|  |
| --- |
| **Health, Safety and Wellbeing (HSW) Risk Assessment** |

|  |  |  |  |
| --- | --- | --- | --- |
| **Risk Assessment Name:** | **Office & Computer Use** | | |
| **Document No:** | 01 | **Assessment Date:** | 17/03/2024 |
| **Faculty/ Service Division:** | Faculty of Engineering | **School/Department :** | Department of Mechanical and Mechatronics Engineering |
| **Form completed by:** | Matthew Flooks | **Responsible Line Manager:** | N/A |

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed:** | Matthew Flooks | **Signed:** |  |
| **Dated:** | 18/03/2024 | **Dated:** |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Other Risk Assessments which might also be required:** |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Description of activity  and/or location:** | **Working with a computer/ in a University environment**  All areas of work |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Identify Hazards and Control the Risks:** | | | | | | | |
| 1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.  2. Determine controls necessary based on University standards, legislation, codes of practice, AS / NZ standards, manufacturer’s instructions etc.  3. List existing risk controls (take credit for what you do)  4. Rate the risk once all controls are in place using the matrix in  5. List any additional controls that need to be implemented and take action  6. Communicate the findings  The boxes will resize to suit your situation/the amount of text you need to use – press tab after last cell to create new rows | | | | | | | |
| **Task sequence** | **Hazard** | **Who may be harmed and how** | **Existing controls** | **Current Risk Rating**  **(L)Likelihood x (C)Consequence  = (R)Rating** | | | **Additional Controls required** |
| **L** | **C** | **R** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Computers (incl. Laptops)** | - Students  Students risk posture problems and pain discomfort or injuries, from overuse, improper use, or from badly design work environments  Headaches or sore eyes can occur from bad lighting or extended use. | - Workstation and equipment should be set to ensure good posture and to avoid glare and reflections on the screen.  - Work should be planned to include regular breaks or change of activity  - When used for extended periods, laptops should be used with a docking station, separate screen, keyboard and mouse. | 2 | 1 | 2 |  |
|  | **Fire** | - Students  - Staff  - Visitors  If trapped, fatal smoke inhalation/burn injuries could be sustained. | - Items not used should be removed to maximise space  - Equipment should be switched off when not in use for long periods  - Sources of fire to be eliminated or minimised | 1 | 3 | 3 |  |
|  | **Electrical** | - Students  Students could get burns or shocks from badly maintained or damaged equipment. | - Electrical cables, batteries and plugs should be regularly inspected for damage by the user  - Electrical equipment must be operated according to manufacturers instructions.  - Defective equipment should be replaced | 1 | 3 | 3 |  |
|  | **Handling of Items** | - Students  Back injuries from repeated lifting of items | - Correct posture should be used when lifting objects | 1 | 1 | 1 |  |
|  | **Slips and Trips** | - Students  - Staff  - Visitors  Students, staff, and visitors could be injured if they trip on obstacles or spillages. | - Maintain general good housekeeping  - Ensure that there are no trailing leads or cables.  - Students must keep work areas free from trip hazards  - All areas well lit  - Any spillages should be cleaned up immediately | 2 | 1 | 2 |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Action Plan** | | | | | | |
| **Management agreed**  **additional control measures  to be implemented** | **Resources**  **Required** | **Action By:** | | | **Action Complete: Responsible Line Manager** | |
| **Responsible Person** | **Target Date** | **Completion Date** | **Signature** | **Date** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Review** | | | | |
| **Review Details** | | **Comments** | | |
| Scheduled Review Date | |  | | |
| Are all control measures in place? | |  | | |
| Are controls eliminating or minimising the risk? | |  | | |
| Are there any new problems with the risk? | |  | | |
| Are the supervisory arrangements adequate? | |  | | |
| Are the levels of skills, capabilities and training adequate? | |  | | |
| **Review By: (name)** | |  | | |
| **Review Date:** | |  | | |
| **Communication** | | | | |
|  | **Method** | **Yes** | **Date** | **Comments** |
| Reference of formal communication to staff | Copy of risk assessment issued |  |  |  |
| Controls covered in procedure issued |  |  |  |
| Staff handbook issued to staff |  |  |  |
| Other |  |  |  |
| How they were consulted  on the risk | Health, Safety and Wellbeing Committees |  |  |  |
| Additional Methods of Communication | Induction |  |  |  |
| Toolbox Talk/Standup |  |  |  |
| Team Meeting |  |  |  |
| Email circulation |  |  |  |
| Other |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **HSW Risk Assessment Matrix** | | | | | | |
| **Likelihood Level** | **4** | **Very likely**  Probably expect the event to occur in most circumstances | Moderate  (4) | High  (8) | Extreme  (12) | Extreme  (16) |
| **3** | **Likely**  Event likely to occur at least  once over the coming year | Moderate  (3) | High  (6) | High  (9) | Extreme  (12) |
| **2** | **Possible**  Event may occur at some time | Low  (2) | Moderate  (4) | High  (6) | High  (8) |
| **1** | **Unlikely**  Occurrence is conceivable,  but not expected to occur | Low  (1) | Low  (2) | Moderate  (3) | Moderate  (4) |
|  |  |  | **Minor** | **Moderate** | **Major** | **Severe** |
|  |  |  | **1** | **2** | **3** | **4** |
|  |  |  | **Consequence level** | | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Consequence description** | | **Harm to People**  Potential for injury or death | None or trivial / negligible injury  (no or slight injury which requires localised first aid) | | Minor injury  (illness or injury is not serious, medical treatment required) | Serious injury  (serious injury or illness, hospitalisation required) | Fatality, major injury  (death, permanent disablement, or significant long-term illness) | |
| **People Affected**  Extent of people potentially affected | None or few  (e.g. 0 to 2) | | Small numbers (e.g. 3 to 10) | Moderate numbers  (e.g. 10 to 50) | Wide scale  (e.g. more than 50) | |
| **Reputation and Legal**  Potential for publicity with a negative impact on reputation / potential for legal prosecution | None or issue raised by staff or students and resolved promptly by management  None or legal dispute – found not guilty – fines up to $3 million (Body Corporate), $600,000 (Officer) | | Internal scrutiny to prevent escalation and short-term stakeholder concern  Minor non-compliance, limited notification to regulators / affected stakeholders | Medium-term stakeholder concern, national media scrutiny and ‘brand’ impact  Medium non-compliance, moderate notification to regulators / affected stakeholder, potential for legal proceedings / fines | Persistent stakeholder concerns, international media scrutiny and long term ‘brand’ impact  Significant non-compliance, extensive notification to regulators / affected stakeholders, potential for legal proceedings / imprisonment / fines | |
|  |  | **Operations**  Extent of ability to maintain core business | None or business interruption < 4 hours  None or effectiveness and efficiency of a service, programme or project impacted in the short term  None or slight damage to property or equipment | Business interruption between 4 hours to 5 days  Operational disruption manageable by workarounds  Moderate damage to property or equipment | | Business interruption > 5 days  Medium operational impact resulting in delay of key deliverables  Major damage to property or equipment | Business interruption of many weeks  Breakdown of key activities and significant long-term impact  Massive damage to property or equipment |  |
|  | **Environment**  Extent of negative impacts on the environment | None or minimal impact  None or clean up expenses up to $25,000 | Minor short-term or intermittent impact, able to be contained with specialist assistance  Clean up expenses up between $25,000 to $1m | | Serious, medium-term detrimental impact  Clean up expenses up between $1m - $5m | Very serious, long-term or permanent damage  Clean up expenses > $5m |  |

**Consider the Likelihood**

How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment affect it (e.g. light, temperature, space)? What are people’s behaviours (e.g. stress, panic, deadlines)? What people are exposed (e.g. disabled, young students, etc.)?

**Consider the Consequences**

What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task, etc.)? How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate?

**Calculate the Risk**

The final score for each risk is calculated by multiplying the likelihood and consequences response scores. This will give a risk score of between 1 and 16.

All risks rates as “High” or “Extreme” require detailed analysis of mitigating practices / controls to determine the residual risk rating. **Action must be taken.**

“Low” and “Moderate” risks may be excluded from further analysis (other than when the consequence may be severe). However the rationale for excluding these risks should be documented to demonstrate the completeness of analysis undertaken. **Some action may be required.**

Other than in the most unlikely circumstance, risks that can cause major or severe harm to people have been determined as “high” or “extreme”. Management review is considered appropriate for risks of these nature due to the potential magnitude of the impact, even though the likelihood may be assessed as relatively low.

**Risk Priority - Legend**

|  |  |
| --- | --- |
| Extreme  (12-16) | **Intolerable risk.** Immediate action(s) is to be taken by Faculty/Service HSW risk owners - including DVCs, Deans of Faculties, Directors of Services, Academic Heads/PIs, Services Managers. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The Associate Director Health, Safety and Wellbeing, and Manager Risk and Performance must be advised of the risk for their review. The risk should be included in the UoA wide risk register. |
| High  (6-9) | **Should not be tolerated.** Urgent action is to be taken by the immediate manager. Work should not be started or continued until the risk has been reduced to as low as reasonably practicable using the hierarchy of risk controls. The HSW Manager working with the Faculty/Service, and Manager Risk and Performance must be advised of the risk for their review. To be included in the UoA wide risk register. |
| Moderate  (3-4) | Management to **monitor risks** in case changing circumstances increase the level of risk. Some action may be required, e.g. improving controls. |
| Low  (1-2) | **Requires no further attention** above routine practices and procedures, apart from monitoring. |

**Note:** This Health and Safety Risk Assessment Matrix aligns with WorkSafe NZ guidance, UoA Resilience Management Plan, UoA Risk Determination Matrix, UoA TVRA and UoA Incident Levels