

## Health, Wellbeing and Safety (OHS) Risk Register

Last Update: 22 February 2018

	Hazard	Risk factors	Risk Rating	Control Measure
1.	Ergonomic Hazards (mostly computer use)	Poor work posture Use of excessive force Repetitive movements Computer use (over 4 hours / day) Use of laptop regularly Lack of rest breaks or task variety	Inherent = high (all)  Possible injuries: Overuse Musculoskeletal injury	Job design and workload management Use of rest breaks Workstation design and equipment Workstation assessments Training / information for staff
2.	Psychological	Exposure to inappropriate behaviours and stressful situations Work overload Inadequate supervision or performance management Aggravation of existing mental health conditions	Inherent = high (all)  Possible injuries: Range of psychological conditions	Job design and workload management Supportive management including early intervention Training / information for managers and staff Risk assessments Awareness of Employee Assistance Program Health and wellbeing programs
3.	Manual Handling	Manual handling of awkward or unstable objects including people and animals Frequent manual handling in awkward locations Handling weights over 15 kg Frequent handling over 5 kg Vibrating tools/equipment Application of high force Handling of loads which are difficult to grasp or hold Handling of unstable or unbalanced loads Poor storage practices leading to sprains and strains Sprains and strains from lifting, reaching, bending and twisting	Inherent = high (all)  Possible injuries: Back and knee injuries Musculoskeletal injury	Redesign of tasks or objects Use of lifting or mechanical aids or supports such as trolleys, shelving steps and platform ladders Scheduling of tasks Risk assessments Requirements for two person lifts Training / information for staff: <a href="#">OHS Manual: manual handling and ergonomics</a> Hazardous manual handling risk assessments Pre purchase checklists ( <a href="#">Purchasing</a> )
4.	Contact with electricity	Faulty electric leads and tools No earth leakage protection Electric leads on ground Electrical leads in damp areas Plant not isolated before repair / maintenance Contact with underground or overhead cables	Inherent = high (trades, workshops, laboratories) Inherent = medium (other)  Possible injuries: Electrocution Burns Nervous system damage	Electrical testing regime Use of residual current devices Housekeeping Permit and lock-out / isolation procedures Location of services and safe clearance distances

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5.	Slips and Falls	Poor housekeeping Inadequate maintenance Poor design Inadequate work practices	Inherent = high (Facilities, workshops) Inherent = medium (other)  Possible injuries: Back and knee injuries Musculoskeletal injury Broken bones	Workplace inspections Hazard and near-miss reporting Housekeeping standards Preventative maintenance (Facilities) Outdoor lighting inspections/audits
6.	Workplace emergency	Inadequate emergency response in the event of a fire, medical incident etc. Blocked or inadequate escape routes	Inherent = medium (all)	Induction training Housekeeping and inspections Availability of emergency staff (wardens, first aiders) Local emergency procedures Critical Incident Management procedures Trained staff Emergency management systems: signs, alarms, detectors, communications
7.	Contractors and temporary staff	Inadequate knowledge of safe working arrangements Inadequate contractor management	Inherent = high (Facilities, DeS) Inherent = medium (Event management, DSA) Inherent =low (others)	Contractor management system including selection, vetting, induction, on-site management and review Trained contract managers
8.	Tenants and partners	Introduction of hazards into the workplace that are not adequately managed	Inherent = high (manufacturing) Inherent = low (retail)	Leases and other contracts include OHS requirements Review of leases and other contracts includes OHS compliance Supplied equipment and tools meet all OHS standards
9.	Storage space	Difficult access to material storage areas Falling loads due to overloading of shelves Inadequate amount of storage (resulting in housekeeping hazards) Poor storage practices leading to sprains and strains	Inherent = medium (warehousing, examinations, laboratories, workshops) Inherent =low (others)	Accessible planned storage Workplace inspections Ensuring housekeeping standards are maintained Periodic archiving of records, exam papers etc.
10.	Travel and Off Campus Activities (see also Field Work)	Inadequate communication arrangements resulting in higher risks Inadequate emergency planning and arrangements International travel to hazardous destinations Vehicle and travel accidents Unfamiliar hazardous workplaces and work locations	Inherent = medium (all)	Travel authorization process and license controls Using known accommodation providers 24 hours Security Support Provision of video-conferencing alternatives Provision of 5-star rated vehicles

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11.	Student placements	Inadequate management of physical and psychological risks leading to injury Inadequate emergency planning and arrangements Inadequate preparation and support for students	Inherent = medium (Research, Health and SEBE) Inherent = low (others)	Professional management of work placements including staff training (see <a href="#">OHS Manual</a> ) Documented procedure including checklists Carrying out risk assessments Ensuring that the host organisation has an appropriate health and safety management system Preparation of students for placements including induction Availability of emergency and support services for students and staff involved
12.	Home based work Off-site work	Inadequate management of physical and psychological risks leading to injury Inadequate emergency planning and arrangements	Inherent = low	Working from home authorisation and review Regular check-ins and periodic review of arrangements
13.	Field work	Inadequate management of high risk work Inadequate communication arrangements resulting in higher risks Inadequate emergency planning and arrangements	Inherent = medium (SEBE, Health)	Safe working procedures and authorisations Risk assessments Protective equipment Training / information for staff
14.	Events	Inadequate planning and preparation for events	Inherent = medium (student and public events) Inherent = low (staff events)	Safe working procedures and authorisations Risk assessments Event planning and coordination Availability of emergency and support services Adequately trained staff
15.	Non compliance with OHS Act and Regulations	Failure to comply with the due diligence, consultation or injury reporting sections of the legislation may lead to prosecution or adverse actions against the University	Inherent = medium (low)	All managers aware of their consultation and reporting obligations All senior managers ware of and practice their due diligence requirements HWS Plans, Compliance Statements Manager OHS training
16.	Workplace environment and Facilities	Inadequate facilities: washing facilities, drinking water, dining facilities High levels of nuisance noise raising stress levels and causing distraction Thermal discomfort due to inadequate heating or cooling Toilets inadequate, not maintained or difficult to access Poor office layout creating stress, poor communication or distraction	Inherent = low (all)	Scheduled workplace inspections <a href="#">Maintenance Request System</a> Use of preferred University suppliers Risk assessments

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17.	Hazardous chemicals and materials	Inappropriate or ineffective safe operating procedures Multidisciplinary research Exposure to hazardous chemicals leading injury or disease Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals New chemicals with uncertain properties arising from research Failure to use appropriate controls or equipment Incorrect or inappropriate storage of dangerous goods Production of hazardous wastes	Inherent = high (laboratories) Inherent = medium (trades) Inherent = low (other)  Possible injuries: Poisoning and diseases Burns	(Over 20 kg/l) Chemical management plan including risk assessments, controls, labelling, storage, disposal and training (Less than 20 kg/l) Safety data sheets Well maintained and appropriate personal protection with adequate supervision of its use Safe working procedures Risk assessments Access and security controls, signs Staff area training and Induction Chemical inventory system Chemical management and handling training Chemical Risk Assessments ChemWatch SDS (Safety Data Sheets) Ventilation systems and fume cupboards Correct labelling, storage and segregation Atmospheric monitoring Worker health monitoring Emergency equipment and procedures for accidental release/spillage Hazardous waste removal, trade waste agreements etc Licensing agreements and requirements Pre-purchasing checklists and controls Purpose built storage areas for chemicals, cylinders and compressed gases Time sensitive chemicals dated or regularly tested Laboratory and storage inspections and audits
18.	Plant	Maintenance, repair and operation of plant Moving plant	Inherent = high (workshops, plant rooms) Inherent = medium (trades) Inherent = low (other)  Possible injuries: Musculoskeletal injury Cuts, amputation, crushing	Adequate guarding of plant Safe working procedure Plant isolation procedures Plant risk assessments Training / information for staff
19.	Contact with Radiation	Exposure to arc welding Exposure during radiography operations or handling materials Exposure to lasers Exposure to sun	Inherent = high (Laboratories) Inherent = medium (outdoor workers) Inherent = low (other)	Safe working procedures Risk assessments Protective equipment Training / information for staff

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20.	Confined Spaces	Entry into an unsafe atmosphere (lack of oxygen, or other contaminants) Entrapment or physical injury Exposure to infection or injury from animals, insects or bacteria Injury from collapse (trenches), falling objects	Inherent = high	Confined space entry permit system Confined space emergency procedures Confined spaces register Safe working procedures Access and security controls, signs Training
21.	Use of gases	Asphyxiation due to displacement of oxygen - processes or machines that give off heavier than air gases. Poisoning due to toxic gases	Inherent = medium (laboratories) Inherent = low (other)	Permit system. Ventilation and detection systems Safe working procedures Training / information for staff
22.	Biological Hazards	Multidisciplinary research Working with biological materials (including potentially infectious materials) Releasing hazardous biological materials into the environment Working with live animals Importing or exporting biological materials Handling, storing and disposing of biological wastes (including infectious materials) Working with Genetically Modified Organisms (GMOs) Handling of needles and other sharps Inadequately trained or supervised workers	Inherent = medium (laboratories) Inherent = low (other)  Possible injuries: Infection Environmental contamination	Bio safety Training Bio Safety Cabinets, animal change cabinets, air handling Bio Safety Officer Controlled shipping and movement of infectious substances, diagnostic specimens and genetically modified organisms Health monitoring Vaccination program Standard Operating Procedures for hazardous work Monitoring and decontamination protocols Access controls and security, appropriate signs Provision and maintenance of personal protective equipment
23.	Fall from height	Unsafe / unstable roofs Fall from a height (roofs, ladders, scaffolds) Unsafe surfaces that increase the risk of slipping or falling (wet, high winds, brittle roofs) Poorly maintained or unsafe equipment and personal protection Heights that do not have adequate guarding or anchor points Using or leaving unsecured materials or equipment that could fall	Inherent = high (Facilities, DeS) Inherent = medium (trades) Inherent = low (other)  Possible injuries: Musculoskeletal injury Broken bones	Safe Working Procedures including working at height procedures Permit to enter procedures Training / information for staff Use of elevated work platforms, scaffolds Guarding, handrails and barriers Maintained harnesses, lanyards, fall arrest and anchor point systems Appropriate personal protection Access and security controls, signs
24.	Hit by falling objects	Inadequate handrails and barriers Working at height Poor storage practices	Inherent = medium (Facilities, DeS) Inherent = low (other)	Risk assessment Adequate guard rails and barriers Permit to enter procedures Training / information for staff Use of personal protection

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25.	Noise exposure	Noise in excess of the exposure standards (that causes hearing damage) Distracting noise (that inhibits concentration or communication and safe working) Noise impact on surrounding community Inadequate noise protection	Inherent = high (trades, machine operators, engineering) Inherent = low (other)	<a href="#">Pre-purchasing checklists</a> and controls to purchase less noisy plant and equipment Noise reduction programs Acoustic engineering controls and acoustic shock absorbents Hearing conservation program including audiometric screening Well maintained and appropriate personal protection with adequate supervision of its use Safe working procedures Access permit system, access and security controls, signs Hearing protection training Preventative maintenance Risk assessments
26.	Traffic Hazards	Vehicles entering, exiting a work site Working in close proximity to roads	Inherent = high (Facilities) Inherent = low (other)	Separation of traffic and pedestrian areas Traffic management plan Signs and traffic controls
27.	Purchasing	See specific hazard such as Chemicals, Plant, Computer Work	Inherent = medium	<a href="#">Pre-purchasing checklists</a> and controls Preferred and approved providers As per specific hazard
28.	Contact with heat	Burns from hot materials and flame/fire	Inherent = medium (laboratories, trades) Inherent = low (other)	Provide appropriate protective clothing and training
29.	Hot work and Fire	Use of flames leading to fire/explosion Use of heating equipment Electrical systems Injury and/or property damage Conducting hot work out doors during a total fire ban	Inherent = high (flammable storages) Inherent = medium (laboratories, trades) Inherent = low (other)	Keep workplace clear of waste materials Appropriate emergency procedures Fire and smoke detection systems. Fire suppression systems. Issue of hot work permit Remove flammable materials or store correctly Appropriate, adequately maintained personal protection (including footwear, gloves and eye protection) Eliminate ignition sources from flammable atmospheres Safe working procedures Scheduled maintenance for hot work plant Trained operators
30.	Contact with cold	Cryogenic Materials	Inherent = medium (laboratories, trades) Inherent = low (other)	Provide appropriate protective clothing and training

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31.	Contact with high pressure	Bursting or uncoupling of pressure lines Inappropriate work practices Defective pressure measurement equipment Poor handling of pressurised equipment and cylinders	Inherent = medium (laboratories, trades) Inherent = low (other)	All hose couplings fitted with pins or chains Provide appropriate protective clothing and training Provide secure, appropriate storage Equipment testing and maintenance
32.	Asbestos	Exposure hazards to airborne Asbestos Creating airborne Asbestos by drilling etc.	Inherent = high (spaces containing friable asbestos) Inherent = medium (trades) Inherent = low (stable contained asbestos)	Asbestos survey and risk assessments Asbestos management plan Asbestos register Engage licensed asbestos contractors/removalist Well maintained and appropriate personal protection Safe working procedures Access permit system, access and security controls, signs (to spaces containing friable asbestos)
33.	Cooling Towers	Legionella bacteria in cooling tower system leading to infection Access to roofs, plant, working at heights Use of chemicals	Inherent = medium (trades) Inherent = low (others)	Periodic cooling tower audits Cooling tower risk assessments and plans Cooling tower system registration See also Chemicals, Plant, Working at heights Scheduled maintenance and management of cooling
34.	Inherently hazardous operations such as excavation, trenching, electrical work, diving, some research work	Inadequate safe working procedures Inadequate management or understanding of risks	Inherent = high (Facilities, DeS, laboratories, engineering) Inherent = low (other)	Safe working procedures Risk assessments Protective equipment Training / information for staff