SINGAPORE INSTITUTE OF TECHNOLOGY	DOCUMENT TITLE		Page 1 of 6
	EFFECTIVE DATE	PROGRAMME TITLE	VERSION

Inventory of Work Activities			
Reference Number: (please refer to PRS RA Repository for next running number)		**Division**	PRS-HSE
Title	teestt		

Ref	Location	Process	Work Activity	Remarks
1	test	test	Calibrating testing equipment	
			Conducting safety inspections before test	
			Analyzing and documenting test results	

Note:
1. This form is to be completed before filling in the Risk Assessment Form.
2. 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 TECHNOLOGY	DOCUMENT TITLE	Page 2 of 6
	EFFECTIVE DATE / PROGRAMME TITLE	VERSION

RISK ASSESSMENT						
Reference Number				RA Leader:	1234	Approved by:
Title:	teestt			RA Team:		Signature:
						Designation:
Division:	PRS-HSE	Location:	test			
Last Review Date:	15 Oct 2025	Next Review Date:	14 Oct 2028			Date

	Hazard Identification			Risk Evaluation				Risk Control						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
test														
1.1	Calibrating testing equipment	a) Contact with broken glass due to drop of the glass chemical bottles	Cuts to personnel	Personal Protective Equipment (PPE) - a) Students must wear PPEs including nitrile gloves and cut resistant gloves, safety goggles, lab coat with long pants and covered shoes b) Clean the glass pieces to ensure no chemical	2	2	4		2					

Likelihood / Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (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)

	Hazard Identification			Risk Evaluation				Risk Control						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
				residuals inside the broken glasses c) Clean the glass pieces use broom and brush, dispose to sharps bin										
1.2	Conducting safety inspections before test	Electrical equipment exploding/ catching fire	a) Electrical burns b) cuts	Substitution - a) Ensure around equipment is not cluttered to allow for ventilation b) Avoid overloading of electrical sockets	4	2	8		4					
1.3	Conducting safety inspections before test	Listening to sounds that are too loud	a) Hearing loss b) tinnitus	Substitution - a) Music, videos and mic will not be set to a high volume, rehearsals will determine how much volume is needed for each set of performances b) Avoid	3	2	6		3					

Likelihood / Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (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)

SINGAPORE INSTITUTE OF TECHNOLOGY	DOCUMENT TITLE	Page 4 of 6
	EFFECTIVE DATE / PROGRAMME TITLE	VERSION

	Hazard Identification			Risk Evaluation				Risk Control						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
				testing the limits of instruments or voices										
1.4.1	Conducting safety inspections before test	Trips and falls from cables and equipment while	a) Bruises	Personal Protective Equipment (PPE) - a) Ensure all students navigate the area safely, keeping a lookout on the ground for any tripping hazards b) Avoid running or rushing when setting up to prevent accidental trips	3	2	6		3					
1.4.2		moving in and out of stage	b) fractures	Personal Protective Equipment (PPE) - a) Ensure all students navigate the area safely, keeping a lookout on the ground for any tripping hazards b) Avoid running	3	2	6		3					

Likelihood / Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (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)

	Hazard Identification			Risk Evaluation				Risk Control						
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
				or rushing when setting up to prevent accidental trips										
1.5	Analyzing and documenting test results	a) Physical - Sharps	a) Cut	Administrative Controls - a) "Sharp Element" sticker paste on the tools box to alert users to be aware at the sharp edge of the tools.	1	2	2		1					
1.6	Analyzing and documenting test results	b) Physical – Struck by (Falling Objects)	a) Bruises	Engineering Controls - a) Keeping away VT apparatus / specimens from the edge of the table. b) Compulsory to wear covered shoes at all time in laboratory.	2	1	2		2					

Likelihood / Severity	Rare (1)	Remote (2)	Occasional (3)	Frequent (4)	Almost Certain (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)

SINGAPORE INSTITUTE OF TECHNOLOGY	DOCUMENT TITLE	Page 6 of 6
	EFFECTIVE DATE / PROGRAMME TITLE	VERSION

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 not 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.