

**OHS017**

**OHS Risk Assessment and Control Form**

Risk assessment completed by: Melinda Chylinski  
Staff/student number: s3001219



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division: COFA		School/Unit: All units		
Document number RA_COFA_08	Initial Issue date 7/5/2008	Current version 1.0	Current Version Issue date 7/5/2008	Next review date 7/5/2010

Risk Assessment title: Lifting and moving objects

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: COFA

Describe the activity:- Lifting and moving objects

Describe the location: All areas at COFA

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

Staff, students , visitors, contractors

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

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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
Lifting	-Lifting heavy loads -Using incorrect lifting techniques -Repetitive lifting	Physical injury	<ul style="list-style-type: none"> <li>▪ UNSW Manual handling Guidelines provided for all staff</li> <li>▪ Instruction and Training on preventing overuse injury*</li> <li>▪ Rest breaks, exercise, and task rotation</li> <li>▪ Workload monitoring</li> <li>▪ Manual handling aids provided</li> <li>▪ OHS assessment when purchasing equipment</li> <li>▪ Early intervention when identified</li> <li>▪ Safe working procedure</li> <li>▪ Task rotation</li> </ul>	3	D	M	<ul style="list-style-type: none"> <li>▪ Mandatory manual handling training for all staff</li> <li>▪ Periodic stretching exercises if necessary</li> </ul>	2	D	L

Moving objects	-Carrying heavy objects -Carrying awkward loads -Slips, trips and falls -Carrying items up and down stairways	Physical injury	<ul style="list-style-type: none"> <li>▪ Manual handling aids provided by each unit</li> <li>▪ Team lifting available when required</li> <li>▪ Following safe work procedure</li> </ul>	3	D	M	<ul style="list-style-type: none"> <li>▪ Mandatory manual handling training for all staff</li> <li>▪ Periodic stretching exercises if necessary</li> </ul>	2	D	L
Lifting items above shoulder level	-Falling items -Falls from height	Physical injury	<ul style="list-style-type: none"> <li>▪ Following safe work procedure</li> <li>▪ All heavy items to be stored below waist level</li> <li>▪ Step ladder to be used to reach items above shoulder level</li> </ul>	3	D	M	<ul style="list-style-type: none"> <li>▪ Mandatory manual handling training for all staff</li> <li>▪ Periodic stretching exercises if necessary</li> </ul>	2	D	L

**Step 8 Documentation and initial approval**

Completed by: Melinda Chylinski	(signature)	Authorised by: OHS committee	(signature)	Date: 7/5/2008
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**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:
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**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 <a href="#">National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks</a> , <a href="#">National Code of Practice for the Prevention of Occupational Overuse Syndrome [NOHSC:2013(1994)]</a> NSW OHS Act 2000