

# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

<b>Name</b>	MAE FYP S1 2021 Development of PIV application	<b>Current Rating</b>	<b>Residual Rating</b>
		Medium	Low
<b>Location</b>	Off Campus: Office of a private residence		
<b>Business Unit</b>		<b>Last Review Date</b>	<b>Risk Owner</b>
	Dean Faculty of Engineering	30/03/2021	JACOB PATRICK SEPHTON
<b>Risk Assessment Team</b>		<b>Risk Approver</b>	
		Julio Soria	
<b>Additional Notes</b>			
<b>Describe task / use</b>			
	Research and development of software application, primarily computer-based		

# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

## Risk Factors

### Risk Factor

4.3 - Musculoskeletal stress from awkward posture or repetitive movements

### Description

Prolonged sitting while writing, using computer, or reading

- 1.0 - Fixed plant (e.g. cool rooms, fume cupboards, safety showers, boilers, lathes, lifts, gas mains, PET scanners) -- No
- 2.0 - Transport and mobile plant (e.g. motor vehicles, forklifts, walky stackers, trolleys and wheelbarrows) -- No
- 3.0 - Powered equipment, tools and appliances (e.g. computers, workshop equipment, kitchen equipment, gas cylinders) -- No
- 4.0 - Non-powered handtools and equipment (e.g. furniture and fittings, ladders, handtools, packing equipment, glassware) -- No
- 5.0 - Chemical materials (e.g. dangerous goods, hazardous substances, poisons and drugs) -- No
- 6.0 - Materials and substances (not otherwise selected from category 5.0) -- No
- 6.3 - Fire and smoke -- No
- 7.1 - Outdoor working environment (e.g. carparks, walkways, outdoor stairs) -- No
- 7.2 - Indoor working environment (e.g. internal rooms, floor surfaces, stairwells) -- No
- 8.5 - Biological materials (e.g. animals, non-living animal materials, microorganisms) -- No
- 8.4 - Personal impairment and/or interaction (e.g. pre-existing medical condition, assisting a patient) -- No
- 9.1 - Psychological (e.g. stressful situations) -- No

# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

Medium				
Existing Controls		Proposed Controls		
<ul style="list-style-type: none"><li>● 4 - Engineering control measure: Use of ergonomic task chair with adjustable armrests and lumbar support</li><li>● 4 - Engineering control measure: Use of adjustable desk and full size computer monitor to facilitate correct posture</li><li>● 4 - Engineering control measure: Use of height adjustable desk and computer monitor to facilitate correct posture</li></ul>	Description		Responsibility	Target Date
	Setting up workspace to align with guidelines – see reference		JACOB PATRICK SEPHTON	10/04/2021
	Standing up at least once an hour		JACOB PATRICK SEPHTON	10/04/2021
	Standing up at least once an hour		JACOB PATRICK SEPHTON	10/04/2021
	Re-evaluating this risk if any pain or discomfort develops		JACOB PATRICK SEPHTON	10/04/2021
	Re-evaluating this risk if any pain or discomfort develops		JACOB PATRICK SEPHTON	10/04/2021

# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

Risk Factor	4.3 - Musculoskeletal stress from awkward posture or repetitive movements
Description	
Repetitive strain injuries from typing and mousing	

# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

Medium	
Existing Controls	Proposed Controls
<ul style="list-style-type: none"> <li>4 - Engineering control measure: Use of low-actuation-pressure keyboard</li> <li>4 - Engineering control measure: Use of ergonomic mouse</li> </ul>	Description
	Use of correct typing technique: neutral posture, floating hands, resting wrists and hands by using armrest when not typing
	Ensuring keyboard is used in a front-and-center location without intervening objects as per guidelines – see reference
	Take a break from typing and mousing every half hour
	Responsibility
	JACOB PATRICK SEPHTON
	JACOB PATRICK SEPHTON
	JACOB PATRICK SEPHTON
	Target Date
	10/04/2021
	10/04/2021
	10/04/2021

# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

Risk Factor	0.2 - Slips, trips & missteps (i.e. falls on the same level)
Description	
Trips on level surface from obstacles in work area	<ul style="list-style-type: none"> <li>• 1.0 - Fixed plant (e.g. cool rooms, fume cupboards, safety showers, boilers, lathes, lifts, gas mains, PET scanners) -- No</li> <li>• 2.0 - Transport and mobile plant (e.g. motor vehicles, forklifts, walky stackers, trolleys and wheelbarrows) -- No</li> <li>• 3.0 - Powered equipment, tools and appliances (e.g. computers, workshop equipment, kitchen equipment, gas cylinders) -- No</li> <li>• 4.0 - Non-powered handtools and equipment (e.g. furniture and fittings, ladders, handtools, packing equipment, glassware) -- No</li> <li>• 5.0 - Chemical materials (e.g. dangerous goods, hazardous substances, poisons and drugs) -- No</li> <li>• 6.0 - Materials and substances (not otherwise selected from category 5.0) -- No</li> <li>• 6.3 - Fire and smoke -- No</li> <li>• 7.1 - Outdoor working environment (e.g. carparks, walkways, outdoor stairs) -- No</li> <li>• 7.2 - Indoor working environment (e.g. internal rooms, floor surfaces, stairwells) -- No</li> <li>• 8.5 - Biological materials (e.g. animals, non-living animal materials, microorganisms) -- No</li> <li>• 8.4 - Personal impairment and/or interaction (e.g. pre-existing medical condition, assisting a patient) -- No</li> <li>• 9.1 - Psychological (e.g. stressful situations) -- No</li> </ul>

# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

Low	Low
Existing Controls	Proposed Controls
<ul style="list-style-type: none"><li>• 3 - Isolation of risk: Ensure cords are routed away from traffic areas</li><li>• 5 - Administrative control measures: Keep objects off the floor in work area</li></ul>	

## Appendix

### Documents Referenced

WorkSafe Victoria 2006: "Officewise – A guide to health & safety in the office" at url:  
<https://content.api.worksafe.vic.gov.au/sites/default/files/2018-06/ISBN-Officewise-guide-to-health-and-safety-in-the-office-2006-01.pdf> accessed 30 Mar 2021



# 1. Activity or Task Based Risk Assessment [Ref Number: 28240]

Risk Matrix Level	
Negligible	No additional control measures required
Low	Manage by routine procedures at local management level
Medium	Management responsibility must be specified and response procedures monitored
High	Senior management attention needed and management responsibility specified
Extreme	Immediate action required and must be managed by senior management with a detailed plan