


Working with Chemicals					PROBABILITY		CONSEQUENCE				
Contract:					Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:					Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:					Known to occur, or, "it has happened"	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24
Name:	Michelle Manzini		Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22
Position:	Safety and Compliance Manager		Date	01/09/2023	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19
Revision Details:	Rev No.:	8	Rev Date:	Sep 2023	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8	Medium 15

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	6. RESPONSIBILITY
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
1	Collect cleaning materials from cleaners room/cupboard i.e. chemicals required for cleaning	Muscle sprains or strains	2, 2 = 5	Training on correct posture during collection activities	2, 1 = 2	Cleaner
		Hazardous Chemicals	2, 2 = 5	Ensure chemicals are banded and segregated as per the chemical classifications and storage instruction. Refer SDS. SDS are readily accessible and available Ensure PPE worn prior to handling chemicals (Gloves, Safety Glasses, Mask and Protective Clothing etc.) Do not use any unlabelled bottles or containers	2, 1 = 2	Cleaner
2	Utilise dispenser to access chemical (if applicable)	Muscle sprains or strains	2, 2 = 5	Training on correct posture	2, 1 = 2	Cleaner










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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
		Inhalation of fumes during diluting or filling chemicals	4, 2 = 12	Fill in well ventilated area, all chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals and ensure appropriate PPE is worn i.e. gloves eye goggles and face masks is worn at all times DO NOT mix chemicals Always follow the label instructions and correct dilution rates based on the application of the chemical	3, 2 = 9	Cleaner
		Skin contamination during diluting or filling chemicals	4, 2 = 12	All chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals, Always wash hands before and after handling chemicals and ensure appropriate PPE is worn i.e. gloves eye goggles and face masks is worn at all times	3, 2 = 9	Cleaner
3	Filling up bucket – chemicals/detergent	Inhalation of fumes during diluting or filling chemicals	4, 2 = 12	Ensure PPE worn prior to handling chemicals (Gloves, Safety Glasses, Mask and Protective Clothing etc.) Do not use any unlabelled bottles or containers Fill in well ventilated area, all chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals and ensure appropriate PPE is worn i.e. gloves eye goggles and face masks is worn at all times	3, 2 = 9	Cleaner
		Skin contamination during diluting or filling chemicals	4, 2 = 12	All chemical bottles are clearly labelled, a full understanding of the SDS for specific chemicals, Always wash hands before and after handling chemicals and ensure appropriate PPE gloves , goggles and face masks is worn at all times	3, 2 = 9	Cleaner
4	Cleaning of walls i.e. using chemicals/detergents to spray off residue i.e. tobacco off walls	Muscle sprains or strains	2, 2 = 5	Correct posture during activities, available SWPs, staff training	2, 1 = 2	Cleaner
		Slip, trip or fall during task	2, 2 = 5	Available SWPs, staff training, safety signs to be put on display, Ensure to mop according to the SWP, ensure floors are dry before completing task, wear correct gloves , goggles and face masks is worn at all times	2, 2 = 5	Cleaner

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STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
		Inhalation of fumes or splash during cleaning	4, 2 = 12	Ensure all chemical bottles are clearly labelled, ensure a full understanding of the SDS for specific chemicals, always wash hands before and after handling chemicals, ALWAYS wear PPE i.e. gloves , goggles and face masks is worn at all times	3, 2 = 9	Cleaner
		Skin irritation or rash from cross contamination from cleaning walls with chemical	4, 2 = 12	Wear gloves, SWPs, Wash off immediately if detected or treat in accordance with any SDS instructions and ensure appropriate PPE i.e. gloves , goggles and face masks is worn at all times	3, 2 = 9	Cleaner
5	Fill up mop bucket – chemical/water	Skin contamination during filling up bucket	4, 2 = 12	Ensure a full understanding of the SDS for specific chemicals, always wash hands before and after handling chemicals, ALWAYS ensure appropriate PPE is worn i.e. gloves , goggles and face masks is worn at all times	3, 2 = 9	Cleaner
6	Mopping of floors	Muscle sprains or strains	2, 2 = 5	Correct posture during activities, available SWPs, staff training	2, 1 = 2	Cleaner
		Slip, trip or fall during task	2, 2 = 5	Available SWPs, staff training, safety signs to be put on display, Ensure to mop according to the SWP, ensure floors are dry before completing task	2, 2 = 5	Cleaner
7	Emptying of mop bucket	Muscle sprains or strains	2, 2 = 5	Training on correct manual handling posture during this task	2, 1 = 2	Cleaner
		Skin irritation or rash from cross contamination from emptying bucket with chemical and water	4, 2 = 12	Wear gloves, SWPs, Wash off immediately if detected or treat in accordance with any SDS instructions and ensure that appropriate PPE i.e. gloves , goggles and face masks is worn at all times	3, 2 = 9	Cleaner
8	Return of all equipment to cleaners storeroom	Muscle sprains or strains	2, 2 = 5	Correct posture during activities, available SWPs, staff training	2, 1 = 2	Cleaner
		Slip, trip or fall during task	2, 2 = 5	Available SWPs, staff training	2, 2 = 5	Cleaner

ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED	LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
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Correct posture and movement of task	Trolley	Work in a well-ventilated area.		
Chemical Substance Training	Safety Warning signs			
How to wear correct PPE	Mop/Bucket/Cloth			

								
Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Injury &/or Emergency Response
 Injury - In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.
 Emergency - Follow the site Emergency Response procedure as directed by site operator.
 The ARA Incident Response & Reporting Procedure will then be implemented

5. CONSULT

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				5.			
2.				6.			
3.				7.			
4.				8.			

6. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE

7. LEGISLATION / REGULATIONS REFERENCE

ACT:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

NT:

Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011

SA:

Work Health and Safety Act 2012
Work Health and Safety Regulation 2012

VIC:

Occupational Health and Safety Act 2004
Occupational Health and safety Regulations 2017

NSW:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2017

QLD:

Work Health and Safety Act 2011
Work Health and Safety Regulation 2011

TAS:

Work Health and Safety Act 2012
Work Health and Safety Regulations 2012

8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
4	July 2016	Nil change	June 2018
5	July 2018	Minor amendments – Legislative/Regulatory reference, PPE images, inclusion of 'Change Register'.	June 2020
6	July 2020	Nil change	June 2022
7	September 2021	Refreshing of SWMS in alignment with the new BMS	August 2023
8	September 2023	Change of Additional requirements	August 2025