|  |  |
| --- | --- |
| FIOA Name:  | Responsible Manager:  |
| Area Name: | Date of Last Review: | Date of Next Review: |

|  |  |
| --- | --- |
| **Contents:** |  |
| **After hours work**[**Asbestos**](#_Asbestos)**Biological Activities**[**Chemicals**](#_Chemicals)**Clients, Students and General Public****Computer work****Confined Spaces****Contractors, consultants, temporary staff**[**Cooling Towers**](#_Cooling_Towers)**Electrical equipment**[**Emergencies**](#_Emergencies)[**Events**](#_Events)[**Field Work**](#_Field_work)[**Home based work**](#_Home_Based_Work)[**Hot Work and Fire**](#_Hot_Work_and) | **Manual handling**[**Noise**](#_Noise)[**Plant**](#_Plant)[**Purchasing**](#_Purchasing)[**Slips, trips and falls**](#_Slips,_Trips_and)[**Smoking**](#_Smoking)**Storage space****Stress**[**Student Placements**](#_Student_Placements)[**Student supervision**](#_Student_Supervision)**Travel and Off Campus Activities**[**Vehicle travel**](#_Vehicle_Travel)**Working at Heights (above 2 metres)****Workplace environment and Facilities** |

| Activity | Associated hazards/risks | Controls including relevant University and local procedures | SFARP (\*) Yes/No | Current risk rating |
| --- | --- | --- | --- | --- |
| **Manual handling** Risk Rating:Inherent = High (all)[**Return to Index**](#_Contents:) | * 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
 | * Redesign of tasks or objects
* Provision of equipment such as trolleys, shelving steps and platform ladders
* [OHS Manual: manual handling and ergonomics](http://www.deakin.edu.au/life-at-deakin/health-safety-wellbeing/occupational-health-and-safety/ohs-manual/ergonomics-and-manual-handling)
* Manual handling training
* Hazardous manual handling risk assessments
* Pre purchase checklists ([Purchasing](http://www.deakin.edu.au/__data/assets/pdf_file/0018/303264/OHS_PurchasingStandard.pdf))
 |  | Medium |
| Measures (#) |
| **Computer work**Risk Rating:Inherent = High (all) [**Return to Index**](#_Contents:) | * 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
 | * Task variety
* Work-breaks (10 minutes in the hour) (reminders)
* [OHS Manual: manual handling and ergonomics](http://www.deakin.edu.au/life-at-deakin/health-safety-wellbeing/occupational-health-and-safety/ohs-manual/ergonomics-and-manual-handling)
* Awareness of good keyboard work practices
* Workstation ergonomic assessments
* Ergonomics awareness training
 |  | Medium |
| Measures (#) |
| **Stress**Risk Rating:Inherent = High (all) [**Return to Index**](#_Contents:) | * Aggressive behaviour from colleagues, students, clients
* Fatigue (excessive or unsocial hours)
* Inappropriate behaviour
* Poor job or task design
* Occupational Stress
* Occupational violence
* Excessive workload and work demands
* Workplace bullying and harassment
* Workplace conflict
 | * 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](http://www.deakin.edu.au/life-at-deakin/health-safety-wellbeing/occupational-health-and-safety/employee-assistance-program)
* [Code of Conduct](https://theguide.deakin.edu.au/TheGuide/TheGuide2011.nsf/191d0d51322b3a04ca2576be00064063/a0429cf95f233eabca257c67001fce1c?OpenDocument)
* OHS Manual and OHS website: [Stress](http://www.deakin.edu.au/life-at-deakin/health-safety-wellbeing/occupational-health-and-safety/health-and-wellbeing/work-related-stress), [Mental Health](http://www.deakin.edu.au/life-at-deakin/health-safety-wellbeing/occupational-health-and-safety/health-and-wellbeing#mental), [Inappropriate Behaviours and Workplace Bullying](http://www.deakin.edu.au/life-at-deakin/health-safety-wellbeing/occupational-health-and-safety/health-and-wellbeing#optical)
* [Grievance Resolution Procedure](https://theguide.deakin.edu.au/TheGuide/TheGuide2011.nsf/Web?OpenFrameSet&Doc=9a63d9aa2c34ed32ca2576c8000531d6?OpenDocument)
 |  | Medium |
| Measures (#) |
| **Electrical equipment**Risk Rating:Inherent = high (trades, workshops, laboratories)Inherent = medium (other) [**Return to Index**](#_Contents:) | * Faulty electrical equipment causing shock or electrocution
* Use of uncertified electrical equipment/appliances
 | * [Electrical Safety Standard](http://www.deakin.edu.au/__data/assets/pdf_file/0005/228605/electrical-test-std.pdf)
* Annual electrical inspections
* Tag-out, lock-out procedures
* Access permits
 |  | Medium |
| Measures (#) |
| **Storage space**[**Return to Index**](#_Contents:) | * 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
 | * Accessible planned storage
* Workplace inspections
* Ensuring housekeeping standards are maintained
* Periodic archiving of records, exam papers etc.
 |  | Low |
| Measures (#) |
| **Workplace environment and Facilities**[**Return to Index**](#_Contents:) | * 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
 | * Scheduled workplace inspections
* [Maintenance Request System](https://www.deakin.edu.au/facilities-services/services/work-request/raise-work-request.php)
* Use of preferred University suppliers
* Risk assessments
 |  | Low |
| Measures (#) |
| **Contractors, consultants, temporary staff**[**Return to Index**](#_Contents:) | * 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
 | * Trained contract managers
* Appropriate local contractor management system (procedure)
* Contractor induction and training
* Safe Work Method Statements
 |  | Medium |
| Measures (#) |
| **Clients, Students and General Public**[**Return to Index**](#_Contents:) | * Activities that adversely impact on the University environment and/or staff
* Inadvertently exposed to hazards or risks
 | * Workplace inspections
* 24 hours Security Support
* Restricted access to University buildings and property
 |  | Low |
| Measures (#) |
| **Slips, Trips and Falls**Risk Rating:Inherent = high (Facilities, workshops)Inherent = medium (other) [**Return to Index**](#_Contents:) | * Poor housekeeping
* Inadequate maintenance
* Poor design
* Inadequate work practices
 | * Workplace inspections
* Hazard and near-miss reporting
* Housekeeping standards
* Preventative maintenance (Facilities)
* Outdoor lighting inspections/audits
 |  | Low |
| Measures (#) |
| **Travel and Off Campus Activities** [**Return to Index**](#_Contents:) | * Inadequate communication arrangements resulting in higher risks
* Inadequate emergency planning and arrangements
* International travel to hazardous destinations
* Lack of informed consent and knowledge of local hazards
* Remote locations where there are increased risks or poor communications
* Vehicle and travel accidents
* Unfamiliar hazardous workplaces and work locations
 | * Travel authorization process
* Checking off licenses
* Using known accommodation providers
* 24 hours Security Support
* Provision of video-conferencing alternatives
* Provision of 5-star rated vehicles
 |  | Medium |
| Measures (#) |
| **Field work** [**Return to Index**](#_Contents:) | * Inadequate communication arrangements resulting in higher risks
* Inadequate emergency planning and arrangements
* Lack of informed consent and knowledge of local hazards
* Remote locations where there are increased risks or poor communications
* Vehicle and travel accidents
* Unfamiliar hazardous workplaces and work locations
* Inadequate training
 | * Field Trip risk assessment, Safe Work Procedures and Planning
* Check-in protocols and information
* Informed consent and medical screening
* Use of first aiders
* Use of remote communications technology
* Provision of 5-star rated vehicles
 |  | Medium |
| Measures (#) |
| **Vehicle Travel** Risk Rating:Inherent = High (SEBE, Off-road, 4WD)Inherent = medium (other) [**Return to Index**](#_Contents:) | * Inadequate communication arrangements resulting in higher risks
* Inadequate emergency planning and arrangements
* Lack of informed consent and knowledge of local hazards
* Remote locations where there are increased risks or poor communications
* Vehicle and travel accidents
 | * Checking off licenses
* 24 hours Security Support
* Provision of video-conferencing alternatives
* Provision of 5-star rated vehicles
* Specialised training for high risk vehicles
 |  | Medium |
| Measures (#) |
| **Home Based Work**Risk Rating:Inherent = Medium (all) [**Return to Index**](#_Contents:) | * 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
* Isolation
* Inadequate supervision
 | * Application of ergornomic standards
* [OHS Manual: manual handling and ergonomics](http://www.deakin.edu.au/life-at-deakin/health-safety-wellbeing/occupational-health-and-safety/ohs-manual/ergonomics-and-manual-handling)
* Awareness of good keyboard work practices
* Work from home agreements including reviewed self-assessment
 |  | Low |
| Measures (#) |
| **After hours work**Risk Rating:Inherent = Medium (all) [**Return to Index**](#_Contents:) | * Reduction in emergency assistance and support
* Security of staff working alone
 | * After hours work arrangements
* 24 hours Security Support
* Restricted access to University buildings and property
* Lighting of public spaces and use of CCTV
* SafeZone App
 |  | Low |
| Measures (#) |
| **Biological Activities**Risk rating:Inherent = medium (laboratories)Inherent = low (other) [**Return to Index**](#_Contents:) | * 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
* Multidisciplinary research
 | * 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
 |  |  |
| Measures (#) |
| **Confined Spaces**Risk rating:Inherent = high[**Return to Index**](#_Contents:) | * 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
 | * Confined space entry permit system
* Confined space emergency procedures
* Confined spaces register
* Access and security controls, signs
* Safe working procedures
* Training
 |  |  |
| Measures (#) |
| **Working at Heights (above 2 metres)** Risk rating:Inherent = high (Facilities, DeS)Inherent = medium (trades)Inherent = low (other) [**Return to Index**](#_Contents:) | * 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
 | * Access permit system
* Safe working procedures
* Training
* 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
 |  |  |
| Measures (#) |
| **Asbestos** Risk rating:Inherent = high (spaces containing friable asbestos)Inherent = medium (trades)Inherent = low (stable contained asbestos) [**Return to Index**](#_Contents:) | * Exposure hazards to airborne Asbestos
* Creating airborne Asbestos by drilling etc.
 | * 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)
 |  |  |
| Measures (#) |
| **Noise**Risk rating:Inherent = high (trades, engineering)Inherent = low (others) [**Return to Index**](#_Contents:) | * 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
 | * 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
* [Pre-purchasing checklists](http://www.deakin.edu.au/__data/assets/pdf_file/0018/303264/OHS_PurchasingStandard.pdf) and controls to purchase less noisy plant and equipment
* Preventative maintenance
* Risk assessments
 |  |  |
| Measures (#) |
| **Emergencies**Risk rating:Inherent = medium (trades, engineering, laboratories)Inherent = low (others) [**Return to Index**](#_Contents:) | * Unforeseen or very unlikely incident
* Lack of adequate emergency or incident planning
* Lack of adequate emergency training
* Failure to follow training procedures
* Isolation from emergency support services
 | * Deakin compliance training module for staff
* Emergency induction training for staff and students
* Critical Incident Management Policy/Procedure/Team
* Training and availability of emergency staff (wardens, first aid officers, Security)
* Local incident management procedures"
 |  |  |
| Measures (#) |
| **Cooling Towers**Risk rating:Inherent = medium (trades)Inherent = low (others) [**Return to Index**](#_Contents:) | * Legionella bacteria in cooling tower system leading to infection
* Access to roofs, plant, working at heights
* Use of chemicals
 | * Periodic cooling tower audits
* Cooling tower risk assessments and plans
* Cooling tower system registration
* See also Chemicals, Plant, [Working at heights](#_Working_at_Heights)
* Scheduled maintenance and management of cooling
 |  |  |
| Measures (#) |
| **Plant**Risk rating:Inherent = medium (machinery areas)Inherent = low (offices) [**Return to Index**](#_Contents:) | * Moving parts (entrapment, crushing, cuts)
* Inexperienced / untrained operators
* Unidentified risks associated with the plant
* See also **electrical equipment**
 | * Plant risk assessments
* Operator training
* Application of plant controls such as guarding, isolation, emergency stops
* OHS Manual: [Plant Standard](http://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/plant-equipment)
* Regular maintenance and inspection schedules
 |  |  |
| Measures (#) |
| **Hot Work and Fire**Risk RatingInherent = high (flammable storages)Inherent = medium (laboratories, trades)Inherent = low (other) [**Return to Index**](#_Contents:) | * Fire and/or explosion
* Injury and/or property damage
* Conducting hot work out doors during a total fire ban
 | * 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
 |  |  |
| Measures (#) |
| **Purchasing**Risk RatingInherent = medium[**Return to Index**](#_Contents:) | * See specific hazard such as Chemicals, Plant, Computer Work
 | * [Pre-purchasing checklists](http://www.deakin.edu.au/__data/assets/pdf_file/0018/303264/OHS_PurchasingStandard.pdf) and controls
* Preferred and approved providers
* As per specific hazard
 |  |  |
| Measures (#) |
| **Smoking**Risk RatingInherent = Low[**Return to Index**](#_Contents:) | * Exposure to passive smoking increasing the risk of disease and respiratory irritation
* Waste generation from litter and butts
* Increased risk of fire
 | * Smoke free Deakin University
* No smoking in vehicles
* No smoking signs
 |  |  |
| Measures (#) |
| **Chemicals**Risk Rating:Inherent = high (laboratories)Inherent = medium (trades)Inherent = low (other) [**Return to Index**](#_Contents:) | * 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
* Inappropriate or ineffective safe operating procedures
* Accidental release
* Production of hazardous wastes
 | * 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](http://www.deakin.edu.au/__data/assets/pdf_file/0018/303264/OHS_PurchasingStandard.pdf) 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
 |  |  |
| Measures (#) |
| **Events**Risk rating:Inherent = medium (student and public events)Inherent = low (staff events) [**Return to Index**](#_Contents:) | * Inadequate planning and preparation for events
 | * Safe working procedures and authorisations
* Risk assessments
* Event planning and coordination
* Availability of emergency and support services
* Adequately trained staff
 |  |  |
| Measures (#) |
| **Student Placements**Risk rating:Inherent = medium (Research, Health and SEBE)Inherent = low (others) [**Return to Index**](#_Contents:) | * Inadequate management of physical and psychological risks leading to injury
* Inadequate emergency planning and arrangements
* Inadequate preparation and support for students
 | * Professional management of work placements including staff training (see [OHS Manual](http://www.deakin.edu.au/students/health-and-wellbeing/occupational-health-and-safety/health-and-wellbeing/ohs-manual/work-location-safety))
* Documented procedure including checklists
* Carrying out risk assessments
* Ensuring that the host organisation has an appropriate health and safety management system
* Systems for reviewing placement experiences
* Inadequate matching of students with placement activities
* Preparation of students for placements including induction
* Availability of emergency and support services for students and staff involved
 |  |  |
| Measures (#) |
| **Student Supervision**Risk rating:Inherent = medium (Research areas)Inherent = low (others) [**Return to Index**](#_Contents:) | * Inadequate management of physical and psychological risks associated with the program or research activity
* Inadequate preparation and support for students
* Inadequate staff supervisory skills and time
* Inadequate support for students in program leading to or aggravating mental health issues
 | * Training of supervisors
* Documented procedure including checklists
* Identifying risks and carrying out risk assessments
* Ensuring that the partner organisations have an appropriate health and safety management system
* Preparation of and support for students
* Availability of emergency and support services for students and staff involved
 |  |  |
| Measures (#) |
|  |  |  |  |  |
| Measures (#) |
|  |  |  |  |  |
| Measures (#) |

(\*) SFARP: Risk is eliminated or reduced **so far as reasonably practicable**. If control measures have only been recently introduced or are under consideration, then NO is appropriate.

(#) For Medium or higher risk rating (only): How do you measure and report on the effectiveness of your control program? Choose at least one measure. Typical measures include training participation, number of risk assessments carried out, raising and discussing controls at team meetings, workplace inspections

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| --- | --- | --- | --- | --- |
| **Likelihood Descriptor** | **Rating** |  | **Consequence Descriptor** | **Rating** |
| Almost certain to occur (90% probability) within the next 12 months or is imminentHas occurred at Deakin in the last year, and is highly likely to occur again within 12 months | **Very likely** |  | Fatality or serious irreversible disabilitiesProsecution by authorities | **1** |
| Likely to occur within the next 12 months (greater than 50% probability)Has occurred in the in the last year at another University or similarly organisation | **Likely** |  | Hospitalisation Lost time over 10 daysImprovement Notice from WorkSafe | **2** |
| Could occur but not likely to occur in a given year (less than 30% probability)Has occurred in the recent past (within 3 years) at Deakin or another University or similarly-sized organisation | **Unlikely** |  | Medical TreatmentLost time up to 10 days | **3** |
| May occur in exceptional circumstances (less than 1% probability) Has occurred rarely in other industries or within higher education sector | **Very Unlikely** |  | First aid treatment | **4** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Risk Rating** | **Fatality (1)** | **Serious Injury (2)** | **Medical Treatment (3)** | **First Aid (4)** |
| **Very Likely** | **High** | **High** | **High** | **Medium** |
| **Likely** | **High** | **High** | **Medium** | **Low** |
| **Unlikely** | **High** | **Medium** | **Low** | **Low** |
| **Very Unlikely** | **Medium** | **Medium** | **Low** | **Low** |

***PROCESS***

1. ***Identify the OHS hazards and associated risks***
2. ***Consider current controls***
3. ***Assess the status of the current controls: 1..6***
4. ***Choose the relevant likelihood rating***
5. ***Assess the likely impact of the risk given the current controls***
6. ***Calculate the risk rating***
7. ***Consider the hierarchy of controls in choosing control measures to further reduce risk***
8. ***Take any further appropriate action (notifications, additional controls)***

| **Risk Level** | **Action** | **Timeframe for implementation of corrective action** |
| --- | --- | --- |
| High | The activity where practical should cease immediately and not recommence until short term safety controls are implemented.If the activity is to be continued without implementing safety controls the Chief Operating Officer’s written permission must be sought before recommencing.If the activity is to be continued after implementing safety controls, the controls must be reviewed and approved by the relevant Dean/Divisional Head.A notification must be made to, and advice must be sought from Health, Wellbeing and Safety Unit (Human Resources) as soon as practical | Immediate |
| Medium | The activity where practical should cease until safety controls are implemented.If the activity is to be continued without implementing safety controls the Dean/Head of School/Divisional Head’s permission must be sought in writing before recommencing.If the activity is to be continued after implementing safety controls, the controls must be reviewed and approved by the relevant Manager.A notification must be made to the Health, Wellbeing and Safety Unit (Human Resources) as soon as practical. | Within 14 days |
| Low | Any further control should be implemented to reduce the risk to as low as reasonably practicable. |  |



| **Hierarchy of hazard control** |
| --- |
| **Priority** | **Action** | **Description** | **Example** |
| **1** | **Eliminate the Hazard** | Determine if the process, plant, equipment, testing methods, materials or substances are necessary | Off site fabrication, Purchase ready to use reagents |
| **2** | **Substitute the Hazard** | Reduce the risk by substituting a less hazardous process, plant, equipment, testing method, material or substance | Replace ladder with scissor lift, Substitute solvent based paint with water based paintRedesign plant to reduce noise levelsReplace frequent telephone use with headsets |
| **3** | **Isolate the Hazard** | Isolate the hazard by using containment, shielding or distance  | Put insulation around noisy equipmentGuards over moving parts |
| **4** | **Engineering Controls** | Install barriers, guards, ventilation or alarms to reduce the exposure to the hazardMinimise the size or volume of the hazard.Rearrange the work area and work flow | Reverse alarms/lights fitted to plantExhaust ventilation to remove fumesUse mechanical aids to reduce manual handlingHave deliveries made to the end-point to avoid re-handling |
| **5** | **Administrative Controls** | Reduce the duration of exposure to the hazard Intersperse high demand or intense activity with lighter, less intense tasks.Establish safe work practicesProvide training and supervision appropriate to the level of expertise of the personnel involved. Introduce procedures, signs, permits to increase awareness of the hazard or limit exposure to the hazard. Administrative controls may be used as a secondary measure to supplement the other agreed risk controls | Job rotation, Work instructions, Restricting access to the area, Keeping the area free of clutterBeing prepared for emergencies e.g., spillsSafety inspectionsTraining and induction programs |
| **6** | **Personal Protective Equipment** | Provide personal protection. This is the last resort because it is the least reliable and requires high levels of supervision, skills and attention.Personal protection may be used as a secondary measure to supplement the other agreed risk controls. | Hearing protective devices,Respirators,Hard hats |

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| --- | --- |
| **Status** | **Control Status** |
| 1 | Controls are established and effective in mitigating the risk |
| 2 | Controls are established but some improvements are possible |
| 3 | Some controls are recently implemented and requires further development |
| 4 | Some controls are being implemented |
| 5 | Some controls are being tested |
| 6 | Some controls are being considered |