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| Activity / Task / Location  DMAIC Lean Production/ Produce Lego Products/ 216:212 | | Date:  1st January 2014 |
| Developed by:  Rachel Massie | Approved By: | |

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| **Hazard Identification** | | **Risk Assessment** | | | **Control** | **Residual**  **Risk Assessment** | | |  | |
| **Activity** | **Potential Hazards** | **Consequence** | **Likelihood** | **Risk Score** | **Risk Control Measures**  **1. Eliminate,** eg: eliminate task, remove hazard  **2. Substitute** eg: replace with less hazardous process, material  **3. Isolate** eg: enclosures, restricted access;  **4. Engineering** eg: guarding, separation, redesign;  **5. Administrative** eg: Safe Work Procedure, training;  **6. Personal Protective Equipment (PPE)** eg: gloves, goggles | **Consequence** | **Likelihood** | **Risk Score** | **Who is responsible to implement the changes** | **Date Finalised** |

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| Moving of Desks | Lifting and moving injuries and pinch points | **Insignificant** | **Unlikely** | **Low** | Supervise students moving desks and communicate Hazards of injuries to toes and fingers | **Insignificant** | **Highly Unlikely** | **Low** | Mentors |  |
| Production of Lego Items | Collisions and Trip Hazards | **Minor** | **Possible** | **Medium** | Space grouped desks far apart enough for safe movement  Inspect ground area for trip hazards and request bags to be placed in a designated area away from activity.  Address concerns and logistic requirements to students.  Monitor Activity | **Minor** | **Unlikely** | **Low** | Mentors and Volunteers |  |
| Production of Lego Items | Choking and throwing Hazards | **Moderate** | **Unlikely** | **Medium** | Keep Lego pieces away until the activity starts,  Ensure Lego activity is engaging enough to prevent students from throwing them. | **Minor** | **Highly unlikely** | **Low** | Mentors |  |

**Health & Safety Risk Matrix**

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|  |  | | **LIKELIHOOD DESCRIPTION** | | | | | | | | | | |
|  |  | | **LIKELIHOOD** | The event may occur only in exceptional circumstances | | Not expected but the event may occur at some time | | The event could occur at some time | | The event will probably occur in most circumstances | | The event is expected to occur or has occurred and is continuing to impact | |
|  | **IMPACTS** | **Likelihood Level** | | | | | | | | | | | |
| **CONSEQUENCE DESCRIPTION** | **Health and Safety** | **Consequence Level** |  | | **Highly Unlikely** | | **Unlikely** | | **Possible** | | **Likely** | | **Highly Likely** |
| Multiple fatalities.  Permanent Total Disability | **Catastrophic** | |  | |  | |  | | **Extreme** | |  |
| Single fatality.  Permanent Total Disability | **Major** | |  | |  | | **High** | |  | |  |
| Lost Time Injury >10 days.  Incident reportable to relevant Authorities. | **Moderate** | |  | | **Medium** | |  | |  | |  |
| Lost Time injury <10 days.  Injury or illness requiring Medical Treatment | **Minor** | | **Low** | |  | |  | |  | |  |
| No injury or illness; or  Minor injury or illness requiring First Aid treatment | **Insignificant** | |  | |  | |  | |  | |  |

**DETERMINING THE RISK LEVEL:** Risk Level = Consequence Level x Likelihood Level

**Maximum Foreseeable Exposure:** For each risk, select the expected Consequence Level and the expected Likelihood Level assuming controls are either not in place or controls fail.

**Residual Risk Exposure:** For each risk, select the expected Consequence Level and the expected Likelihood Level given the type and effectiveness of the controls that are in place.

**Risk Response:** Apply the appropriate response based on the assessed Risk Level

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| **RISK MANAGEMENT ACTION** | |
| **RISK LEVEL** | **RESPONSE** |
| **Extreme** | Immediate action required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk to as low as reasonably practicable. |
| **High** | A mitigation plan shall be developed and authorised by area manager or supervisor to reduce the risk to as low as reasonably practicable. The effectiveness of risk control strategies shall be monitored and reported to management and relevant committee. |
| **Medium** | A mitigation plan shall be developed. Control strategies are implemented and periodically monitored. |
| **Low** | Manage by documented routine processes and procedures, monitor periodically to determine situation changes which may affect the risk |