MONASH University

Risk Management Worksheet

June 2010

Description of Task / Project / Activity					
FYP - Chess Playing Robot: Construction and Operation					
Campus	**Clayton**	**Faculty**	**Engineering**	**School / Department**	**ECSE**
Building	**72**	**Room No**	**G1**	**Date**	**01/01/2013**

Persons Completing Worksheet

Name	Signature	Name	Signature
Eric Horng		Matthew King	

HOW TO USE THIS WORKSHEET

1) Identify the general task/process at the top of the worksheet
2) Briefly list the hazards associated with the task or process (**Description of hazard)**
3) Classify each **hazard type** as manual handling, physical, chemical, biological, or radiation
4) Use the specific reference sheet for the hazard type
5) Use either Method 1:**Risk Assessment** or Method 2:**Control Banding** that applies to each hazard.

Risk Assessment -

i) Estimate the consequence and likelihood based on controls in place
ii) Use the matrix to determine risk
iii) Assess the acceptability of the risk and add additional controls if deemed too high

Control Banding -

i) Identify variables in process
ii) Use Control Level Reference Table to determine control band
iii) Identify appropriate controls from control level reference table

6) List:
   - The hazard controls that are already in place
   - The hazard controls yet to be implemented
7) Nominate the person responsible implementing further controls
8) Provide a date for implementation of controls and, thus, work/study to commence

Review of hazard controls

Whenever new hazards are identified and/or additional hazard controls are required, add the additional information to the existing risk assessment, sign and date.

NOTE

- All controls listed for the hazard control band in the reference sheet **must be in place** before work/study commences.
- If **any** of the controls listed for the hazard control band in the reference sheet are **not** to be used, a full risk assessment using the Monash University Risk control program must be completed, documented; and held in the area(s) where the work/study is undertaken.

Task / Process / Procedure								
Method 1: Risk Assessment		**Consequence & Likelihood**	**Risk Score**					
Method 2: Control Banding **Description of hazard**	**Hazard Type**	**Hazard Variables**	**Control Band**	**Controls Currently in Place**	**Controls to be Implemented**	**By Who**	**By When**	**In Place (Sign)**
Strain on wrists from constant typing on keyboard	Manual Handling	D3	E4	Ergonomic keyboard in use	Frequent breaks from typing	Eric Horng + Matthew King	Now	
Lifting and moving robot arm around	Manual Handling	D5			Do not move unless necessary, use good posture	Eric Horng + Matthew King	Now	
Electrocuted by powered electrical components	Physical Hazards (P8)	C3	D4	Emergency Power Stop Button	Use low power components, test connections using multimeter	Eric Horng + Matthew King	Now	
Fingers caught and crushed during robot arm operation or construction	Physical Hazards (P1)	C4	D5		Use slow movements for robot arm, emergency power plug, stay clear during operation	Eric Horng + Matthew King	Now	
Burns during soldering process	Physical Hazards (P7)	D3	D4	Use of pliers and other tools rather than fingers, safety goggles	Minimise usage, turn off when not using	Eric Horng + Matthew King	Now	
Inhalation or eye exposure of smoke during soldering process	Chemical Hazards	D4	D5	Safety goggles	Minimise usage, keep face away from object being soldered during process	Eric Horng + Matthew King	Now	