Template only MUST modify to site conditions

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site / Area: | |  | | Date of Assessment | |  | | Risk Assessment # | **024RA** |
| Completed by (name) | |  | | Signature | |  | | | |
| In Consultation with: | |  | | Signature | |  | | | |
| Identify / describe activity, equipment, area or event you are assessing: | | | | | | **CLEANING** | | | |
| Authorised by: | |  | | Signature: | |  | | Date: |  |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | | | |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards? What could happen? | | | | **Step 2: Assess the potential risks:**  What do you believe are the risks?  How could this happen? | | | | **Step 3: Reducing the risk:**  What do you believe can be done to reduce the risk?  Controls | |
| **Hazardous Manual Tasks**   * Pulling, pushing * Carrying, lifting * Repetitive movements, awkward postures * Unsuitable equipment | | | | * Sprains & strains * Contusions | | | | * Appropriate mechanical aids are available (e.g. trolley) * Team lifting is encouraged where required * Good housekeeping and workplace layout * Heavy items are stored at waist level | |
| **Hazardous Chemicals**   * Escape of fumes * Escape of gases * Spills * Incorrect storage * Incorrect labelling, combustibles * Bleaches, acids | | | | * Leaks * Spills * Inhalation * Burns * Contact with skin * Contact with eye * Fire/explosion * Fume/vapour build up * Asphyxiation * Sprains/strains | | | | Storage:   * Chemicals to be stored in original containers that are appropriately labelled. * Chemicals to be stored in designated cleaners cupboards / rooms and locked at all times * Ventilation is available where required * Chemicals are stored out of direct sunlight * Incompatible chemicals are not stored together * Appropriate spill containment / bund is available * Appropriate shelving is available * Fire extinguisher available * Housekeeping: Regular inspections are undertaken to ensure containers are stored appropriately and stock is managed (Do not store too many containers on top of each other. Ensure they are secure / stable)   Decanting:   * Processes for pumping / decanting / dispensing / filling / diluting / using the chemical are implemented * When decanting chemicals, appropriate PPE to be worn (as per Safety Data Sheet) * Decanting to be done in a well-ventilated area * Containers to be appropriately labelled * Food & beverage containers are NOT to be used * Appropriate clean up equipment (spill kit, mop & bucket etc.) is available   Transport:   * Bulk hazardous chemical containers are not to be transported in lifts unless exemptions obtained * Avoid transport of chemicals in private vehicles where possible * Avoid transporting chemicals in enclosed spaces | |
| **Electrical**   * Frayed cords * Faulty appliances * Water on electrical equipment * Overheating * Overloading power sockets   Damaged power boards | | | | * Electric shocks * Electrocution * Burns | | | | * Pre-use check to be conducted by users to ensure cords are OK and not damaged * Testing & tagging done on a regular basis * RCD’s installed and tested on a regular basis * Trailing leads kept to a minimum. Use extension leads and adaptors only where necessary * Use nearest socket to reduce need for extension leads * Mains powered portable equipment to be protected by RCD’s in higher risk situations (e.g. equipment used outside or in wet conditions, and for equipment where there is a risk of cables being severed) | |
| **Gravity**   * Uneven pavers * Inappropriate footwear * Steps, stairs * Cords, cables lying on floor * Wet floors * Slippery surfaces * Working at heights | | | | * Fractures * Sprains & strains * Bruising * Fractures * Lacerations | | | | * Nonslip material placed on external areas * Handrails installed on ramps * Workers wear closed in footwear with non-slip soles * Spills cleaned up immediately * Wet floor signs placed where floors have been mopped * Floor surfaces unobstructed and slip free * Adequate lighting is available * External lights are on for the evening work * Australian Standard approved industrial rated ladders are used to access areas (To be used only for low-level short duration work) * Use of long handled window squeegees / washers to access high areas | |
| **Biological**   * Exposure to sharps, * Exposure to communicable diseases e.g. blood / bodily fluids * Exposure to micro-organisms | | | | * Lacerations * Cuts * Diseases * Infections | | | | * Gloves to be worn when handling rubbish * Tongs to be used for picking up any syringes and to be disposed of in an approved sharps disposal container * Potentially hazardous waste e.g. vomit / bodily fluids must be disposed of correctly and surfaces properly disinfected * Disposable gloves and aprons used for all activities that may result in contamination of clothing with blood, body fluids or faeces * PPE is double bagged and disposed of appropriately after a single use * Waste collections for clinical waste (HEALTH) * Adequate provision for hand washing (soap / hot water) readily available * All wounds on exposed skin are suitably covered | |
| **Noise**   * Prolonged exposure to noise * Inadequate hearing protection * Hearing protection not worn | | | | * Hearing loss * Deafness | | | | * Personnel Protective Equipment (PPE) – ear plugs / earmuffs * Rotation of jobs * Audiometric testing only if they are required to wear PPE and / or exposed to noise levels above the exposure standard | |
| **Other**  Working in isolation | | | | * Workers could suffer injury or ill health while working alone and may not be able to get help | | | | * Follow worksites working alone policy / procedure. * Reduce time spent working alone * Workers must let someone know they are working on site * On site security system, controlled access to building (e.g. coded doors etc.) * Mobile phone carried * External lights are on around the worksite | |
| **Other** | | | |  | | | |  | |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** | | | | | | | | | |
| **Step 4: Monitor & Review:** | | | | | | | | | |
| Were the controls effective? | | | | Were there any unforeseen hazards / incidents? | | | | New controls | |
| Yes |  | No |  | Yes |  | No |  |
|  | | | |  | | | |  | |