Tutorial – Workplace Health and Safety

Creating a Safety Report:

In this tutorial we are going to identify the hazards in your workplace, assess their level of risk, and list some control methods that can be implemented to reduce the level of risk associated with a hazard.

You will document this process to create a WH&S report that will be submitted as part of your assignment.

If you are studying on-campus, you should assess your classroom. If you are an online student you will identify and assess the hazards in your home office or study space.

1. Identify Hazards:

Identify hazards in your workspace. List each hazard in the table below.

Use the Risk Matrix on page 2 to measure the risk level of each hazard.

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| **Hazard** | **Consequence** | **Likelihood** | **Risk Level** |
| Boxes on the floor | Trip hazard (minor) | Possible (3) | Medium |
| Powerboard | Overloading (moderate) | Possible (3) | Medium |
| Wires on the floor | Trip hazard (insignificant) | Unlikely (2) | Very Low |
| Monitor | Glare (minor) | Unlikely (2) | Low |
| Chair | Bad posture (minor) | Possible (3) | Medium |
| Repetitive work | Psychological hazard (minor) | Possible (3) | Medium |
| Heavy objects | Physical Hazard(moderate) | Unlikely (2) | Medium |
| Printer toners | Chemical Hazard (minor) | Unlikely (2) | Low |
| Liquid beverage near electronics | Electrical Hazard (major) | Unlikely (2) | Medium |
| Sharp objects | Physical / Eletrical Hazard (major) | Possible(3) | Medium |
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| IMPACT | LIKELIHOOD | | | | |
| Rare (1) | Unlikely (2) | Possible (3) | Likely (4) | Almost Certain (5) |
| Catastrophic (A) | M | M | H | C | C |
| Major (B) | L | M | M | H | C |
| Moderate (C) | L | M | M | M | H |
| Minor (D) | L | L | M | M | M |
| Insignificant (E) | VL | VL | L | L | M |

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| Risk level | Required action |
| Critical | Act immediately:  The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls. |
| High | Act today:  The proposed activity can only proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  (ii) the risk controls must include those identified in legislation, Standards, Codes of Practice etc.  (iii) the risk assessment has been reviewed and approved by the Supervisor and  (iv) The supervisor must review and document the effectiveness of the implemented risk controls. |
| Medium | Act this week:  The proposed task or process can proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;  (ii) the risk assessment has been reviewed and approved by the Supervisor. |
| Low | Act this month:  Managed by local documented routine procedures which must include application of the hierarchy of controls. |
| Very Low | Keep a watching brief:  Although the risk level is low the situation should be monitored periodically to determine if the situation changes. |

2. Recommend Control Mechanisms:

Now that you have identified the hazards in your work environment and allocated a level or risk to each hazard, propose solutions to minimize the risk of each hazard.



For each hazard try to use one of the more effective methods of control first. If that is not possible, a less effective method will suffice.

Complete the table below, listing one or more control methods for each hazard you identified above.

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| **Hazard** | **Control Method** |
| Boxes on floor (trip hazard) | Stack boxes in corner of room or put in closet |
| Powerboard overload (electrical hazard) | Remove unnecessary plugs from the powerboard / Have a fire extinguisher incase of fire |
| Wires on floor (trip hazard) | Bundle wires together and tape them down to the floor |
| Monitor glare (physical hazard) | Adjust monitor to minimize or remove glare |
| Bad chair posture (physical hazard) | Adjust chair or posture to be more comfortable long term |
| Repetitive work (psychological hazard) | Take a short break from work or move on to work on something different |
| Moving heavy objects (physical hazard) | Get a co-worker or peer to help move the object |
| Printor Toners debris (chemical hazard) | Don't inhale the debris/ wear a mask when working with printer toners |
| Liquid beverage near electronics (electrical hazard) | Don't spill liquid onto the electronic device/ keep it away from the electronic device |
| Sharp objects (physical / eletrical hazard) | Properly move the sharp object out of the environment to prevent others and eletrical wires from being cut. |
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Once you have filled in both tables, submit your safety report to your teacher for assessment.