

8M/2020

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:	-
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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1. Hazard Identification					2. Risk Evaluation				3. Risk Control				
1a. No.	1b. Work Activity	1c. Hazard	1d. Sub Hazard	1e. Possible Accident/ill Health & Person-at-Risk	2a. Existing Risk Control	2b. *S	2c. *L	2d. *R	3a. Additional Risk Control	3b. *S	3c. *L	3d. *R	3e. Follow Up by & date
1	Use of electrical equipment	Electrical	Contact with electrical energy	Others:Electrical shock	Check all electrical equipment used must bear the Safety Mark Plugs that are cracked or broken must not be used. The cable must be in good condition and free from breaks in the insulation. Cables run across the floor must be covered with cable protectors Fire extinguisher or fire blanket is ready	3	2	6	NA				
2	Use/Handling of MEK	Chemical	Others:Inhalation while working with thinner and skin contact	Occupational skin diseases	Work under the exhaust system Use of PPE, Mask . Wear nitrile glove, Use tong while handling thinner. Use substitute, mould oil or emulsifier spray if possible Put proper labeling and proper storage	3	2	6	NA				

6	Food Setup	Physical	Fire	Others: Bodily Injury	1. Handle the candles with care 2. Use tongs if necessary 3. Use the lid of the heated source to extinguish the fire	4		4	NA						
7	Non routine activities such as repairs to workplace's equipment, modification of facilities, etc	Physical	Slips, trips and falls hazard	Others: Bodily Injury	1. Implementing OHSE's contractor management procedures 2. Contractors are not allowed to access unauthorized area 3. Do not place objects along main passageway causing obstruction or tripping 4. Proper management of cables and wiring to avoid causing tripping 5. Upturned carpet to be properly placed back	1	3	3	NA						
		Mechanical	Strike against	Others: Bodily Injury	1. Implementing OHSE's contractor management procedures 2. Contractors are not allowed to access unauthorized area 3. Keep all drawers or cabinet doors closed after use to prevent others from knocking into them 4. Push back chairs after use	1	3	3	NA						
8	Assignment of additional job role, such as First Aider, SCBA team member, etc	Physical	Others: Physical exertion	Others: Death/bodily injuries	1. Pre-employment health checkup is done 2. Medical and/or physical condition of staff is taken into consideration	5	2	10	1. Provide medical checkup for the staff, if recommended for the activity (Eg. SCBA) 2. Limit overtime hours	5	1	5		CERT & First Aid Team 28-Feb-19	
		Psychosocial	Stress	Others: Bodily Injury	1. Increase supervision 2. Ensure there is enough manpower 3. Limit overtime hours 4. Staff must not work alone 5. Encourage healthy eating at work and provide access to healthy food options at work to minimise health risks 6. Provide stress management workshop for staff	3	2	6	NA						