

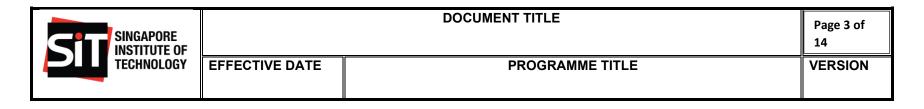
	Inventory of Work Activities												
(please r	ce Number: refer to PRS RA Repository for ning number)			Division	Food, Chemical and Bio	technology							
Title	test 5				,								
Ref	Location	Process		Work Act	ivity	Remarks							
1		Completion	Removal of wo housekeeping.	rk piece and c	utting tool and								
			Post processin	g of machined	workpiece.								
2		pickle ball game	Setting up the	pickleball net									
	Inspecting the condition of pickleball paddles and balls												
			Marking bound	aries for the p	ckleball court								

Note:

- This form is to be completed before filling in the Risk Assessment Form.
 The contents of the Process (column) and Work Activity (column) in the Inventory of Work Activities Form are to be copied over to the Process (row) and Work Activity (column), respectively, in the Risk Assessment Form.

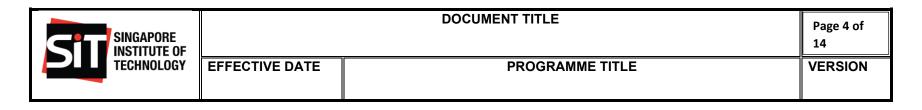
SINGAPORE INSTITUTE OF		DOCUMENT TITLE	Page 2 of 14
TECHNOLOGY	EFFECTIVE DATE	PROGRAMME TITLE	VERSION

						RI	ISK ASS	SESSM	ENT								
Refe	erence Number					1	RA Lead	der:					Appr	oved by	<i>y</i> :		
Title) :	test	: 5				RA Tear	n:					Signa	ature:			
Divis	sion:	Food, Chemical Location: and Biotechnology											Desiç	nation	:		
	Biotechnology																
Last			Next Review Date:	15 Jul 2028								Date					
		Hazard Identification		Ri	isk Evalua	ation						Ri	sk Con	trol			
Ref	<u>Activity</u>		<u>Hazard</u>	Possible injury / ill- health	Existing risk	controls	<u>s</u>	<u>L</u>	RPN	Ad	dditional controls	<u>s</u>	L	RPN II	mplementation Person	<u>Due</u> date	Remarks
	<u> </u>					Con	npletio	n				<u> </u>				<u></u>	J
1.1.1	Removal of wor piece and cuttin tool and housekeeping.	rk ng	Physical	bruises t	a) Administrative) Switch off the and ensure the spindle comes to complete stop be removing the cuand work piece.	e machir chuck / co a pefore utting to	ne	3 1	3	a)							
			Ca Ma Mc Mi	Likelihood verity itastrophic (5) ajor (4) oderate (3) nor (2) gligible (1)	Rare (1) 5 (M) 4 (M) 3 (L) 2 (L) 1 (L)	Remo (2) 10 (I 8 (N 6 (N 4 (N 2 (L	M) M) M) M) M)	1	asional (3) 5 (H) 2 (M) 9 (M) 6 (M) 3 (L)		Frequent (4) 20 (H) 16 (H) 12 (M) 8 (M) 4 (M)	25 20 15 10	t Certa (5) 5 (H) 6 (H) 5 (H) 6 (M) M)	iin			



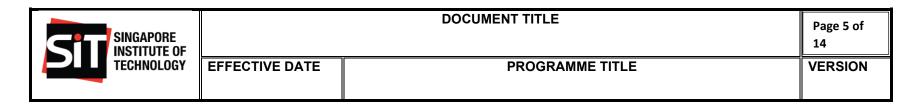
	Haz	ard Identification	on	Risk Evaluation						Ri	sk Co	Control				
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>8</u>	Ē	RPN	Additional controls	<u>S</u>	Ī	RPN	Implementation Person	<u>Due</u> date	Remarks		
				c) Use correct tools for cleaning PPE d) Wear appropriate PPE such as cut resistant safety gloves during work piece and cutting tool removal as well as cleaning machine. e) Wear appropriate PPE such as safety shoes.												
1.1.2		Cut by sharp edges.		a) Administrative Control b) Switch off the machine and ensure the chuck / spindle comes to a complete stop before removing the cutting tool and work piece. c) Use correct tools for cleaning PPE d) Wear appropriate PPE	3	1	3	a)								

Likelihood	Rare	Remote	Occasional	Frequent	Almost Certain
Severity	(1)	(2)	(3)	(4)	(5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
Major (4)	4 (M)	8 (M)	12 (M)	16 (H)	20 (H)
Moderate (3)	3 (L)	6 (M)	9 (M)	12 (M)	15 (H)
Minor (2)	2 (L)	4 (M)	6 (M)	8 (M)	10 (M)
Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)



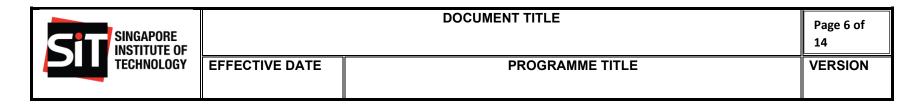
	Hazar	d Identificatio	n	Risk Evaluation						Ris	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>s</u>	L	RPN	Additional controls	<u>S</u>	II	RPN	Implementation Person	<u>Due</u> date	Remarks
				such as cut resistant safety gloves during work piece and cutting tool removal as well as cleaning machine. e) Wear appropriate PPE such as safety shoes.										
1.1.3		ruck by Illing object.		a) Administrative Control b) Switch off the machine and ensure the chuck / spindle comes to a complete stop before removing the cutting tool and work piece. c) Use correct tools for cleaning PPE d) Wear appropriate PPE such as cut resistant safety gloves during work piece and cutting tool removal as	3	1	3	a)						

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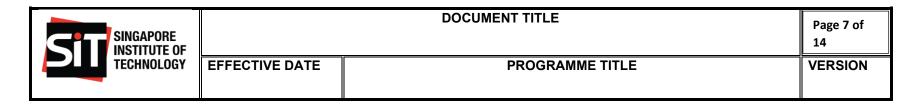
	Haz	zard Identification	on	Risk Evaluation				Risk Control							
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	L	<u>RPN</u>	Additional controls	<u>S</u>	L	<u>RPN</u>	Implementation Person	Due date	Remarks	
				well as cleaning machine. e) Wear appropriate PPE such as safety shoes.											
	Removal of work piece and cutting tool and	Physical		 a) Administrative Control b) Ensure parts are cooled 2min before removal. PPE c) Wear appropriate PPE such as cut resistance gloves 	2	1	2	a)							
1.2.2		Contact with hot surfaces of cutting tool and work piece.		a) Administrative Control b) Ensure parts are cooled 2min before removal. PPE c) Wear appropriate PPE such as cut resistance gloves	2	1	2	a)							
	Removal of work piece and cutting	Physical	bruises	a) Administrative Control b) Switch off the machine and ensure the chuck /	3	1	3	a)							

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Severity	(1)	(2)	(3)	(4)	(5)
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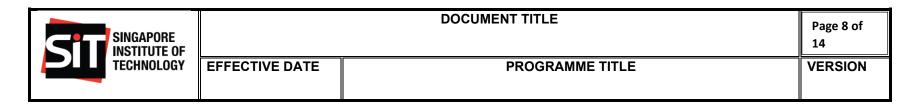
	Ha	zard Identification	on	Risk Evaluation						Ri	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>s</u>	Ī	RPN	Additional controls	<u>S</u>	L	RPN	Implementation Person	<u>Due</u> date	Remarks
	tool and			spindle comes to a										
	housekeeping.			complete stop before										
				removing the cutting tool										
				and work piece.										
				c) Use correct tools for										
				cleaning PPE										
				d) Wear appropriate PPE										
				such as cut resistant safety										
				gloves during work piece										
				and cutting tool removal as										
				well as cleaning machine.										
				e) Wear appropriate PPE										
				such as safety shoes.										
1.3.2	2	Cut by sharp		a) Administrative Control	3	1	3	a)						
		edges.		b) Switch off the machine										
				and ensure the chuck /										
				spindle comes to a										
				complete stop before										
				removing the cutting tool										

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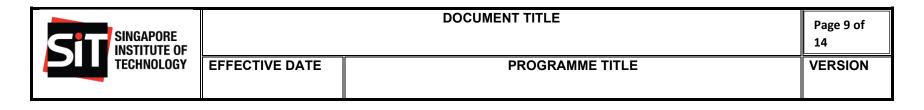
	Haz	zard Identification	on	Risk Evaluation						Ri	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>s</u>	Ē	RPN	Additional controls	<u>s</u>	Ī	RPN	Implementation Person	<u>Due</u> date	Remarks
				and work piece. c) Use correct tools for cleaning PPE d) Wear appropriate PPE such as cut resistant safety gloves during work piece and cutting tool removal as well as cleaning machine. e) Wear appropriate PPE such as safety shoes.										
1.3.3		Struck by falling object		a) Administrative Control b) Switch off the machine and ensure the chuck / spindle comes to a complete stop before removing the cutting tool and work piece. c) Use correct tools for cleaning PPE	3	1	3	a)						

Likelihood	Rare	Remote	Occasional	Frequent	Almost Certain
Severity	(1)	(2)	(3)	(4)	(5)
Catastrophic (5)	5 (M)	10 (M)	15 (H)	20 (H)	25 (H)
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Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)



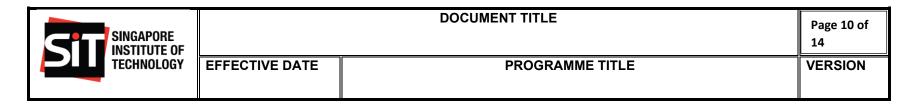
	На	zard Identification	on	Risk Evaluation	Risk Evaluation				Ri	sk Co	ntrol			
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	Ī	RPN	Additional controls	<u>s</u>	Ī	RPN	Implementation Person	<u>Due</u> date	Remarks
				d) Wear appropriate PPE such as cut resistant safety gloves during work piece and cutting tool removal as well as cleaning machine. e) Wear appropriate PPE such as safety shoes.										
1.4.1	Removal of work piece and cutting tool and	Physical		a) Administrative Control b) Ensure parts are cooled 2min before removal. PPE c) Wear appropriate PPE such as cut resistance gloves	2	1	2	a)						
1.4.2	-housekeeping. 2	Contact with hot surfaces of cutting tool and work piece.		a) Administrative Control b) Ensure parts are cooled 2min before removal. PPE c) Wear appropriate PPE	2	1	2	a)						

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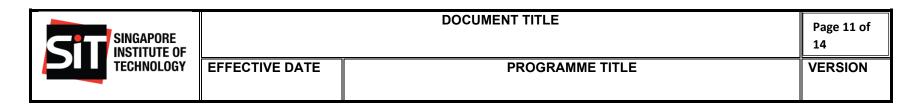
	Haz	zard Identification	on	Risk Evaluation)					Ri	Risk Control			
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	Ш	<u>RPN</u>	Additional controls	<u>S</u>	<u>L</u>	<u>RPN</u>	Implementation Person	Due date	Remarks
				such as cut resistance gloves										
	Post processing of machined workpiece.	Physical		a) Administrative Control b) Use appropriate tools for deburring and post processing. PPE c) Wear appropriate PPE such as cut resistance gloves for post processing.	2	1	2	a)						
1.5.2	·	Contact with sharp objects/ sharp tools		a) Administrative Control b) Use appropriate tools for deburring and post processing. PPE c) Wear appropriate PPE such as cut resistance gloves for post processing.	2	1	2	a)						
1.6.1		Physical		a) Administrative Control b) Use appropriate tools	2	1	2	a)						

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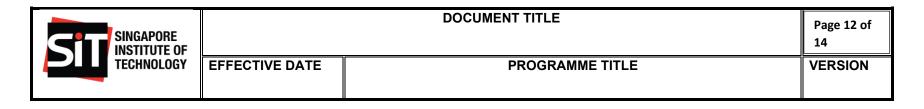
	Haz	zard Identification	on	Risk Evaluation				Risk Control						
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	<u>L</u>	RPN	Additional controls	<u>S</u>	<u>L</u>	RPN	Implementation Person	<u>Due</u> date	Remarks
1.6.2		Contact with sharp objects/ sharp tools		for deburring and post processing. PPE c) Wear appropriate PPE such as cut resistance gloves for post processing. a) Administrative Control b) Use appropriate tools for deburring and post processing. PPE c) Wear appropriate PPE such as cut resistance gloves for post processing.	2	1	2	a)						
				pickle bal	gam	ie								
2.1	pickleball net		-	a) Avoid rushing when setting up the stations	3	2	6	a)						

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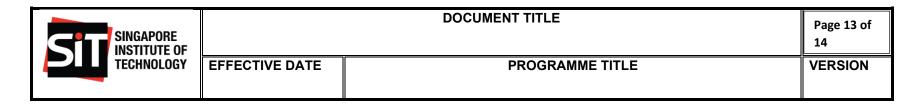
	Haz	zard Identification	on	Risk Evaluation						Ris	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u> S </u>	L	RPN	Additional controls	<u>S</u>	L	RPN	Implementation Person	<u>Due</u> date	Remarks
2.2	Setting up the pickleball net	Trip over the legs of the chairs	b) cuts	a) b) Avoid rushing when setting up the stations c) Keep chairs neatly tucked under the tables when not in use	3	2	6	a)						
2.3	condition of pickleball paddles and balls	defective or broken pickleball	from broken paddles b) Strain due to improper handling.	a) Workers should wear protective gloves when handling defective equipment. Work instruction about how to safely handle and inspect pickleball equipment. Regular breaks to avoid strain.	2	2	4	a)						
2.4	boundaries for the	Tripping over marking tools or markers		a) Keep work area well organized and free of unnecessary materials. Use cones or other markers to	2	2	4	a)						

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Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)



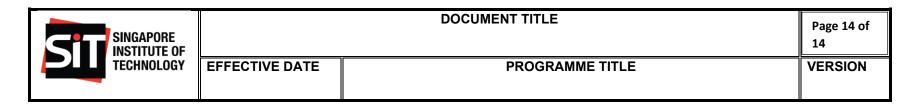
	Haz	zard Identification	on	Risk Evaluation				Risk Control							
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	L	RPN	Additional controls	<u>S</u>	L	RPN	Implementation Person	<u>Due</u> date	Remarks	
			b) sprains c) or fractures.	indicate where work is being performed.											
2.5	pickleball court	Inhalation or contact with paint or other marking substances without proper protective equipment.	issues	a) Use of masks or respirators if paint is used. Proper gloves and clothing to prevent skin contact.	3	2	6	a)							
2.6	boundaries for the pickleball court	Repetitive bending or stretching while marking the court.	b) back pain or	a) Use of equipment like long handles or extendable markers.	3	3	9	a)							

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	Haz	zard Identification	on	Risk Evaluation				Risk Control							
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	ш	<u>RPN</u>	Additional controls	<u>S</u>	L	RPN	Implementation Person	<u>Due</u> date	Remarks	
	boundaries for the pickleball court	under high	b) Heat stroke or dehydration.	a) Working during cooler hours of the day, regular water/ rest breaks, use of sun protection like hats or sunblock.	3	3	9	a)							

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Negligible (1)	1 (L)	2 (L)	3 (L)	4 (M)	(M)



Level	Severity	Description	
1	Negligible	Negligible injury.	
2	Minor	Injury or ill-health requiring first-aid only (includes minor cuts and bruises, irritation, ill-health with temporary discomfort, fatigue, mental well-being).	
3	Moderate	Injury or ill-health (including mental well-being) requiring medical treatment (includes lacerations, burns, sprains, minor fractures, psychosocial stress, dermatitis and work-related upper limb disorders).	
4	Major	Serious injuries or life-threatening occupational diseases (includes amputations, major fractures, multiple injuries, occupational cancers, acute poisoning, diagnosed mental illnesses, disabilities and deafness).	
5	Catastrophic	Fatality, fatal diseases or multiple major injuries.	

Level	Likelihood	Description
1	Rare	Not expected to occur but still possible.
2	Remote	Not likely to occur under normal circumstances.
3	Occasional	Possible or known to occur.
4	Frequent	Common occurrence.
5	Almost certain	Continual or repeating experience.

Risk score	Acceptability of risk	Recommended actions
Low 1-3	Acceptable	No additional risk control measures may be needed. Frequent review and monitoring of hazards are required to ensure that the risk level assigned is accurate and does not increase over time.
Medium 4-12	Tolerable	A careful evaluation of the hazards should be carried out to ensure that the risk level is reduced to as low as reasonably practicable (ALARP) within a defined time period. Interim risk control measures, such as administrative controls, may be implemented while long term measures are being established. Management attention is required.
High 15-25	Not acceptable High Risk level must be reduced to at least Medium Risk before work commences. There should not be any interim risk control measures and risk control measures should be overly dependent on personal protective equipment. If practicable, the hazard should be eliminated before work commences. Management review is required before work commences.	

Note:

1. For the Role and Responsibilities of the Approver and RA Leader please refer to sections 4.3 and 4.4 of the Risk Management Programme respectively.