffective management of peak waste generation periods (e.g. demolition phases, large installation offcuts) 	4A	<ul style="list-style-type: none"> Integrate housekeeping, site cleaning and waste management requirements into project planning, job packs and work schedules, with defined time allowances for daily and end-of-job clean up Develop a documented Housekeeping and Waste Management Plan for each site or project, specifying responsibilities, cleaning frequencies, and waste removal arrangements for all work areas and common paths Ensure adequate budget and resources are allocated for cleaning staff, waste removal services, consumables, and equipment needed for routine and end-of-shift clean up Coordinate multi-contractor and multi-trade works through pre-start and coordination meetings, specifically addressing debris management, clear paths of travel, and shared common areas Include explicit clauses in contracts and work orders requiring contractors to complete end-of-day clean up, removal of offcuts, and management of their waste streams Establish contingency plans for high-waste activities, including additional skips, bins, and increased cleaning frequencies during those periods 	2M

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3. Site Layout, Material Storage and Traffic Management for Housekeeping	<ul style="list-style-type: none"> Poor site layout leading to materials, equipment and waste encroaching on aisles, access ways and emergency exits Stacking and storing materials improperly, creating collapse, bumping and impact risks Narrow, cluttered or poorly defined pedestrian and vehicle routes resulting in trips and collisions with unsecured materials Inadequate segregation between material storage, waste accumulation areas and active work zones No designated areas for offcut accumulation, installation debris and temporary waste storage Inadequate lighting highlighting trip hazards only at close range, contributing to late detection of obstructions 	4A	<ul style="list-style-type: none"> Develop a site layout plan that designates clear pedestrian routes, vehicle routes, emergency egress paths, and separate storage and waste zones with housekeeping requirements integrated into each area Adopt and enforce standards for material stacking and storage (height limits, pallet use, racking requirements, stability checks) to prevent materials from being bumped or collapsing into walkways Mark and maintain minimum clear widths for aisles, exits and emergency access routes, with regular inspections and corrective action for any encroaching materials or waste Designate and signpost dedicated locations for waste skips, bins and offcut collection points, away from main walkways and traffic routes but convenient enough to encourage correct use Incorporate traffic management plans that address the interaction of mobile plant, waste collection vehicles and pedestrians in relation to debris removal and housekeeping activities Specify minimum lighting levels for work areas, walkways and waste zones within site design, and conduct periodic checks to ensure obstructions and debris are clearly visible 	2M
4. Waste Segregation, Storage and Disposal Systems	<ul style="list-style-type: none"> Lack of clear system for segregation general waste, recyclables, hazardous waste and sharp or contaminated materials Overfilled or poorly located waste bins leading to overflow, blockages, spills and contamination of work surfaces Unsecured waste skips or bins that can move, tip or allow materials to spill into walkways when bumped Inappropriate storage of chemical, biological or hazardous waste (e.g. rags, solvents, sharp metal offcuts) increasing fire, exposure or injury risks Inconsistent removal schedule for waste leading to accumulation, blocked access and increased manual handling demands Inadequate documentation and contractor control for off-site transport and disposal of regulated wastes 	3H	<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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5. Cleaning Methods, Equipment and Chemical Management	<ul style="list-style-type: none"> • Use of inappropriate cleaning methods (e.g. dry sweeping of fine dust) causing airborne contaminants and reduced visibility • Poorly selected or maintained cleaning equipment (vacuums, floor scrubbers, pressure cleaners) leading to electrical, mechanical or ergonomic risks • Inadequate controls over cleaning chemicals (detergents, solvents, disinfectants) including decanting, labelling and storage • No system for assessing compatibility of cleaning agents with surfaces, plant and waste streams • Inadequate spill response arrangements for detergents, oils or other liquids used in cleaning leading to slips and environmental contamination • Lack of documented maintenance and inspection program for cleaning equipment, cords and attachments 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
6. Routine Housekeeping Standards and Inspection Regime	<ul style="list-style-type: none"> • No defined standard for cleanliness constitutes an acceptable level of site cleanliness and tidiness • Inconsistent application of general housekeeping tasks between shifts, crews and work fronts • Failure to promptly remove obstructions from aisles, stairs and common areas leading to cumulative build-up of debris • Lack of formal inspections or checklists targeted at housekeeping and obstruction control • Reliance on informal clean up rather than documented routines and responsibilities • Poor communication of housekeeping findings, resulting in repeat issues and low accountability 	3H	<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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7. End-of-Shift and End-of-Job Clean Up Management	<ul style="list-style-type: none"> • End-of-day clean up and performing job site cleanup not clearly allocated or supervised • Rushed or skipped end-of-shift procedures due to schedule pressure, fatigue or poor planning • Unsecured materials, tools and coverings left in place creating trip, bump and impact hazards for next shift or other contractors • No formal verification that work areas are left safe upon job completion and before handover to client or next trade • Debris and installation offcuts left concealed under coverings or in poorly lit areas • Inadequate communication between outgoing and incoming shifts about residual housekeeping issues 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
8. Training, Competency and Induction for Housekeeping and Waste	<ul style="list-style-type: none"> • Workers and contractors not trained in organisation-specific housekeeping and waste management requirements • New starters and visitors unaware of designated walkways, waste points and local hazards from unsecured debris • Supervisors lacking skills to enforce housekeeping standards and manage competing production priorities • Inadequate competency assessment for staff using specialised cleaning equipment or handling hazardous waste • Failure to address language, literacy and cultural barriers in communicating housekeeping responsibilities • No refresher training leading to drift from agreed standards and procedures 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
9. Contractor, Visitor and Tenant Management for Housekeeping	<ul style="list-style-type: none"> • Contractors not subject to the same housekeeping and waste standards as direct employees 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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	<ul style="list-style-type: none"> Multiple PCBUs on site with unclear allocation of duties for shared areas and common services (e.g. loading docks, corridors, amenities) Visitors and clients moving through areas with incomplete clean up or unsecured materials Contractual arrangements that prioritise program and cost over safety and cleanliness outcomes No system to verify that contractors clean up installation debris and remove their waste at job completion Tenants or sub-lessees not managing their internal housekeeping to agreed building standards, affecting shared egress paths 		[REDACTED]	
10. Manual Handling and Ergonomic Risks from Cleaning and Waste Tasks	<ul style="list-style-type: none"> Poor system for handling and moving waste, leading to workers manually lifting heavy bags, debris and offcuts Inadequate provision of trolleys, bins and mechanical aids for transferring waste from work areas to collection points Design of waste storage areas requiring awkward twisting or reaching to place or retrieve material No limits or guidelines on bag weight, bin fill levels or size of bulky materials for disposal Cleaning tasks (e.g. mopping, sweeping, collecting debris) designed without ergonomic considerations, increasing risk of cumulative strain Lack of instruction on team lifting or use of aids for large or awkward items generated during clean up 	3H	[REDACTED]	2M
11. Slips, Trips, Falls and Impact Risk Management from Poor Housekeeping	<ul style="list-style-type: none"> Debris, offcuts and tools left on floors, stairs and platforms, creating trip hazards 	4A	[REDACTED]	2M

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	<ul style="list-style-type: none"> Liquid spills from cleaning activities or waste leakage not promptly identified or controlled Walkways obstructed by stacked materials, bins or equipment leading to bumping into unsecured material Inadequate monitoring of high-risk areas such as access ramps, entry points and shared corridors Temporary coverings (e.g. drop sheets, plastic sheeting) not secured, causing slipping or entanglement hazards Ineffective reporting or close-out of trip hazard observations and near misses 		[REDACTED]	
12. Emergency Access, Egress and Fire Safety in Relation to Housekeeping	<ul style="list-style-type: none"> Accumulated waste or stored materials obstructing fire exits, corridors, stairwells and access to firefighting equipment Combustible waste (e.g. cardboard, timber offcuts, packaging) stored near ignition sources or hot work areas Poorly managed waste rooms or external bins increasing fire load and risk of arson or external fire spread to buildings Housekeeping not integrated into emergency planning, drills and evacuation route design Inadequate control of storage of solvent-contaminated waste or combustible dust from cleaning activities Lack of clear responsibility for keeping emergency paths, assembly areas and access for emergency services free of obstructions 	4A	[REDACTED]	2M
13. Environmental and Public Interface Risks from Site Cleaning and Waste	<ul style="list-style-type: none"> Uncontrolled litter, dust or debris leaving the site boundary and impacting public areas or neighbouring properties Inadequate controls on run-off from cleaning activities contaminating stormwater or soil 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> Poorly screened waste areas resulting in public access, scavenging or illegal dumping Noise and disruption from cleaning and waste collection activities affecting surrounding community Failure to comply with environmental protection and local council waste requirements No system for responding to public complaints about site cleanliness, waste or odour 		<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
14. Monitoring, Incident Management and Continuous Improvement for Housekeeping	<ul style="list-style-type: none"> Lack of systematic monitoring of housekeeping performance, leading to gradual deterioration of standards Housekeeping-related incidents and near misses (e.g. trips over debris, bumping into unsecured material) not analysed for root causes Corrective actions from inspections not tracked to completion or evaluated for effectiveness No structured feedback loop from workers about impractical or ineffective waste and cleaning arrangements Inadequate management review of housekeeping and waste management performance against WHS objectives Failure to adapt systems to changes in work scope, new materials or regulatory requirements 	3H	<p>[REDACTED]</p> <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/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.