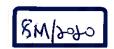
## **Inventory of Work Activities**



Risk Assessment Details ID: RA_CEE_	40307 Rev No: 2 Draft ID: 0	
User's School/ Department:	School of Civil and Environmental Engineering	
Workplace:	School of Civil and Environmental Engineering	
Location:	CT & PE Labs	
Approved By:	Chelladurai Subasanran (CCHELLA@NTU.EDU.SG)	
Approved/Rejected Date:	23-Nov-20	
Status:	Approved	
Project Title:	General Lab Activities	
Other workplace:	<u>-</u>	
Conducted By:	Jee Kim Tian(CKTJEE);Chan Chiew Choon(CCCCHAN);Li Fali(FALI);Tan Tiak Khim(CTKTAN),	
Submitted By/Submitted Date:	Jee Kim Tian/18-Nov-20	
Next Review Date:	22-Nov-23	
Comments:	-	

No.	Work Activity
1	Use of electrical equipment
2	Use/Handling of MEK
3	Use of mechanical equipment
4	Moving around NTU on CEE's work requirement
5	Conducting safety training, audits and inspections in laboratories
6	Food Setup
7	Non routine activities such as repairs to workplace's equipment, modification of facilities, etc
8	Assignment of additional job role, such as First Aider, SCBA team member, etc

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User's School/ Department:	School of Civil and Environmental Engineering	Project Title:	General Lab Activities
Workplace:	School of Civil and Environmental Engineering	Other workplace:	
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Approved By:	Chelladurai Subasanran (CCHELLA@NTU.EDU.SG)	Submitted By/Submitted Date:	Jee Kim Tian/18-Nov-20
Approved/Rejected Date:	23-Nov-20	Next Review Date:	22-Nov-23
Status:	Approved	Comments:	

		1c.	Hazard Identification  1d.	1e.	5	Risk Evaluation 2b. 2c.	uation 2c.	2d.	3a.		3Ь.	<b>3b</b> . <b>3</b> c.	200
No. Work	Work Activity	Hazard	Sub Hazard	Possible Accident/III Health & Person-at- Risk	Existing Risk Control	s*		*	*	*L *R Additional Risk Control	*	*L *R Additional Risk Control *S	*L *R Additional Risk Control *S *L
1 Use of elec	Use of electrical equipment	Electrical	Contact with electrical energy	Others:Electrical shock	Others:Electrical shock Check all electrical equipment used must bear the Safety Mark		ω	2	2 6	2	2 6	2 6	2 6
					Plugs that are cracked or broken must not be used.	3					3	3	3
					The cable must be in good condition and free from breaks in the insulation.	s. E	 ⊇.	s in	s in	s in	s in	s in	s in
					Cables run across the floor must be covered with cable protectors	nust tors	must ctors	nust	nust	nust	nust	nust	nust
					Fire extinguisher or fire b ready	blanket is	lanket is	lanket is	lanket is	lanket is	lanket is	lanket is	lanket is
2 Use/Ha	Use/Handling of MEK	Chemical	Others:Inhalation	Occupational skin	Work under the exhaust system	t system	ω	3 2	3 2 6	3 2	3 2 6	3 2 6	3 2 6
			with thinner and	diocases	Use of PPE, Mask.								
			SKIII COLIKICI		Wear nitrile glove,								
					Use tong while handling	g thinner.	g thinner.	g thinner.	g thinner.	g thinner.	g thinner.	g thinner.	g thinner.
					Use substitute, mould oil or emutsifier spray if possible	oil or sible	oil or sible	oil or ible	oil or ible	bil or sible	bil or sible	bil or sible	bil or sible
					)	ıd proper							

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	Assignment of additional job role, such as First Aider, SCBA team member, etc		Non routine activities such as repairs to workplace's equipment, modification of facilities, etc	Food Setup
Psychosocial	Physical	Mechanical	Physical	Physical
Stress	Others:Physical exertion	Strike against	Slips, trips and falls hazard	Fire
Others:Bodily Injury	Others:Death/bodily injuries	Others:Bodily Injury	Others:Bodily Injury	Othel. Jodily Injury
<ol> <li>Increase supervision</li> <li>Ensure there is enough manpower</li> <li>Limit overtime hours</li> <li>Staff must not work alone</li> <li>Encourage healthy eating at work and provide access to healthy food options at work to minimise health risks</li> <li>Provide stress management workshop for staff</li> </ol>	ckup	Implementing OHSE's contractor management procedures     Contractors are not allowed to access unauthorized area     Keep all drawers or cabinet doors closed after use to prevent others from knocking into them     Push back chairs after use	Implementing OHSE's contractor management procedures     Contractors are not allowed to access unauthorized area     Do not place objects along main passageway causing obstruction or tripping     Proper management of cables and wiring to avoid causing tripping     Upturned carpet to be properly placed back	Handle the candles with care     Use tongs if necessary     Use the lid of the heated source to extinguish the fire
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Ν	2	ω	ω	
Ø	10	ω	ω	4
N	Provide medical checkup for the staff, if recommended for the activity (Eg. SCBA)     Limit overtime hours	N	NA	N <sub>A</sub>
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	CERT & First Aid Team 28-Feb-19			