

OHS017

OHS Risk Assessment and Control Form

Risk assessment completed by: Melinda Chylinski
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UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division: COFA		School/Unit: All units at COFA		
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Risk Assessment title: Using ladders

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:- Using ladders

Describe the location: All areas COFA

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

Staff and students

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
Setting up ladders	Lifting ladders, faulty ladders	Injury to self or others	<p>-Use correct manual handling procedure.</p> <p>-Inspect ladder before use. Inspect all ladders before using; look for cracks, breaks or weak points. If found defective DO NOT USE</p> <p>-Ensure ladder is supported at the base</p> <p>-Always make sure steps are clean and dry before using</p> <p>- on an even surface.</p> <p>Make sure there are no obstructions before setting up ladder.</p>	2	D	L	STRICT AHERENCE TO SWP.	2	E	L

Using ladders	<ul style="list-style-type: none"> -Working at heights -Incorrect use of ladder -Using faulty ladders -Using incorrect ladder for the type of work being performed 	<ul style="list-style-type: none"> -Physical injury -Falls from height -Electrocution 	<ul style="list-style-type: none"> -Make sure there are no obstructions in the way. -Ensuring you are using the correct type of ladder for the work being performed -Never use conductive ladders when performing electrical work or when electrical equipment is being used. -Use non-conductive ladders such as fibreglass or wooden ladders when performing electrical work or working with electrical equipment -Always work with another person present. -Never work off of the top of the ladder. 	2	D	L	STRICT ADHERENCE TO SWP.	2	E	L
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Moving ladders	Lifting ladders, falling, tripping.	Injury to self or others	-Use correct manual handling procedure. - Long and heavy ladders (greater than 20kg) should be handled by at least two people. -Make sure there are no obstructions in the way.	2	D	L	STRICT AHERENCE TO SWP.	2	E	L
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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:

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 regulations 2001, AS1892.5 (2000) Portable ladders: Part 5:- Selection, safe use and care, WorkCover NSW Guide "Safe Working at Heights" 2004, WorkCover NSW safety guide 4503 "Portable ladders".