

**OHS017**

**OHS Risk Assessment and Control Form**

Faculty/Division: COFA		School/Unit: All Schools at COFA		
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For additional information refer to the OHS Risk Assessment and Control Procedure, the OHS Risk Rating Procedure and the Hierarchy of Risk Controls.

**Step 1: Identify the activity**

Faculty/School/Unit: Law

Describe the activity:-

Academic Teaching and marking

Describe the location: All Schools at COFA

**Step 2: Identify who may be at risk by the activity**

A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk.

**Steps 3 to 7: Identify the hazards, risks, and rate the risks**

1. An activity may be divided into tasks. For each task identify the hazards and associated risks.
2. List existing risk controls and determine a risk rating using the UNSW Risk Rating Procedure.
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls * (Step 5)			Additional risk controls required (Step 6)  (Apply the hierarchy of risk controls)	Risk Rating with additional controls * (Step 7)		
				C	L	R		C	L	R
Transporting teaching materials	- Slips, trips and falls - Carrying or transporting large amounts of materials	-Physical injury	-Schedule classes in building where possible -Provide trolley -UNSW Manual handling guidelines -Manual handling training	2	D	Low		2	E	Low
Delivering training, lectures and seminars	-Speaking for long periods -Standing for long periods - Nervous about presenting to new or large group	-Fatigue -Short term anxiety	-Timetable courses with breaks -Use microphone* -Being well prepared and organised -Having a training plan	2	E	Low		2	E	Low

Using computer and audiovisual equipment	<ul style="list-style-type: none"> <li>- Not knowing how to operate equipment</li> <li>- Electrical fault in equipment</li> </ul>	<ul style="list-style-type: none"> <li>- Acute stress or anxiety</li> <li>- Electric shock</li> </ul>	<ul style="list-style-type: none"> <li>- Induction on how to operate equipment</li> <li>- Scheduled inspection and testing program for electrical equipment</li> <li>- Hazard reporting system for reporting faults to equipment or venue</li> </ul>	2	D	L	<ul style="list-style-type: none"> <li>- Ensure new equipment tagged with date of purchase and date testing scheduled</li> </ul>	1	D	L
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Marking and assessments	Unrealistic deadlines	-Stress related disorders	<ul style="list-style-type: none"> <li>Regular workload monitoring</li> <li>Casual assistance with marking</li> </ul>						E	Low
Teaching a new subject	Inexperience in subject	Stress related disorders	<ul style="list-style-type: none"> <li>-Ensure trainer has sufficient competency to deliver course by having sufficient training themselves</li> <li>-Practice</li> </ul>				▪		E	Low
Preparing courses	<ul style="list-style-type: none"> <li>- High level of computer keyboard and mouse use</li> <li>- High level of concentration</li> <li>- Lack of preparation time</li> </ul>	<ul style="list-style-type: none"> <li>-Overuse injuries</li> <li>-Stress related disorders</li> </ul>	<ul style="list-style-type: none"> <li>- Taking regular rest breaks</li> <li>-Adjusting workstation</li> <li>-Set dedicated time aside to prepare, transfer phone to colleague, do not make appointments on preparation days</li> <li>-Forward planning</li> <li>-Workload management</li> </ul>				▪		E	L

### Step 8 Documentation and initial approval

Completed by: Melinda Chylinski

(signature)

Authorised by: OHS committee

(signature)

Date:7/5/2008

**Step 9: Implement the additional risk controls identified**

Indicate briefly what additional risk controls from Step 6 above were implemented, when and by whom.

Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:

**Step 10: Monitor and review the risk controls**

It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. Reviews could be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.

Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:

**Documentation**

It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.

NSW OHS Act 2000

NSW OHS Regulation 2001

[National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks](#)

[National Code of Practice for the Prevention of Occupational Overuse Syndrome \[NOHSC:2013\(1994\)\]](#)