

		Inventory of	of Work Activities			
(please	ce Number: refer to PRS RA Repository for ining number)			Division	Food, Chemical and E	Biotechnology
Title	SLT 2025				1	
Ref	Location	Process		Work Ac	tivity	Remarks
1		Outreach programme	Collection of lo Transportation logistics to the Setting up of be Thickening of f Trying of fluids Competing ma students/staff) Packing up Transportation logistics to the	of canteen ooth fluids (SLT students ximum phonat	dents) /staff)	

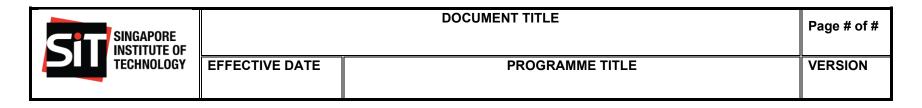
Note:

- 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		DOCUMENT TITLE	Page # of #
TECHNOLOGY	EFFECTIVE DATE	PROGRAMME TITLE	VERSION

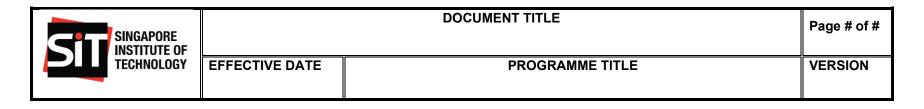
						RI	SK ASSE	ESSMI	ENT								
Refe	erence Number					F	RA Leade	er:					Appr	oved by	y:		
Title) :	SLT	2025			F	RA Team	:					Signa	ature:			
Divis	nioni	F	-l Charainal	Location:	1								Desi	gnation	:		
DIVIS	SION:	Foo and	d, Chemical	Location:													
		-	technology														
Last	Review Date:			Next Review Date:								-	Date				
		Haz	zard Identifica			isk Evalua	tion	ı	,				Ri	isk Con	trol		_
Ref	<u>Activity</u>		<u>Hazard</u>	Possible injury / ill- health	Existing risk	controls	<u>S</u>	L	RPN	A	dditional controls	<u>S</u>	L	RPN I	mplementation Person	<u>Due</u> date	Remarks
					(Outreach	progra	mme	•			<u> </u>		•			1
1.1.1			Back strain	a) Back/ligament	a) Adopt prope	r lifting	2	3	6	a)							
	Collection of		from carryii	<u>-</u>	technique (carr	•											
	logistics from the	he	heavy		straight and squ		ı to										
	club room				lift heavy object	ts											
1.1.2			items	b) spinal cord	a) Adopt prope	r lifting	2	3	6	a)							
				injury	technique (carr	y with ba	ack										
				Likelihood	Rare	Remo	ote	Осс	asiona	1	Frequent	Almos	t Certa	ain			
				Severity (5)	(1)	(2)		4	(3)		(4)		(5)				

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)



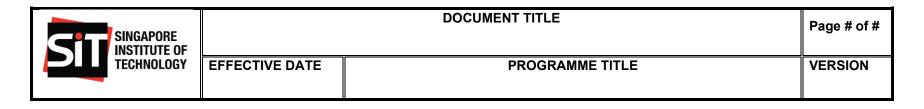
	Haz	zard Identification	on	Risk Evaluation						R	isk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	<u>L</u>	RPN	Additional controls	<u>s</u>	L	RPN	Implementation Person	Due date	Remarks
				straight and squat down to lift heavy objects										
	Transportation of logistics to the	Trips and falls		a) a) Wear proper footwear (covered shoes) b) Avoid routes which includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front	3	2	6	a)						
1.2.2		while walking to destination		a) a) Wear proper footwear (covered shoes) b) Avoid routes which includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front	3	2	6	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)



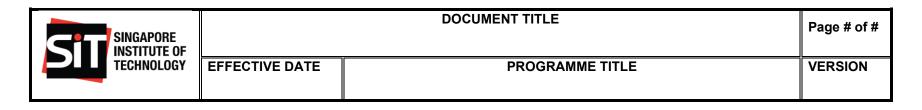
	Haz	zard Identification	on	Risk Evaluation	1					Ri	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	L	RPN	Additional controls	<u>S</u>	L	RPN	Implementation Person	Due date	Remarks
1.3			-	a) Avoid rushing when setting up the stations	3	2	6	a)						
1.4		· ·	b) cuts	a) a) Avoid rushing when setting up the stations b) Keep chairs neatly tucked under the tables when not in use	3	2	6	a)						
1.5	Thickening of fluids (SLT students)	Wrist strain from stirring	-	a) Rest when stirring gets tiring	3	2	6	a)						
1.6.1		Food poisoning		a) a) Ensure a controlled number of SLTstudents thickening the samples b) SLT students will be asked to perform the 8-step hand-washing technique	3	2	6	a)						

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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)



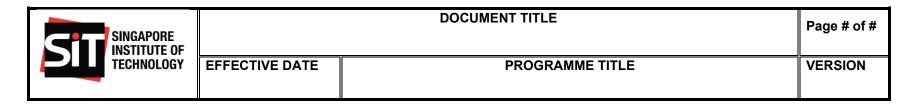
	Haz	zard Identification	on	Risk Evaluation						Ri	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	L	RPN	Additional controls	<u>S</u>	L	RPN	Implementation Person	<u>Due</u> date	Remarks
				prior to handling liquids c) Hand sanitisers will be placed on the tables before handling the liquids										
1.6.2		from consuming thickened fluids		a) a) Ensure a controlled number of SLTstudents thickening the samples b) SLT students will be asked to perform the 8-step hand-washing technique prior to handling liquids c) Hand sanitisers will be placed on the tables before handling the liquids	3	2	6	a)						
1.7	Competing maximum phonation time (SIT students/staff)	Choking of saliva while competing	b) xerostomia	a) a) Remind participants to drink water after competing b) Instruct participants to not look up while	2	1	2	a)						

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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)



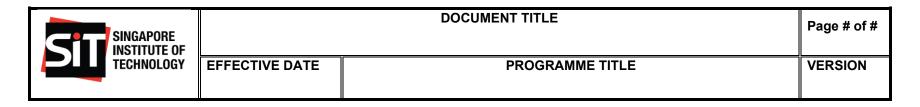
	Haz	ard Identification	on	Risk Evaluation						Ris	sk Co	ntrol		
Ref	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u> S</u>	L	RPN	Additional controls	<u>S</u>	Ī	RPN	Implementation Person	<u>Due</u> date	Remarks
				competing to prevent saliva from flowing down the throat										
1.8	, ,	breath while	b) fainting	a) Instruct participants not to force themselves to secure the win	4	1	4	a)						
1.9			_ ·	a) Avoid rushing when setting up the stations	3	2	6	a)						
1.10		Trip over the legs of the chairs	b) cuts	a) a) Avoid rushing when setting up the stations b) Keep chairs neatly tucked under the tables when not in use	3	2	6	a)						
1.11 1		Trips and falls		a) a) Wear proper footwear (covered shoes) b) Avoid routes which	3	2	6	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)
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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	<u>Activity</u>	<u>Hazard</u>	Possible injury / ill- health	Existing risk controls	<u>S</u>	Ш	RPN	Additional controls	<u>S</u>	L	RPN	Implementation Person	<u>Due</u> date	Remarks
		while walking to destination	b) cuts	includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front a) a) Wear proper footwear (covered shoes) b) Avoid routes which includes kerbs or ledges c) If trolley is used, don't stack items so high that it blocks vision of floor in front	3	2	6	a)						

Likelihood	Rare	Remote Occasio		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)	



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 leve 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.