

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		
Document number RA_COFA_10	Initial Issue date 7/5/2008	Current version 1.0	Current Version 7/5/2008	Next review date 7/5/2010

Risk Assessment title: Working tools, equipment and machinery

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:-
Describe the location:

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

Working with machinery, power tools and hand tools	<ul style="list-style-type: none"> -Moving parts -Noise -Vibration -Dust -Pinch points -Sharp tools -Electrical 	<ul style="list-style-type: none"> -Inhalation of dust -Physical injury -Cuts -Electrocution -Hearing damage 	<ul style="list-style-type: none"> -Always wear appropriate PPE eye protection, enclosed footwear, hearing protection -All machines are to be fitted with appropriate guarding -All machines are to be fitted with emergency stop buttons -All equipment must be electrically tested and tagged -All machines are locked to prevent unauthorised use - All staff and students trained in safe use of machinery and tools -SWP's -Regular maintenance of tools and machinery -Dust extraction system fitted to machines generating dust 	2	D	L				
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Working with machinery, power tools and hand tools	-Using tools for long periods -Repetitive movements	Overuse injury	-Rest breaks and varying work routine throughout the day	2	D	L		2	D	L
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Step 8 Documentation and initial approval

Completed by: Melinda Chylinski (signature) Authorised by: OHS committee 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:

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
- Safe guarding of machinery AS4024-2006, National standard for plant, Guarding and safe use of woodworking machinery AS1473, In service safety inspection and testing of electrical equipment AS3760,

