How to complete a chemical Risk Assessment (RA) form

Risk assessments must meet the below standards before the chemical is ordered.

The risk assessment must be completed in conjunction with the MSDS that you are using and providing.

Risk assessments must be provided for any category 4 or 5 chemical. This category is automatically generated within the risk assessment form based on the R-Phrase(s) or GHS-Phrase(s) that have been entered into section 2.

If you complete Section 2 initially, you will know whether the risk assessment is required for purchasing.

The breakdown for each section of the risk assessment is as follows:

Section 1
- Must be completed in full.
- "MSDS Key Warning" should be based on the hazard statements in Section 2. "Warning" is not sufficient – the statement needs to signify the key risk to the end user. Eg. Flammable, Irritant, Corrosive etc.

Section 2
- R-Phrase(s) or H-Phrase(s) need to be entered into the assessment table which determines the category of the chemical.
- "Brief description of how you will be using the chemical" - Please provide a summary of the task you’ll be performing with the chemical. “For test” is not adequate, however 3-4 lines is sufficient.
- "Possible exposure routes" – for almost all chemicals, you will need to check the box for “Inhalation, Eye, Skin & Ingestion”. If you are working with a needle or sharp object, Injection is also a possible exposure route.
  The Chronic exposure box needs to be checked if the chemical is going to be used repeatedly over an extended period of time.
  Unless you’re using the chemical as a one-off, this should be considered.
- “Control measures used in storage & handling to minimise risk” – DO NOT copy and paste this section directly from your MSDS. This needs to be tailored specifically to how the product will be stored and handled in your laboratory - include specific locations.
- “Emergency procedures” – outline what you would do in case of a spill or exposure during storage and handling. Do not refer to any breathing apparatus, spark arrested vacuum or other equipment that you do not have access to in your laboratory. Please consider the individual chemical hazards when filling in this section – if the chemical reacts violently with water, please do not list that you’ll clean up a spill with a wet cloth.

Section 3
- Dilution table – this does not need to be filled in if the chemical is to be used in its original form.
- Please refer to the hyperlink on the risk assessment form to determine the altered risk phrase if you are intending to dilute the product.

Section 4
- “Contractor pickup” refers to disposal via the LES store.

Section 5
- Each of the safety controls should be considered to try and minimise risk. If a safety control cannot be used, please explain why in the area below.
- “Overall risk rating” is based on the descriptions listed. Please consider these carefully and discuss with your supervisor and other lab users to ensure you’re in agreement – err on the side of caution.

Original forms are available in the Risk Management section of the Faculty OHS pages:

Students: http://www.deakin.edu.au/sebe/students/health-safety-wellbeing
Staff: https://wiki.deakin.edu.au/display/SEBE/Risk+Management