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| **Risk Assessment Details ID:** | | | |
| **User's School/ Department:** | School of Electrical & Electronic Engineering | **Project Title:** | DIP E099: UPS Design |
| **Workplace:** | School of Electrical & Electronic Engineering | **Other workplace:** | - |
| **Location:** | Project Lab (S2-B4a-01/02) | **Conducted By:** | DIP leader’s name, can add all members’ names namenemes |
| **Approved By:** | DIP supervisor’s name | **Submitted By/Submitted Date:** |  |
| **Approved/Rejected Date:** |  | **Next Review Date:** |  |
| **Status:** |  | **Comments:** |  |

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| 1. Hazard Identification | | | | | 2. Risk Evaluation | | | | | 3. Risk Control | | | |
| 1a. | 1b. | 1c. | 1d. | 1e. | 2a. | 2b. | 2c. | 2d. | 3a. | 3b. | 3c. | 3d. | 3e. |
| No. | Work Activity | Hazard | Sub Hazard | Possible Accident/Ill Health & Person-at-Risk | Existing Risk Control | \*S | \*L | \*R | Additional Risk Control | \*S | \*L | \*R | Follow Up by & date |
| 1 | Wiring-up the electrical/electronic circuitry | Electrical | Others:Damage of electronic components | Others:Shock | Study the circuitry before project commencement | 1 | 2 | 2 | NA |  |  |  |  |
| 2 | Switch on the  equipment and perform the measurement | Electrical | Others:Damage of equipment and fuse | Others:Shock | Check the circuitry before switching on the equipment | 1 | 2 | 2 | NA |  |  |  |  |
| 3 | Using of hand tools | Physical | Others:Cuts | Hand injury | Briefing by lab staff before usage | 2 | 2 | 4 | NA |  |  |  |  |
| 4 | Using of soldering station | Physical | Contact with heated surface | Others:Burns/scalds | Briefing by lab staff before usage | 2 | 2 | 4 | NA |  |  |  |  |
| 5 | Replace faulty  equipment with good working set | Physical | Others:Accidental dropping of equipment during shifting | Foot injury | Lab staff use a waist-level trolley to move slowly and carefully when transporting the equipment | 2 | 1 | 2 | NA |  |  |  |  |
| 6 | Use of electrical equipment | Physical | Trip, slip and fall on same level | Others:Bodily injuries (bruises) | Ensure good housekeeping practice and extension cords/wires are properly laid or tapped down | 1 | 3 | 3 | NA |  |  |  |  |