

Risk Assessment Template for Multi-task Activities: Office Work Example

Assessor (s)	(Name, position, phone and email)	OHS Rep.	
Faculty / Division		Date	
Activity	Office work		
For Medium/High Risks below (notifications and entry on local OHS Risk Register)			
Manager notified		Date	
Register Name		Date Entered	

Specific Task/Activity	What is the hazard and what harm could it cause	Inherent Risk level	Control Measures How effective are the current controls? What further controls are required? How will the controls be implemented?	Final Risk level	Risk Register Y/N
Computer work	<ul style="list-style-type: none"> Inadequate office furniture and equipment (chair, desk) Poor jobs or task design Inadequate lighting Poor keyboard and office work postures Repetitive keying or mouse work (overuse injuries) Inadequate or missed work breaks Poor workstation layout 	H	<ul style="list-style-type: none"> Early reporting encouraged Workloads to be monitored by supervisor Task variety Work-breaks are taken (10 minutes in the hour) OHS Manual: manual handling and ergonomics Awareness of good keyboard work practices Workstation ergonomic assessments Ergonomics awareness training 	M	Y
Manual handling	<ul style="list-style-type: none"> 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 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 	H	<ul style="list-style-type: none"> Redesign of tasks or objects Provision of equipment such as trolleys, shelving steps and platform ladders OHS Manual: manual handling and ergonomics Manual handling training in safe use of equipment periodically including lifting technique. Hazardous manual handling risk assessments Pre purchase checklists (Purchasing) 	M	Y

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<i>Stress from workloads, behaviour of others</i>	<ul style="list-style-type: none"> Excessive workload and work demands Excessive multi-tasking Role conflict or unclear priorities Constant high work intensity Constant excessive or unreasonable client demands Poor feedback, lack of recognition Aggressive behaviour from colleagues, students, clients Inappropriate behaviour Fatigue (excessive or unsocial hours) Poor job or task design Workplace bullying and harassment Workplace conflict 	H	<ul style="list-style-type: none"> Staff training on workplace bullying, Code of Conduct and management of stress Manager and supervisor training and awareness (supportive management, prevention and early intervention practices) Local health and wellbeing program Awareness of Employee Assistance Program Code of Conduct OHS Manual and OHS website: Stress, Mental Health, Inappropriate Behaviours and Workplace Bullying Grievance Resolution Procedure 	M	Y
<i>Electrical equipment</i>	<ul style="list-style-type: none"> Faulty electrical equipment causing shock or electrocution Use of uncertified electrical equipment/appliances 	M	<p>General Controls:</p> <ul style="list-style-type: none"> Electrical Safety Standard Annual electrical inspections Tag-out, lock-out procedures Access permits <p>Specific Controls:</p> <ul style="list-style-type: none"> 	M	Y
<i>Storage space</i>	<ul style="list-style-type: none"> 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 	L	<p>General Controls:</p> <ul style="list-style-type: none"> Accessible planned storage Workplace inspections Ensuring housekeeping standards are maintained Periodic archiving of records, exam papers etc. <p>Specific Controls:</p> <ul style="list-style-type: none"> 	L	N

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Workplace environment and Facilities	<ul style="list-style-type: none"> Inadequate facilities: washing facilities, drinking water, dining facilities Glare due to lack of adequate blinds Inappropriate waste management Inadequate lighting High levels of nuisance noise raising stress levels and causing distraction Office waste Poorly maintained equipment 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 	L	<p>General Controls:</p> <ul style="list-style-type: none"> Scheduled workplace inspections Maintenance Request System Use of preferred University suppliers Risk assessments <p>Specific Controls:</p> <ul style="list-style-type: none"> 	L	N
Contractors, consultants, temporary staff	<ul style="list-style-type: none"> Conducting work unsafely or in conflict with University procedures Unfamiliar with University emergency procedures Environmental contamination Unfamiliarity with University procedures and conditions leading to unsafe practices, injury and environmental contamination 	M	<p>General Controls:</p> <ul style="list-style-type: none"> Trained contract managers Appropriate local contractor management system (procedure) Contractor induction and training Safe Work Method Statements <p>Specific Controls:</p> <ul style="list-style-type: none"> 	M	Y
Clients, Students and General Public	<ul style="list-style-type: none"> Activities that adversely impact on the University environment and/or staff Inadvertently exposed to hazards or risks 	L	<p>General Controls:</p> <ul style="list-style-type: none"> Workplace inspections 24 hours Security Support Restricted access to University buildings and property <p>Specific Controls:</p> <ul style="list-style-type: none"> 	L	N

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<i>Slips, Trips and Falls</i>	<ul style="list-style-type: none"> • <i>Poor housekeeping</i> • <i>Inadequate maintenance</i> • <i>Poor design</i> • <i>Inadequate work practices</i> 	<i>L</i>	<i>General Controls:</i> <ul style="list-style-type: none"> • <i>Workplace inspections</i> • <i>Hazard and near-miss reporting</i> • <i>Housekeeping standards</i> • <i>Preventative maintenance (Facilities)</i> • <i>Outdoor lighting inspections/audits</i> <i>Specific Controls:</i> <ul style="list-style-type: none"> • 	<i>L</i>	<i>N</i>