

Area	Significant Hazard	Risk Type	Controls To Minimise Hazard
All Areas	Electrical Plugs Extension Cords/Leads Electrical Appliances	Electrocution Fire	<ul style="list-style-type: none"> All electrical installations conform to AS/NZ Standards. Ensure all equipment has a current electrical compliance tag. Keep power points dry and report any faults immediately. Turn heaters etc off when not in use or overnight. Advise staff and isolate area if exposed wires are found. Unplug any faulty appliances. Leads shall be kept out of traffic ways wherever possible practicable to prevent trips and falls. Use RCD device in wet areas.
All Areas	Use of Vacuum Cleaners	Unsafe to use - risk of injury Behaviour	<ul style="list-style-type: none"> Ensure all damaged or faulty equipment is reported and removed from use. Equipment is tested and tagged. Staff trained in correct use of equipment.
All Areas	Hot Water	Burns/scalds	<ul style="list-style-type: none"> Exercise care when handling hot water at all times. Do not overfill buckets. Use a hose to pour hot water from tap to bucket. Bucket will become heavy to lift from sink.
All Areas	Slippery Floors	Slips/trips/falls	<ul style="list-style-type: none"> Ensure all spills are cleaned up immediately. Put out "Wet Floor" signs to warn others of wet or damp floors. Wear non-slip shoes.
All Areas	Cleaning Chemicals	Chemical burns Eye injury Skin irritation Inhalation	<ul style="list-style-type: none"> Wear rubber gloves and eye protection when pouring and handling cleaning products. Clean up spills immediately. Ensure doors are open and air flow is sufficient to avoid fumes.
All Areas	Public Access	Injury Privacy violation	<ul style="list-style-type: none"> Put signs out when cleaning is in progress. Announce arrival if facilities in use. Sign in and out where there is a visitor log.
All Areas	Working in Isolation	Injury Emergency Personal attack	<ul style="list-style-type: none"> Have a cell phone with you or ensure someone is aware of your whereabouts and scheduled time of return. Have an emergency contact programmed into your phone. Avoid working in areas with public access outside of daylight hours. Check surrounds for suspicious activities before entering.
All Areas	Sharp Objects	Cuts Infections	<ul style="list-style-type: none"> Exercise extreme care when removing rubbish from containers. Wear thick gloves and carry rubbish bags by the top. Visually look at bags to ensure no sharp objects are protruding. Be mindful of syringes and the like in public access areas.



Area	Significant Hazard	Risk Type	Controls To Minimise Hazard
All Areas	Poor Hygiene	Illness	<ul style="list-style-type: none">• Ensure hands are washed after cleaning.• Avoid hand to mouth contact while cleaning.• Inoculations where appropriate.

(Name/Company Name)

Signed as Read and Understood

Date