

# GENERAL RISK ASSESSMENT TEMPLATE



<b>Work area / operation</b>	Kitchen/Cafe	<b>Assessors name</b>	Byron Hui and Eirene Magsino
<b>Other persons consulted</b>		<b>Date</b>	17/05/20

<b>ACTIVITY</b> - Describe hazardous activities related to the work area or operation.	<b>ASSOCIATED HAZARDS</b>	<b>INHERENT RISK</b> - Harm that could occur from these hazards if controls fail or are not in place.	<b>EXISTING CONTROL MEASURES</b>	<b>PROPOSED CONTROL MEASURES</b> - Proposed action to minimise risk to an acceptable level.	<b>TARGET DATE</b> - To implement proposed controls	<b>RESIDUAL RISK LEVEL</b> (H,M,L)
Manual handling during assembly process	Inappropriate lifting techniques	Strain Injuries	Each worker must lift all equipment using the correct lifting techniques with the assistance of others or a lifting device, where appropriate			L
Robot arm movements during operation	Movements and rotations of the arm occur frequently	Collision with humans Collision with objects (e.g. table surface, coffee machine)	Installed stop button for emergency situations	Install an enclosed barrier around the robot and coffee machine working area Install active workspace sensors and a beacon to indicate current operation Collision detection sensors to halt operations Clear warning signs		M
Working with liquids during operation	Hot liquids	Burn injuries		Clear warning signs of hot surfaces and liquids Installation of an enclosed barrier (as above) Robot trajectory control and resolved motion rate control implementation		M
Electrical components and wiring	Exposed components	Trip hazards for cables and wires Electrocution or fire outbreak for electronics	Ensure there is no loose or exposed wiring Regular testing and tagging of all equipment	Place clear warning signs Secure and tape off all cables and wiring away from walkways and robot arm trajectories Ensure liquid safe enclosures are installed for electrical components Install a fire extinguisher within the immediate area		L

<b>Supervisor approval of assessment</b>	I am satisfied that the residual risk with existing controls is acceptable <input type="checkbox"/> Yes <input type="checkbox"/> No OR I am satisfied that that the proposed controls will reduce risk to an acceptable level. <input type="checkbox"/> Yes <input type="checkbox"/> No				
Supervisors Name		Signature		Date	

## Guidance notes for documenting General Risk Assessments

### ACTIVITY

**Briefly describe this hazardous work activity** - E.g. Operating, Handling, Using ... (Include names) of hazardous equipment, substances or materials used, and any quantities and concentrations of substance(s) or reaction products.

### ASSOCIATED HAZARDS

**Plant & Equipment** – noise, vibration, moving parts (crushing, friction, stab, cut, shear), pressure vessels, lifts/hoists/cranes, sharps

**Manual Handling** – repetitive movements, lifting awkwardly, lifting heavy objects

**Work Environment** – moving objects, extremes in temperature, isolation, work at height, allergies to animal bedding, dander and fluids, risk of fire/explosion, slippery surfaces/trip hazards

**People** – potentially violent or volatile clients/interviewees

**Communicable Diseases** – exposure to bodily fluids/infectious materials, animal bites and scratches,

**Environmental** – emissions to atmosphere, discharge to soil and water bodies (including stormwater run-off), nuisance noise & odour, poor ventilation/air quality

**Radiation (non-ionizing)** – including lasers, microwaves or UV light

**Electrical** – plug-in equipment used in 'hostile' work environment, exposed conductors, high voltage equipment

**Pathogens** – dealings with pathogenic microorganisms such as bacteria, parasites, fungi or viruses

**GMOs** – dealings with genetically modified organisms

**Cytotoxins** – carcinogens, mutagens or teratogens

**Radiation (ionizing)** – Ionizing radiation source such as radioactive substance or radionuclide, or irradiating apparatus

**Chemical** – hazardous substances, dangerous goods, fumes, dust, compressed gas, hazardous waste

### INHERENT RISK

Provide details of the harm that could be caused to people or the environment if something goes wrong.

For example: inhalation of fumes, laceration, injury to back, infection, burns to skin or eyes.

Think about what could happen if controls fail or are not in place.

### CONTROL MEASURES

Note the existing and proposed actions to reduce risk to an acceptable level. Apply the "Hierarchy of Controls", listed below, when deciding the best control measure to apply. Control types closer the top of the list are preferable.

1. ELIMINATE THE HAZARD. For example: use a different less dangerous piece of equipment, fix faulty machinery, use safer materials or chemicals
2. ISOLATE THE HAZARD FROM THE PEOPLE. Separate people from the danger. For example: use shielding, use lifting equipment or trolleys, remove dust or fumes with exhaust system, lock-out machinery.
3. CHANGE THE WAY THE JOB IS DONE. For example: change work practices, provide training, information and signs, develop work procedures.
4. USE PERSONAL PROTECTIVE EQUIPMENT (PPE), noting specific PPE is required for each job. For example: respirator, hearing protection, gloves. Training and information is required for the use of PPE.

### RESIDUAL RISK LEVEL (H, M, L)

Estimate risk taking into account the way the activity is run and control measures put in place. The level of risk can be determined by combining consequence and likelihood using the risk matrix from below. Residual risk should be reduced to a level acceptable by management.

**CONSEQUENCE OF HARM** - This is how bad it will be if something does go wrong e.g. the number of people that could be harmed, the severity of injury.

**LIKELIHOOD OF HARM** - Chance of harm occurring is affected by the duration of the activity and its frequency; the number of people doing the activity and the level of exposure to the hazard.

		CONSEQUENCE				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Injury/illness consequence	Non-injury incident	Injury/ill health requiring first aid	Injury/ill health medical attention	Injury/ill health requiring hospital admission	Fatality or permanent disabling injury
	Environmental consequence	Minor effects on biological or physical environment	Moderate short term effects but not effecting ecosystem functions	Serious medium-term environmental effects	Very serious long term impairment of ecosystem functions	
	Almost Certain The event will occur on an annual basis	Moderate	High	High	Critical	Critical
	Likely The event has occurred several times or more in your career	Moderate	Moderate	High	High	Critical
	Possible The event might occur once in your career	Low	Moderate	Moderate	High	High
	Unlikely The event does occur somewhere from time to time	Low	Low	Moderate	Moderate	High
	Rare Heard of something like this occurring somewhere	Low	Low	Low	Moderate	Moderate