

OHS017

OHS Risk Assessment and Control Form

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



UNSW
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division:

COLLEGE OF FINE ARTS

School/Unit:

Deans unit

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: School of Art

Describe the activity: Installing and exhibiting items in the end of year exhibit

Describe the location: COFA campus

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

A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk.

Staff , Students and Public

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
Manual handling	Hazard - Lifting heavy equipment or materials	Physical injury	-Follow safe lifting guidelines http://www.cofa.unsw.edu.au/schoolsunits/ohs/policies/lifting.html	2	D	L		2	D	L
Working with hazardous substances	Hazard - using metho, turps, paints, thinners and other cleaners-	- Poisoning -Chemical burns -Skin and eye irritation -Illness or disease from long term exposure	-Obtain Material safety data sheets for all hazardous substances used and follow instructions for safe use -Never eat, drink or smoke when working with hazardous substances -Always wear appropriate personal protective equipment (see Material safety data sheet)	2	D	L		2	D	L
Working with power tools	Hazards - Electricity -Noise -Moving parts -Vibration	- Electrocutation -Hearing loss -Physical injury	-Wearing appropriate PPE ,hearing and eye protection -Training on safe use of equipment and safe operating procedures written up -Making sure equipment is electrically tested and tagged -Never eating, drinking or smoking while working-Minimising repetition injuries by varying procedures and techniques	2	D	L		2	D	L

Working at heights Using ladders	Hazards -Working at heights	-Fall from height/ physical injury	Follow safe working procedure for ladders http://www.cofa.unsw.edu.au/schoolsunits/ohs/safeopprocedures/general/safety_0002.html	3	D	M		2	D	L
Using hand tools, blades, nails/pins, screws, laser levels	Hazard -Nails/pins -Blades - Lasers	-Physical injury	-Follow safe working procedure for using hand tools http://www.cofa.unsw.edu.au/schoolsunits/ohs/safeopprocedures/general/safety_0005.html -Making sure any pins and needles that fall on the floor and benches are cleaned up -Disposal facility for contaminated needles -Making sure contaminated waste is disposed of correctly	3	D	M		2	D	L
Installing items, using plinths for exhibiting, assessments	Hazard -Falling items (eg from plinths) - Obstructing emergency exits - Obstructing pathways -Slips, trips and falls -Sharp edges on items -Property damage	Physical injury	-Making sure all items are secure and will not fall -Never place objects near emergency exits - Never place objects in stairways, walkways and pathways	2	D	L				
			-Areas to be cordoned off if considered a trip hazard or a item has sharp edges -If any projects have any other significant risks associated with them they should have a separate risk assessment to ensure their safety (e.g Biological hazards, fire hazards, electrical hazards e.t.c)							
			-Making sure sharp objects are handled carefully when installing and removing them							

Setting up lighting	Hazards -Electrical -Heat	Risks -Electrocution -Burns	-Training in proper use. -All electrical equipment is tested and tagged -Installation of circuit breakers. -Always have lights turned off when adjusting	D	2	L				
Using candles, oil burners or incense in exhibits	Hazards -Heat -Open flame -Hot wax	Risks -Burns -Fire	- An inspection must be undertaken by the OHS coordinator prior to the lighting of such objects -If using hot candle wax, care must be taken to prevent burns. The use of heat proof gloves is recommended. -A risk assessment must be undertaken to ensure appropriate controls are in place to prevent fires	D	2	L				

Step 8 Documentation and initial approval

Completed by: (name)	(signature)	Authorised by: (name)	(signature)	Date:
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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 Occupational Health and Safety Act 2000
NSW Occupational Health and Safety Regulations 2001