



RA No.:	SEH-RA-005	Date:		Version No.:	1
Activity Title: Solar Chimney Experiment					
SECTION 1: GENERAL INFORMATION					
Campus location: Bundoora		Bldg. / level / room		College: SEH	School / Discipline / Facility:
Person undertaking the activity / Position: Haoze Xia Jarrod Lawson Junxu Jin			Supervisor / Position: Dr Long Shi		
Lists the main steps in the activity (add more lines as required).			Are any of the following licenses / permits required: <input type="checkbox"/> Poisons permit covering scheduled drugs / poisons (S4/S7/S8/S9/S10) <input type="checkbox"/> Confined space entry permit <input type="checkbox"/> Licence for using radiation sources or Genetic Modified Material <input type="checkbox"/> Animal Ethics / Human Ethics approval <input type="checkbox"/> Other : specify - If any boxes are checked, specify the applicable permit or licence number:		
Step #	Description				
1	Equipment set up				
2	Measure and record data				
• Plant / equipment		• Animals / Insects	• Biological materials (e.g. bacteria, viruses)	• Confined spaces	• Hazardous chemicals
• High pressure / vacuum		• Electrical	• Fumes / vapours / dust	• Manual Handling (lifting, pushing, moving objects)	• Repetitive movements, awkward postures
• Mechanical (rotating parts, crush / pinch points)		• Vibration	• Trip / slip hazards / uneven ground or work surface	• Extreme temperatures (High / Low)	• Working at heights or below ground level (e.g. excavations)
• Interaction with public (threat to safety)		• Interaction with public (threat to security)	• Overhead power lines	• Working in isolation	• Noise
• Radiation (including UV)		• Lasers	• Traffic hazards (vehicles, forklifts, aircraft, drones)	• Gases	• Other (Specify):
NOTE: If the activity involves the use of radiation / biohazards / lasers – you must complete a separate risk assessment form designed specifically to address these hazard types.					

**SECTION 4: RISK ASSESSMENT**

Step # (from Sect 1)	Hazards (list the hazards in each step)	Associated Risks (resulting in damage, injury or illness)	Initial Risk Score & Rating (before controls) (Refer to risk score matrix in Section 2)				
			C	E	P	Score (CxExP)	Rating (low, medium etc)
1	Equipment set up	Bruise	1	1	1	1	Low
2	Measure and record data	Paper cut	1	1	1	1	Low

SECTION 5: RISK CONTROL PLAN

Hazard (from Section 4)	Risk control measures required to reduce the risk		Residual Risk Score (after controls) (Refer to risk score matrix in Section 2)				Residual Risk Rating (low, medium etc)	Person responsible for implementing controls
	Select risk control(s)	Details of risk controls (provide a brief description)	C	E	P	Score (CxExP)		
	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input type="checkbox"/> Administration <input type="checkbox"/> PPE	Be careful and using a lift	1	1	1	1	low	
	<input type="checkbox"/> Elimination <input type="checkbox"/> Substitution <input type="checkbox"/> Isolation <input checked="" type="checkbox"/> Engineering <input checked="" type="checkbox"/> Administration <input type="checkbox"/> PPE	Wear grove	1	1	1	1	low	

**SECTION 6. DECLARATION (To be signed by the person conducting the Activity or, in the case of prac classes / field trips, by the Academic in charge)**

I have read and understood all Risk Assessments relating to equipment used in this activity.

Signature:

SECTION 7: CONSULTATION

Technical staff or equivalent (e.g. Research Officer) in the area where the Activity is to be conducted **must** be consulted to ensure **all** risks and hazards have been identified and appropriate controls are in place (signature not required).

Position	Name	Comments (optional) – no signature required
Technical Officer (or equivalent) consulted:	Dr Long Shi	

SECTION 8: APPROVAL

Position	Name	Signature	Date
Person undertaking activity (for prac classes/ field trips, just list as “students”:	Haoze Xia Jarrod Lawson Junxu Jin		
Supervisor (for prac classes / field trips, Academic in charge to sign):	Dr Long Shi		
Discipline Leader / Manager (required for sign off if any residual risk score is assessed as equal to or greater than 50.)			