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Inventory of Work Activities				
<b>Reference Number:</b> (please refer to PRS RA Repository for next running number)			<b>Division</b>	Food, Chemical and Biotechnology
<b>Title</b>	hellooo			
<b>Ref</b>	<b>Location</b>	<b>Process</b>	<b>Work Activity</b>	<b>Remarks</b>
1		Completion	Removal of work piece and cutting tool and housekeeping.	
			Post processing of machined workpiece.	

**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.

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RISK ASSESSMENT													
<u>Reference Number</u>				RA Leader:				Approved by:					
Title:	hellooo			RA Team:				Signature:					
Division:	Food, Chemical and Biotechnology	Location:						Designation:					
Last Review Date:	17 Jul 2025	Next Review Date:	17 Jul 2028					Date					


Hazard Identification				Risk Evaluation				Risk Control						
Ref	<u>Activity</u>	<u>Hazard</u>	<u>Possible injury / ill-health</u>	<u>Existing risk controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Additional controls</u>	<u>S</u>	<u>L</u>	<u>RPN</u>	<u>Implementation Person</u>	<u>Due date</u>	<u>Remarks</u>
<b>Completion</b>														
1.1.1	Removal of work piece and cutting tool and housekeeping.	Physical	Lacerations and bruises	a) Administrative Control a) Switch off the machine and ensure the chuck / spindle comes to a complete stop before removing the cutting tool and work piece. b) Use	3	1	3	a)						

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)

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

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)

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

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)

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Ref	Hazard Identification			Risk Evaluation			Risk Control							Remarks
	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	
				machine. d) Wear appropriate PPE such as safety shoes.										
1.2.1	Removal of work piece and cutting tool and housekeeping.	Physical	Fingertip burn	a) Administrative Control a) Ensure parts are cooled 2min before removal. PPE b) 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 a) Ensure parts are cooled 2min before removal. PPE b) Wear appropriate PPE such as cut resistance gloves..	2	1	2	a)						
1.3.1		Physical	Minor cuts	a) Administrative Control a) Use appropriate tools for deburring and post	2	1	2	a)						

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)

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Hazard Identification				Risk Evaluation				Risk Control						
Ref	<a href="#">Activity</a>	<a href="#">Hazard</a>	<a href="#">Possible injury / ill-health</a>	<a href="#">Existing risk controls</a>	<a href="#">S</a>	<a href="#">L</a>	<a href="#">RPN</a>	<a href="#">Additional controls</a>	<a href="#">S</a>	<a href="#">L</a>	<a href="#">RPN</a>	<a href="#">Implementation Person</a>	<a href="#">Due date</a>	<a href="#">Remarks</a>
	Post processing of			processing. PPE b) Wear appropriate PPE such as cut resistance gloves for post processing.										
1.3.2	machined workpiece.	Contact with sharp objects/ sharp tools		a) Administrative Control a) Use appropriate tools for deburring and post processing. PPE b) Wear appropriate PPE such as cut resistance gloves for post processing.	2	1	2	a)						

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)

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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:**

- 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.