

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: Working with Hazardous substances

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)		
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Working with hazardous substances	<ul style="list-style-type: none"> -Chem contact with skin or eyes. -Dust inhalation -Breathing in fumes. 	<ul style="list-style-type: none"> -Illness or disease from short or long term exposure -Chemical burns -Chemical sensitization -Skin, eye or respiratory irritation 	<ul style="list-style-type: none"> -UNSW hazardous substances and danergous goods procedure -Chemical register kept for each area -Copies of all material safety data sheets and following instructions for safe use -Working in well ventilated and well-lit areas. - Always Wearing correct PPE -Make sure all spills -No eating, drinking or smoking -Wash hands/self with soap and cold water -Disposal of waste according to MSDS and UNSW procedure -Emergency eye wash and shower facilities available 	2	D	L				
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Working with hazardous substances	Chemical spills	-Physical injury	-Make sure all spills are cleaned up according to MSDS -All spills cleaned immediately -Appropriate spill kits kept in each area -Emergency eye wash and shower facilities available	2	D	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 Regulation 2001

WorkCover Publication: Safety in the Office
