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| **Task** | **Hazard identified** | Risk  Ranking | **Controls put in place** | Risk  Ranking |
| 1. Design and draw parts | Body stressing due to position when sitting on chair. |  | - Choose right chair for you.  - Assume a comfortable sitting position, preferably with your back straight all the time.  - Adjust computer screen to suit you. |  |
| Electrocution if you touch live bare wires. |  | -Inspect all electrical cabling, make sure it’s all in good condition and tagged.  - No loose or bare wires. |  |
| Dehydration |  | -Take enough fluids the whole time you are in the computer room. |  |
| 1. Workshop activities   2)continued.   1. Operate work-shop machinery   3)continued  4) Work with compressed air tools and equipment | -Manual handling of equipment, tools  -Slips, trips and falls from equipment lying around pathways, steel protruding from a rack. |  | -Correct lifting posture  - Two people to lift where possible  - Wear appropriate gloves  -Maintain good house-keeping in the workshop area.  -Keep tools you do not use stored away in cupboards.  -Follow marked pathways when you walk in the workshop.  -Make sure there is safe ingress and egress to equipment and store rooms. |  |
| -Getting caught in revolving machines if you have loose clothing, long untied hair.  -Using cutting fluids which harm the environment if spilled while throwing away rubbish.  -Horse play around workshop area.  -Injury when joints become loose and whip around |  | -Make sure all clothing lapels are tucked in, buttons done up and loose hair in a net or tied at the back.  -DO NOT operate machinery unless trained to do so  -Get to know the machine before attempting to operate e.g. know where the emergency stop is, know how to start and stop the machine.  -Do not remove guards and do not use if guards are missing  -Check machine is in working condition prior to using.  -Choose and use enviro friendly cutting fluids which do not contaminate if flashed into drains.  -Sensible and cautious behaviour must be observed all times in the work-shop  -Follow safe operating procedures for machine you are using.  - Make sure all joints are secure before you start using air equipment.  -Use whip checks and minsup clips to arrest any joints accidentally uncoupling. |  |
| 5) Grinding and cutting  6)Operate and use trolley  7) Good-housekeeping | - Sparks flying into eyes  -Breaking the blade and injuring yourself using a hacksaw. |  | -Wear appropriate eye protection, e.g. AU/NZ standard safety glasses.  - Put up screens if you are cutting with a grinder and sparks are flying in the workshop.  -Tension blade accordingly on hacksaw frame and hold work in a vice for steadiness. |  |
| -Overloading of trolley causing tipping and possible breakage.  -Sharp edges from manufacture leading to cuts and bruises on limbs. |  | -SWL must be put clearly for everyone to see.  -Clean all sharp edges to avoid hand injuries and possible injury during operation. |  |
| -Interaction with humans, hurting someone.  -Trolley hitting a wall, going the wrong direction |  | -Movement of trolley must happen when no one is around its work area  -Trolley must be fitted with limit switches, proximity sensors, direction sensors and more so it can operate safely and properly. |  |
| -Spills from batteries, overfilled dog-washes |  | -Spills should be cleaned immediately and using the correct spill kit. |
| -Tools, equipment in walkways  -Rubbish generated from manufacture of trolley. |  | -Keep all walkways clear for the easy operation of the trolley.  -Rubbish should be segregated and put into correct bins to save contamination of the environment. |  |
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