

Strip And Seal Floor 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:	

SAMPLE

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 for the task parts. 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. Governance, WHS Duties and Legal Compliance	<ul style="list-style-type: none"> Lack of clear allocation of WHS due diligence responsibilities relating to strip and seal floor cleaning operations (officers, PCBUs, managers, supervisors, contractors) Inadequate understanding of WHS Act 2011 duties (primary duty of care, consultation, provision of safe systems of work, information, training, supervision) Failure to integrate strip and seal activities into the organisation's WHS management system and risk register Absence of documented WHS policies, procedures and safe systems specific to chemical-intensive floor maintenance activities Poor consultation with Health and Safety Representatives (HSRs), workers and contractors about changes to products, methods or equipment No systematic review of incidents, near misses or regulatory updates that affect strip and seal tasks 	High	<ul style="list-style-type: none"> Define and document WHS roles, responsibilities and accountabilities for officers, line managers, supervisors and contractors involved in strip and seal floor cleaning, referencing WHS Act 2011 obligations Incorporate strip and seal floor cleaning into the organisation's WHS policy framework and safety management system, including explicit acknowledgment of chemical and slip risk profiles Maintain a corporate register entry for strip and seal operations, reviewed at least annually or following incidents with identified controls and responsible persons Establish a formal consultation process (toolbox talks, HSR meetings, contractor pre-start meetings) to review methods, products and equipment used for strip and seal work Implement a documented WHS legal compliance register that includes WHS Act 2011, WHS Regulations and relevant Codes of Practice (e.g. Managing Risks of Hazardous Chemicals, Managing the Work Environment and Facilities, Managing Noise and Preventing Hearing Loss) and link them to floor maintenance activities Require that any significant change in chemical products, equipment or work scheduling for strip and seal tasks triggers a management-of-change review and documented risk assessment Monitor contractor WHS performance (KPIs, audits, incident trends) and ensure contractual conditions require compliance with WHS Act 2011 and organisation procedures 	Medium
2. Procurement and Selection of Chemicals, Sealers and Equipment	<ul style="list-style-type: none"> Procurement of incompatible high-risk chemicals (e.g. corrosive strippers, strong solvents) without WHS review or hierarchy of control assessment Use of products without current Australian-compliant Safety Data Sheets (SDS) or with unclear application and PPE requirements Selection of sealers that create excessively slippery surfaces in certain environments (e.g. wet areas, sloped entries, aged vinyl) Purchase of under-specified or non-compliant equipment (buffers, scrubbers, wet vacs) that lacks guarding, isolation features or noise/vibration controls 	High	<ul style="list-style-type: none"> Implement a formal chemical procurement procedure that requires WHS review of all proposed strip, neutraliser and seal products before purchase (including SDS review, classification and compatibility checks) Mandate that only products with current (5-year currency) Australian-compliant SDS are approved and that SDS are readily available electronically and in chemical storage areas Establish product approval criteria that consider volatility, corrosivity, pH, environmental impact and potential for inhalation/dermal exposure, with preference for lower-risk alternatives where reasonably practicable Introduce a formal assessment and sign-off process (including consultation with the PCBU's WHS representative and, where appropriate, the client) for the slip-resistance characteristics of selected sealers in accordance with relevant Australian Standards and internal specifications Specify technical requirements for floor machines and vacuum equipment (e.g. auto-shut-off, isolation switches, noise rating, dust control features, residual current devices for electrical safety) and verify compliance at procurement stage Include storage and transport requirements in procurement decisions (e.g. container robustness, compatibility with existing storage cabinets, segregation requirements for oxidisers/acids/alkalis) 	Medium

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	<ul style="list-style-type: none"> Inadequate assessment of chemical packaging, labelling and storage needs (incompatible storage, risk of leaks and spills) Reliance on product suppliers' marketing claims without independent verification of slip resistance and suitability for the intended substrate and traffic conditions 		<ul style="list-style-type: none"> Require suppliers to provide written application guidelines and training material for strip and seal systems, including recommended coverage rates, curing times and required PPE Maintain an approved products and equipment list that is controlled, periodically reviewed and communicated to purchasing staff and contractors 	
3. Contractor and Worker Competency, Training and Supervision	<ul style="list-style-type: none"> Workers or contractors performing strip and seal tasks without competency in chemical handling, exposure controls and spill management Insufficient understanding of safe work procedures for mixing, applying and removing stripping agents and sealers Lack of induction to site-specific hazards (e.g. public access routes, fire systems, security restrictions, vulnerable occupants such as aged care residents) Inadequate training in reading and applying SDS and labels, including first aid and emergency response instructions Poor supervision or oversight of new or young workers, labour-hire or subcontractors engaged in after-hours work Language or literacy barriers preventing effective understanding of procedures, signage and emergency instructions 	High	<ul style="list-style-type: none"> Develop and implement a competency framework for strip and seal operations that covers hazardous chemical handling, slip risk management, noise and manual handling fundamentals and site isolation requirements Require evidence of relevant experience and competency for employees and contractors (e.g. documented training log of previous similar work, reference checks) prior to allocation to strip and seal projects Provide formal training on interpreting SDS, product labels and organisational safe work procedures, including recognition of exposure symptoms and appropriate response Conduct site-specific WHS inductions prior to commencement, covering building layout, emergency procedures, access controls, interaction with public/tenants and any restricted zones Implement a supervision plan so that inexperienced or new workers are directly supervised by an experienced leading hand or supervisor until competence is demonstrated and documented Ensure training materials and procedures are provided in clear language, and arrange translation, visual aids or demonstrations where language or literacy constraints are identified Maintain training records (attendance, assessment outcomes, refresher dates) within the WHS management system, and schedule periodic refresher training for high-risk aspects such as chemical handling and spill response Incorporate behavioural safety expectations into performance appraisals and contractor performance reviews to reinforce adherence to training and procedures 	Medium
4. Planning, Scheduling and Coordination with Clients and Other PCBUs	<ul style="list-style-type: none"> Poor coordination leading to strip and seal works occurring during peak foot traffic periods, increasing slip and collision risks Lack of pre-planning with building management, cleaners, security and other contractors leading to overlapping activities in the same area Inadequate consideration of vulnerable persons (aged care residents, hospital patients, school children) when 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium

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	<p>scheduling noisy, chemical-intensive or strongly odorous tasks</p> <ul style="list-style-type: none"> • Failure to agree on isolation of work zones, alternative access routes and notification processes to tenants or the public • Time pressures and unrealistic job durations that encourage shortcuts in curing time, signage, barricading or clean-up 		[REDACTED]	
5. Safe Work Procedures, Systems of Work and Documentation	<ul style="list-style-type: none"> • Absence of formalised safe work procedures for strip, neutralise, rinse and seal processes, leading to inconsistent practices • Procedures that focus only on task steps and not underlying system controls such as area isolation, ventilation and WHS exclusion pathways • Outdated or generic procedures not aligned with specific chemical products, equipment models or site conditions • Procedures not readily accessible to workers during planning and execution of works • Lack of integration between risk assessments, SWMS (where required), permits to work and site induction documentation 	High	[REDACTED]	Medium
6. Hazardous Chemicals Management and Exposure Control	<ul style="list-style-type: none"> • Inadequate system for identification, labelling and inventory of hazardous chemicals used for stripping and sealing • No formal process for assessing and controlling inhalation, skin contact and 	High	[REDACTED]	Medium

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	<p>eye exposure to strippers, neutralisers and sealers</p> <ul style="list-style-type: none"> • Failure to consider aggregate exposure where multiple products are used concurrently or in poorly ventilated spaces • Inadequate systems for decanting, dilution and mixing of chemicals (e.g. unlabelled secondary containers, manual pouring in cramped areas) • No structured approach to controlling odours and fumes that may impact building occupants or neighbouring tenancies 		<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>	
7. Personal Protective Equipment (PPE) Management	<ul style="list-style-type: none"> • Over-reliance on PPE without addressing higher order controls in the hierarchy of controls • PPE selection not aligned to specific chemical SDS or equipment noise/vibration levels • Inconsistent use of PPE due to poor fit, discomfort or lack of enforcement by supervisors • Absence of clear systems for PPE issue, replacement, cleaning and storage • Workers unaware of correct donning, doffing and disposal of contaminated PPE 	Medium	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Low

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8. Slip, Trip and Public Interface Risk Management	<ul style="list-style-type: none"> • Inadequate system for isolating wet or stripped surfaces from workers, building occupants and the public • Inconsistent use of barricades, warning signs and alternative routes, particularly during after-hours work and in shared access areas • Poor coordination with building managers leading to cleaners, security staff or tenants entering active work zones • Lack of systematic approach to verifying slip resistance of finished surfaces, especially in high-risk areas (ramps, entries, food service areas) • No structured review of slip-related incidents or near misses associated with floor finishes and maintenance 	High	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Medium
9. Equipment Maintenance, Inspection and Electrical Safety	<ul style="list-style-type: none"> • Lack of systematic inspection, testing and tagging of electrically powered floor equipment (buffer, auto-scrubbers, wet vacuums) • Equipment failure due to poor maintenance regimes, leading to unexpected downtime, manual workaround and increased risk to workers • Cables and hoses managed informally, creating trip hazards and risk of electrical damage in wet areas • No process for verifying that contractor-provided equipment meets the host PCBU's WHS and electrical safety requirements • Inconsistent recording of faults, repairs and out-of-service tagging for defective equipment 	Medium	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	Low

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10. Emergency Preparedness, Spill Response and First Aid	<ul style="list-style-type: none"> Inadequate organisational planning for chemical spills, skin or eye contact, inhalation incidents or acute reactions to odours Lack of accessible and appropriate spill kits, neutralising agents and waste containers for strip and seal chemicals Workers and occupants unsure of evacuation routes or muster points if fumes become excessive or an incident escalates Insufficient first aid supplies or trained first aiders on site during after-hours work Poor coordination with building emergency procedures, alarms and fire systems (e.g. risk of accidental activation due to fumes or equipment) 	High	[REDACTED]	Medium
11. Waste Management and Environmental Controls	<ul style="list-style-type: none"> No formal system for managing disposal of stripping slurry, contaminated rinse water and used containers, leading to uncontrolled discharges to stormwater or the environment Unclear responsibilities between contractor and client for waste segregation, temporary storage and collection Non-compliance with local water authority or council requirements for trade waste discharge Insufficient planning for transport and disposal of hazardous or regulated wastes off site Environmental contamination risk at decanting and washing areas (external pavements, carparks, loading docks) 	Medium	[REDACTED]	Low

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12. Consultation, Communication and Worker Engagement	<ul style="list-style-type: none"> • Poor communication of planned strip and seal works to affected workers, tenants, the public and other PCBUs • Lack of formal mechanisms for workers to raise concerns, suggest improvements or report hazards related to strip and seal activities • Inadequate feedback loops to inform workers of outcomes from incident investigations or risk assessment reviews • Cultural or organisational barriers that discourage speaking up about safety or environmental concerns 	Medium	<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>	Low
13. Monitoring, Audit, Review and Continuous Improvement	<ul style="list-style-type: none"> • No systematic monitoring of the effectiveness of controls for strip and seal activities at organisational level • Incident and near miss data not used to floor maintenance or analysed for trends or systemic issues • Lack of periodic audits of contractor compliance with agreed procedures and contractual WHS clauses • Failure to review risk assessments and procedures following changes in chemicals, equipment, legislation or work environments • Reliance on informal feedback rather than structured performance indicators for WHS outcomes in strip and seal work 	Medium	<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>	Low

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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 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.