

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_12	Initial Issue date 7/5/2008	Current version 1.0	Current Version 7/5/2008	Next review date 7/5/2010

Risk Assessment title: Student placements

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:- Students undertaking professional work experience at locations away from campus

Describe the location:

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

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 at placement	-- Lack of knowledge of hazards -Lack of knowledge of local safe working procedures in area -Unfamiliar with area	- Injury due to lack of knowledge about hazards in area or safe working procedures for the area	-Health and safety assessment form to be completed by placement provider -Students to receive induction by placement provider and/or supervisor	2	D	L				
Working with tools and machinery	-Moving parts -Noise -Vibration -Dust -Pinch points -Sharp tools -Electrical	-Inhalation of dust -Physical injury -Cuts -Electrocution -Hearing damage	-Health and safety assessment form to be completed by placement provider -Students to receive induction by placement provider and/or supervisor	2	D	L				

Working with hazardous substances	-Chem contact with skin or eyes. -Dust inhalation -Breathing in fumes.	-Illness or disease from short or long term exposure -Chemical burns -Chemical sensitization -Skin, eye or respiratory irritation	-Health and safety assessment form to be completed by placement provider -Students to receive induction by placement provider and/or supervisor	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

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:
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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
