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Inventory of Work Activities				
Reference Number: (please refer to PRS RA Repository for next running number)			Division	Food, Chemical and Biotechnology
Title	test 5			
Ref	Location	Process	Work Activity	Remarks
1		Completion	Removal of work piece and cutting tool and housekeeping.	
			Post processing of machined workpiece.	
2		pickle ball game	Setting up the pickleball net	
			Inspecting the condition of pickleball paddles and balls	
			Marking boundaries for the pickleball court	


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														
Reference Number				RA Leader:				Approved by:						
Title:	test 5			RA Team:				Signature:						
Division:	Food, Chemical and Biotechnology	Location:						Designation:						
Last Review Date:	15 Jul 2025	Next Review Date:	15 Jul 2028					Date						
Completion														
Ref	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
1.1.1	Removal of work piece and cutting tool and housekeeping.	Physical	Lacerations and bruises	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.	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	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due 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 \ 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	
1.1.3				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.										
				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)						

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	
				well as cleaning machine. e) 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 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)						
1.3.1	Removal of work piece and cutting	Physical	Lacerations and bruises	a) Administrative Control b) Switch off the machine and ensure the chuck /	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	
	tool and housekeeping.			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 well as cleaning machine. e) Wear appropriate PPE such as safety shoes.										
1.3.2		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	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	
				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 \ 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	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due 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 housekeeping.	Physical	Fingertip burn	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		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)							

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	
				such as cut resistance gloves..										
1.5.1	Post processing of machined workpiece.	Physical	Minor cuts	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	Minor cuts	a) Administrative Control b) Use appropriate tools	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	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
1.6.2	Post processing of machined workpiece.			for deburring and post processing. PPE c) Wear appropriate PPE such as cut resistance gloves for post processing.										
		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)						
pickle ball game														
2.1	Setting up the pickleball net	Hit the corner of tables	a) Bruises b) cuts	a) Avoid rushing when setting up the stations	3	2	6	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	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
2.2	Setting up the pickleball net	Trip over the legs of the chairs	a) Bruises 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	Inspecting the condition of pickleball paddles and balls	Inspecting defective or broken pickleball paddles and balls.	a) Cuts or scrapes 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	Marking boundaries for the pickleball court	Tripping over marking tools or markers	a) Falls leading to bruises	a) Keep work area well organized and free of unnecessary materials. Use cones or other markers to	2	2	4	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	Activity	Hazard	Possible injury / ill-health	Existing risk controls	S	L	RPN	Additional controls	S	L	RPN	Implementation Person	Due date	Remarks
			b) sprains c) or fractures.	indicate where work is being performed.										
2.5	Marking boundaries for the pickleball court	Inhalation or contact with paint or other marking substances without proper protective equipment.	a) Respiratory issues b) skin irritation or burns.	a) Use of masks or respirators if paint is used. Proper gloves and clothing to prevent skin contact.	3	2	6	a)						
2.6	Marking boundaries for the pickleball court	Repetitive bending or stretching while marking the court.	a) Muscle strain b) back pain or repetitive strain injury.	a) Use of equipment like long handles or extendable markers.	3	3	9	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						
	<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>
2.7	Marking boundaries for the pickleball court	Working under high temperature s/sun exposure without adequate protection.	a) Sun burns 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)						

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.