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| Workplace (School/Institute/Unit): | | |
| Assessment No: | Assessment Date: / / | Review Date: / /  (3 years maximum) |
| *What is being assessed? Describe the item, job, process, work arrangement:*  The item being assessed is the company's network infrastructure.  The job being assessed is the integration of a new server into the existing network infrastructure. The process being assessed is the planning and implementation of the server integration project. The work arrangement being assessed is the team that is responsible for the server integration project. | | |
| Step 1 – Form a team of assessors. Decide who else should be consulted. | | |
| Assessor(s):  Frans De Jong  Others consulted: (e.g. elected health and safety representative, other personnel exposed to risks) | | |

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| Step 2 – Identify the hazards associated with the thing or situation being assessed | | | | | |
| Hazards: Potential to cause harm to people, property or the environment.  Tick the applicable hazards | | | | | |
| **General Work Environment** | | **Health and Security** | | **Plant and equipment** | |
| Restricted access or egress |  | Food |  | Vehicles |  |
| Confined spaces |  | Poisoning or contamination |  | Mobile and fixed plant |  |
| Air-conditioning (thermal comfort) |  | Intoxication |  | Powered equipment |  |
| Air quality |  | Dehydration |  | Non-powered equipment |  |
| Lighting |  | Violence |  | Elevated Work Platforms |  |
| Noise (discomfort) |  | Working alone or in isolation |  | Pressure vessel |  |
| Outdoors (sun exposure) |  | Working in remote areas |  | Laser (Class 2 or above) |  |
| Uneven walking surfaces |  | Bites / Stings |  | Traffic control |  |
| Working at height |  |  |  | Electrical |  |
|  |  | **Chemical** | | Vibration |  |
| **Ergonomic/manual handling** | | Hazardous chemicals |  | Moving parts |  |
| Workstation set up |  | Explosives |  | Acoustic / Noise |  |
| Poor posture |  | Engineered nanomaterials |  |  |  |
| Lifting / Carrying |  | Gas cylinders |  | **Temperature / Weather effects** | |
| Pushing / Pulling |  |  |  | Heat |  |
| Reaching/overstretching |  | **Radiation** | | Cold |  |
| Repetitive movement |  | Ionising radiation |  | Rain / Flood |  |
| Bending |  | Ultraviolet (UV) radiation |  | Wind |  |
| Eye strain |  | Radiofrequency/microwave |  | In or on water |  |
|  |  | Infrared radiation |  | Pressure (Diving / Altitude) |  |
| **Work design and management** | |  |  | Lightning |  |
| Fatigue |  | Biological | | Smoke |  |
| Workload |  | Microbiological |  |  |  |
| Mental stress |  | Animal tissue / Fluids |  | **OTHER** | |
| Organisational change |  | Human tissue / Fluids |  |  |  |
| Work violence or bullying |  | Allergenic |  |  |  |
| Inexperienced or new personnel |  | Other Biological |  |  |  |

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| **List the hazards identified from above** | | | | | | | | | | | |
| 1. | Confined spaces, noise (discomfort), working at height | | | | | 6. | | Ionising radiation, Infrared radiation | | | |
| 2. | Eye strain | | | | | 7. | | Allergenic | | | |
| 3. | Work violence or bullying | | | | | 8. | | Powered equipment, Acoustic / Noise | | | |
| 4. | Poisoning or contamination, Intoxication | | | | | 9. | | Heat, Rain/Flood | | | |
| 5. | Hazardous chemicals, Explosives | | | | | 10. | | Smoke | | | |
| Any specific circumstances (describe):   * Working in a confined space * Working with hazardous chemicals * Working with heavy machinery | | | | | | | | | | | |
| Persons at risk (list): Inexperienced workers, workers with disabilities, pregnant workers and workers who are taking medication that affects their ability to work safely. | | | | | | | | | | | |
| Any relevant regulation, code, standard or guideline (list):   * Work Health and Safety Act 2011 (WHS Act) * Work Health and Safety Regulations 2011 (WHS Regulations) * National Code of Practice for The Control of Workplace Hazardous Substances Nohsc:2007(1994)] * Safe Work Australia Guidelines | | | | | | | | | | | |
| **Step 3 – Risk Assessment**  **Step 4 – Risk controls** | | | For each identified hazard rate the risk using the Risk Rating Matrix.  Detail controls measures required to address the risks applying the Hierarchy of Controls | | | | | | | | |
| Controls to be considered from the following hierarchy of control | | | | | | | | | | | |
| 1. Elimination (is it necessary?) 2. Substitution 3. Isolation (restrict access) 4. Engineering (guarding, redesign) | | | | | | | 1. Administration (training. SOPs,) 2. Personal Protective Equipment (PPE) (e.g. gloves, leather apron, coveralls, respirator) | | | | |
| **Identified Hazards**  **Exposure** | | | | **Risk assessment** | | | **Risk Rating** | | **Required Controls** | **Controls Implemented** | |
| **Consequences** | **Likelihood** | |
| Confined spaces | | | | Suffocation, poisoning, heat stress, falls | High | | High | | Assess the risks before entering the confined space, provide adequate ventilation, wear personal protective equipment (PPE), and have a rescue plan in place. | Yes | No |
| Eye strain | | | | Headache, blurred vision, dry eyes, neck pain | Medium | | Medium | | Take regular breaks from screen use, adjust the lighting, use an anti-glare screen protector, and have your eyes checked by an optometrist regularly. | Yes | No |
| Work violence or bullying | | | | Physical injury, psychological harm, decreased productivity, absenteeism, turnover | High | | High | | Have a clear policy against workplace violence or bullying, provide training for employees on the policy, and have a reporting system in place so that employees can report incidents of violence or bullying without fear of retaliation. | Yes | No |
| Poisoning or contamination | | | | Illness, injury, death | High | | High | | Identify and control the hazards, provide training on safe work practices, and have a spill response plan in place. | Yes | No |
| Hazardous chemicals | | | | Burns, skin irritation, respiratory problems, poisoning, cancer, death | High | | High | | Identify the hazards, assess the risks, implement controls, and monitor the effectiveness of the controls. | Yes | No |
| Ionising radiation | | | | Cancer, genetic damage, acute health effects | High | | High | | Identify the hazards, assess the risks, implement controls, and monitor the effectiveness of the controls. | Yes | No |
| Allergenic | | | | Allergic reaction, anaphylaxis | High | | High | | Identify the allergens, assess the risks, implement controls, and monitor the effectiveness of the controls. | Yes | No |
| Powered equipment | | | | Cuts, bruises, amputations, crushing injuries, electric shock, burns | High | | High | | Identify the hazards, assess the risks, implement controls, and monitor the effectiveness of the controls. | Yes | No |
| Heat | | | | Heat stress, dehydration, heat cramps, heat exhaustion, heat stroke | High | | High | | Identify the hazards, assess the risks, implement controls, and monitor the effectiveness of the controls. | Yes | No |
| Smoke | | | | Fire, suffocation, poisoning, respiratory problems | High | | High | | Identify the hazards, assess the risks, implement controls, and monitor the effectiveness of the controls. | Yes | No |
| Rain/Flood | | | | Flooding, drowning, injury, property damage | High | | High | | Identify the hazards, assess the risks, implement controls, and monitor the effectiveness of the controls. | Yes | No |
| **Is the risk?** (Tick one) | | Adequately controlled. No further action required - Sign off form as completed. | | | | | | | | | |
| Inadequately controlled. Further Action/Investigation required. Continue with Step 5. | | | | | | | | | |

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| Step 5 – Implementation Plan (for controls not already in place) | | | |
| Control Option | Resources | Person(s) responsible | Proposed implementation date |
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| Step 6 – Comments and endorsements | | | |
| Name: Thong Thao Signature: Date: | | | |
| **Assessment Approval:** (e.g.Principal researcher, Head of research group, Head of School, Technical Services Manager)  I am satisfied that the risks are not significant and/or adequately controlled and that resources required will be provided.  Name: Signature: Date:  Position Title: | | | |

**Risk Assessment Matrix**

**Prioritising Hazards and Risks**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Consequence | Probability | | | | |
|  | Very Likely | Likely | Unlikely | Highly Unlikely |
| Life Threatening | High | High | High | Medium |
| Detrimental | High | High | Medium | Medium |
| Harmful | High | Medium | Medium | Low |
| Negligible | Medium | Medium | Low | Low |

**Hazard Consequence Rating Table**

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| --- | --- |
| Life Threatening | Hazard may cause death or total loss of one or more bodily functions (e.g. loss of: or use an arm, an eye, huge financial loss). |
| Detrimental | Hazard may cause severe injury, illness or permanent partial loss of one or more bodily functions (e.g. noise induced hearing loss), or serious property damage, loss of production capability. |
| Harmful | Hazard may cause a reportable incident i.e.. an incident that results in the employee being unable to undertake their normal duties for 7 days or more, or significant property damage, high financial loss. |
| Negligible | Hazard may cause minor injury, illness or property damage, first aid treatment only or no injury, low financial loss. |

**Probability Rating Table**

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| --- | --- |
| Very Likely | Exposure to hazard likely to occur frequently. |
| Likely | Exposure to hazard likely to occur but **not** frequently. |
| Unlikely | Exposure to hazard unlikely to occur. |
| Highly Unlikely | Exposure to hazard so unlikely that it can be assumed that it will not happen. |

**Risk Priority Table**

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| --- | --- | --- |
| Risk Priority | Definitions of Priority | Suggested  Time Frame |
| High | Situation critical, stop work immediately or consider cessation of work process.  Must be fixed today, consider short term and/or long term actions. | Now |
| Medium | Is very important, must be fixed this week, consider short term and/or long term actions. | This week |
| Low | Is still important but can be dealt with through scheduled maintenance or similar type programming. However, if solution is quick and easy then fix it today.  Review and/or manage by routine procedures. | 1–3 months |