

**STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT**

Area/Department location: Melbourne School of Psychological Sciences

Assessed by:  
SH, WC, CN,

Health & Safety Rep. (if  
applicable):

**STEP 2 – IDENTIFY HAZARDS AND ASSOCIATED RISK RATINGS AND CONTROLS**

For each of the following prompts:

- Write down the **tasks** that make up the activity;
- Write down the **hazards** identified/associated with the activity (for example chemical, biological, manual handling);
- Determine the **likelihood** and **consequence** of an incident or injury with reference to the two variable risk tables below
- Calculate the **risk rating** with reference to the two variable risk calculator below;
- List the risk **control measures** to ensure the task is undertaken safely; and determine any residual risk.

**Hierarchy of Control (Control Type)**

- El - Elimination
- S - Substitution
- En - Engineering
- Is - Isolation
- G - Guarding
- A - Administrative
- T - Training
- In - Inspection
- P - PPE

**FOR REFERENCE: TWO VARIABLE RISK MATRIX** – when completing Step 2, refer to the label definitions, then use the risk rating calculator to calculate the risk rating

(1) Definitions of likelihood labels				(2) Definitions of consequence labels			(3) Risk rating calculator					
Level	Likelihood (Probability)			Severity level	Consequences types		Likelihood label	Consequences label				
	Descriptor	Description	Expected to occur		Health and safety	Natural environment		I	II	III	IV	V
A	Almost certain	The event will occur on an annual basis	Once a year or more	<b>V</b> Catastrophe	Multiple fatalities, or significant irreversible effects to >50 persons	Very serious, long-term environmental impairment of ecosystem functions.	A	Medium	High	High	Very high	Very high
B	Likely	The event has occurred several times or more in your career	Once every three years	<b>IV</b> Major	Single fatality and/or severe irreversible disability (>30%) to one or more persons		B	Medium	Medium	High	High	Very high
C	Possible	The event might occur once in your career	Once every 10 years	<b>III</b> Moderate	Moderate irreversible disability or impairment (<30%) to one or more persons	Serious medium-term environment effects	C	Low	Medium	High	High	High
D	Unlikely	The event does occur somewhere from time to time	Once every 30 years	<b>II</b> Insignificant	Objective but reversible disability requiring hospitalisation	Moderate, short-term effects but not affecting ecosystem functions	D	Low	Low	Medium	Medium	High
E	Rare	Heard of something like the event occurring elsewhere	Once every 100 years	<b>I</b> Negligible	No medical treatment required	Minor effects on biological of physical Environment	E	Low	Low	Medium	Medium	High

**References:**

1. UoM OHS Risk Management Procedure
2. UoM OHS 2 variable risk matrix
3. FMDHS OHS Risk Register for legislative, standards, codes, guidelines, UoM policies and procedures
4. Specific reference as per activities

**Risk Register**

<b>Group</b>	<b>Date of Risk Assessment</b>	<b>Activities</b>	<b>Residual Risk</b>	<b>Review Date</b>
1	July 2013	Manual handling, ergonomics, slips and trips	Low	April 2014
2	July 2013	Emergency management, security and after hours	Low	April 2014
3	July 2013	Travel	Low	April 2014
4	July 2013	Electricals	Low	April 2014
5	July 2013	Purchasing	Low	April 2014
6	July 2013	Psychosocial	Low	April 2014
7	July 2013	Equipment/plant - General	Low	April 2014
8	October 2013	Dangerous goods and hazardous substances	Low	May 2014
9.	October 2013	Group site – specific activities	Low	October 2014
13	June 2013	Contractor Management	Low	November 2014

**Group 1. Manual handling, ergonomics, slips and trips**

*Reference: UoM Manual handling and ergonomics risk management procedure, UoM Manual handling risk assessment template*

Instruction to complete Manual Handling Risk Assessment	
Reference	UoM Manual handling risk assessment template
Reason of this risk assessment (R – RA)	Choose one: 1. New task, 2. New information, 3. Change to existing work environment/task/object/tool, 4. Report of musculoskeletal disorder (sprain/strain of muscle, joints, ligaments, tendons, etc), 5. Cyclic review.
Task	Describe the manual handling activity
Work place condition	Describe the workplace condition, example: office area, laboratory area, good access, egress, good lighting, good housekeeping, normal temperature
1	Tick 'Y' if there is risk due to repetitive/sustained posture, movement or forces and long duration. Tick 'N' if there is no exposure. (Refer to hazard list on Step 2.1 and 2.2 in UoM Manual handling risk assessment template)
2	Tick 'Y' if there is risk due to high force actions. Tick 'N' if there is no exposure. (Refer to hazard list on Step 2.3 in UoM Manual handling risk assessment template)
3	Tick 'Y' if there is risk due to environmental factors, or reports of musculoskeletal disorders associated with the task. Tick 'N' if there is no exposure. (Refer to hazard list on Step 2.4 or 2.5 in UoM Manual handling risk assessment template)
Hazard	List the hazard associated with the task
Current Control	List all current control measures
C.T	C.T – Control Type. It is a list of control type (follow the manual handling hierarchy of control): E – Elimination, AW – alter workplace, AE – alter environmental conditions, ASW – alter systems of work, CO – change objects used in the task, A – administrative controls (including training and information)
Proposed control	If a manual handling task risk assessment is to be reviewed, an individual risk assessment must be documented with the proposed control and due date of completion of the new control measure, using the UoM Manual handling risk assessment template. Once the new control measure is implemented, transfer the information to this risk register with new control measures.

R-RA	Task	Workplace condition	1	2	3	Hazard	Current Control	C.T
<b>General area</b>								
1	Walking from one building to another or similar activities that involve crossing roads, walking through pathways, etc.	Unknown, may be poor lighting, uneven surface, cluttered area, going up and down			Y	Slips, trips and fall	Wear proper footwear. Pay attention to steps, avoid distraction. Hold on handrails when going up and	A

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		stairs, etc					down stairs.	
1	Walking around office area	Unknown, may be poor lighting, uneven surface, cluttered area, going up and down stairs, etc			Y	Slips, trips and fall	Wear proper footwear. Pay attention to steps, avoid distraction. Hold on handrails when going up and down stairs. Regular workplace inspection. Clean spill immediately.	A
5	Bending to lift items over 10 kg	Office/laboratory area, area is free of clutter, good lighting.		Y		high force heavy loads	Reduce size of load where possible Lift back straight and knees bent Keep the load close and balanced Don't strain –ask for help Use a trolley or mechanical aid	ASW, CO, A
5	Carrying items up and down stairs	Office/laboratory area, area is free of clutter, good lighting.	Y			slip/trip/fall hazard Sustain force	Avoid stairs where possible Ensure good line of vision	A
5	Moving items of furniture, equipment etc	Office / laboratory area, area is free of clutter, good lighting.	Y	Y		high force heavy loads	Plan the move and measure access Use a trolley or castors Bring in professionals	E, A
5	Receiving deliveries of supplies	Office / laboratory area, area is free of clutter, good lighting.	Y			difficult / unbalanced loads difficult to move	Use mechanical aids where load is above 10 kg (or if difficult) Ensure clear passage Ensure adequate space for storage away from access areas	ASW, A
5	Moving items through corridors	Office/laboratory area, area is free of clutter, good lighting.	Y			difficult / awkward action difficult to move potential for falls if you cannot see where you are moving too	Clear Corridor Policy Allow 1.2 m width for corridors Ensure clear passage within areas (at least 1 m for common passages) Use suitable trolley Do not overload trolley so that impedes your view	A
5	Storing items on shelves	Office/laboratory area, area is free of clutter, good lighting.	Y	Y		repetitive force heavy loads	Heavy items waist height or below Common use b/w neck and knee Use stepladders for accessing items Store archival / non accessible material at height	A
5	Giving lectures and tutorials	Office/laboratory area,	Y			sustained posture	Wear comfortable footwear	A

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	standing up	area is free of clutter, good lighting.				long duration	Wear comfortable clothing Drink plenty of fluids Take 10 minute breaks every hour Stop if there is pain or discomfort	
5	General office repetitive duties	Office/laboratory area, area is free of clutter, good lighting.	Y			repetitive force	The objects used are appropriate Correct postural problems Reduce forceful movements Regular rest breaks are taken	A
5	Using a filing cabinet	Office/laboratory area, area is free of clutter, good lighting.	Y			awkward posture	1 drawer open at a time Often used files at waist height Do not place heavy folders or items above 1.5 m Leave often used folders on the desk	A
5	Use of a telephone for extended periods	Office area, area is free of clutter, good lighting.	Y			sustained awkward posture long duration	Use a headset or handsfree Avoid cradling between neck and shoulder	ASW, A
5	Reception duties	Office area, area is free of clutter, good lighting.	Y			repetitive / sustained actions long duration	Try for task rotation Take regular rest breaks	A
5	Photocopying for prolonged periods	Office/laboratory area, area is free of clutter, good lighting.	Y			repetitive / sustained actions long duration	Set photocopier to automatic le Stand clear of photocopier Photocopy double sided	ASW, A
5	Using a laptop computer	Office/laboratory area, area is free of clutter, good lighting.	Y			sustained awkward posture long duration	Install external keyboard or monitor Set up as for a computer workstation Use an ergonomic chair Use aids such as monitor stands etc	A
5	Using a computer at a workstation	Office/laboratory area, area is free of clutter, good lighting.	Y			repetitive movement long duration	Keyboard workstation assessment Conduct an ergonomic assessment Use an ergonomic chair Use aids such as monitor stands etc	A
5	Undertaking written work	Office/laboratory area, area is free of clutter, good lighting.	Y			sustained awkward posture long duration	Use an ergonomic chair Write at a comfortable height desk Sit directly facing your work Limit to 30 minutes where possible Take regular rest breaks	A
5	Using Camera and Video Equipment	Office/laboratory area, area is free of clutter,	Y			sustained awkward posture	Use a tripod where possible Use ergonomic equipment	ASW, A

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	good lighting.		long duration	Take regular rest breaks
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### Group 2 – Emergency management, security and after hours

Task	Hazard	L	C	Score	Controls	Res Risk
<b>Fire</b>						
Fire in a room / area	Smoke inhalation Exposure to fire causing burns	C	4	High	Manually turn off services to (electricity/gas) in area of fire if safe to do so Activate emergency stop buttons if available in area of fire only if safe to do so Staff may attempt to extinguish fire with portable fire extinguishers/fire blankets Assist any injured staff if safe to do so Close doors to isolate fire Smoke and heat detection systems in place Some areas fitted with sprinklers If fire cannot be controlled - Break glass alarms to be triggered Wardens clear building and report to CHIEF WARDEN Emergency services manage fire Do not re-enter building until emergency services give the all clear	Low
Fire spreading throughout building	Smoke inhalation Exposure to fire causing burns	D	3	High	Turn off services (power/gas) in area of fire where safe to do so Activate power cut off buttons in area of fire (if present and unable to turn off services but manual means) Break glass alarms to be triggered Wardens clear building and report to CHIEF WARDEN Emergency services manage fire Do not re-enter building until emergency services give the all clear	Low
Emergency situation (smoke	Smoke inhalation	C	3	High	After hour procedures in place	Low

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and/or fires) out of normal working hours (After 7:00 pm and before 7:00 am)	Exposure to fire causing burns Unforeseen hazards				<p>Staff training in out of hour emergency procedures (location of alarms, contact numbers, evacuation routes and assembly points etc)</p> <p>Staff/students in the building advised to ensure their own safety</p> <p>Manually turn off gas/electricity in area of fire if safe to do so</p> <p>Use of Emergency stop buttons (if can turn off manually) in area of fire <b>if available</b> &amp; safe to do so</p> <p>Take belongings with you <b><i>if safe to do so</i></b></p> <p>Report directly to Security</p>	
<b>Evacuation (local area / building)</b>						
Smoke localised in a room / area	Smoke inhalation Potential fire (if not addressed) may cause burns	C	2	Med	<p>Staff trained to close doors to prevent spread of smoke/fire</p> <p>Manually turn off gas/electrical source in area of smoke/fire if safe to do so</p> <p>Use of emergency stop buttons in area of smoke/fire if available and safe to do so</p> <p>Smoke and heat detection systems should be in place and operational</p> <p>Some areas fitted with sprinklers</p> <p>Staff to leave area immediately and report to supervisor / manager</p> <p>Wardens report to CHIEF WARDEN</p> <p>Warden/CHIEF WARDEN determine if evacuation required</p> <p>Break glass alarm triggered (if determined necessary)</p> <p>Staff evacuate to designated assembly area</p> <p>Emergency services to manage if determined necessary)</p> <p>Do not re-enter the building until the CHIEF WARDEN gives the all clear</p>	Low
Smoke in the building	Smoke inhalation Potential fire (if not addressed) may cause	C	2	Med	<p>Manually turn off gas/electrical source in area of fire if safe to do so</p> <p>Use of emergency stop buttons in area of <b>fire if</b></p>	Low

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	burns				<p><u>available</u> and safe to do so</p> <p>Smoke and heat detection systems should be in place and operational</p> <p>Some areas fitted with sprinklers</p> <p>Break glass alarms triggered</p> <p>Wardens to report to CHIEF WARDEN</p> <p>Emergency services to manage incident</p> <p>Do not re-enter the building until the CHIEF WARDEN gives the all clear</p>	
Emergency evacuation out of normal working hours (After 7:00 pm and before 7:00 am)	Inhalation of smoke Burns from fires Exposure to hazardous chemicals Unforeseen hazards	D	3	Med	<p>No high risk tasks performed after hours</p> <p>After hour emergency procedures in place</p> <p>Ensure staff are trained in after hours emergency procedures (spills procedures, location of alarms, contact numbers, evacuation routes and assembly points etc)</p> <p>Staff/students in the building advised to ensure their own safety</p> <p>Contact security immediately</p>	Low
<b>Internal Emergency ( gas leak, loss of power, loss of water, damage to the building)</b>						
Loss of power– office based	Unforeseen hazards	C	2	Med	<p>Contact power services to determine the time expected for the power outage</p> <p>Management by emergency PA system Staff to switch off items if safe to do so</p> <p>Staff to collect belongings</p> <p>Evacuate by stairwell</p> <p>Where possible wardens to sweep area to ensure no staff or students are trapped</p> <p>Report to CHIEF WARDEN Lifts to be checked</p> <p>Entry restricted to authorised personnel</p> <p>Emergency Services called (if required)</p>	Low
Loss or water to room – office based	Unforeseen hazards	C	2	Med	<p>Lockout / Tagout placed on taps</p> <p>No activities requiring water to be undertaken</p>	Low
Loss of water to building – office based	Unforeseen hazards	C	2	Med	<p>Alternative potable water and toilets required within 1 hour</p> <p>No activities requiring water to be undertaken</p>	Low
Damage to building	Falling items – may hit staff Staff being crushed	D	3	Med	<p>Raise alarm by contacting Security, property &amp; campus services</p>	Low



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	Trips, slips, falls Unforeseen hazards				Evacuate the area (or building if deemed necessary) Assist injured out of the danger zone to safe area Administer first aid if required Isolate the area (signage/barriers) to prevent others entering Contact emergency services if required	
Emergency situations out of normal working hours (After 7:00 pm and before 7:00 am)	Unforeseen hazards Slips, trips, falls due to lack of light in power outage Exposure to chemical agents Inhalation of gas Fires, explosions	D	3	Med	After hour procedures in place Staff training in out of hour emergency procedures Turn off in use equipment/secure work if safe to do so Take belongings with you if safe to do so Raise alarm by contacting Security Knowledge of and easy access to torches (power outages) Evacuate the area	Low
<b>Medical Emergency</b>						
Accident (work related incident)	Unforeseen hazards	D	3	Med	Move injured person away from danger – if safe to do so Qualified and current first aid staff (listings on all safety notice boards) Administer first aid if confident or contact first aider Contact emergency services (where necessary) Contact Security to direct emergency services to correct area Incident investigation	Low
Injuries involving bleeding	Loss of blood Minor – treat on site Serious – bleed out / threat to life	D	3	Med	First aid kits Trained first aiders on site Control bleeding by applying pressure and elevation Bandage firmly Call for ambulance immediately if serious injury Notify security to direct ambulance to location Incident investigation	Low
Burn injuries	Minor – treat on site or seek local medical attention Serious – loss of fluids,	D	3	Med	First aid kits Trained First aiders on site Minor burns – administer first aid (run under cold	Low

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	shock, threat to life				water for 10 minutes if skin intact) Do not remove clothing if stuck to wound Serious burns - Call for ambulance immediately	
Accidental spills/splashes/leaks of infectious materials	Aerosols/splashes/leaks leading to inhalation and /or ingestion of infectious materials Leaks/spills onto floors leading to slips/falls Exposure to unseen contamination Minor illness Serious illness (hospitalisation) Unforeseen hazards	D	3	Med	Staff trained in safe handling of biological materials Appropriate PPE worn at all times Use of appropriate cleaning protocols Procedures in place for handling of biological materials (use, spills management, disposal) Qualified and current first aid staff (listings on all safety notice boards) Signage available for spills Incident investigation	Low
Unforeseen health issue (heart attack, collapse etc)	Unforeseen hazards	D	3	Med	Qualified and current first aid staff (listings on all safety notice boards) First aid kits available for use Access to automated electronic defibrillators if heart has stopped ( <b>located at Podium, Physics blg.</b> ) Cover with a light blanket if unconscious but breathing with a pulse Call for ambulance immediately Alert Security to direct emergency services to location	Low
Electric shock	Unforeseen hazards Skin burns Damage to internal organs Threat to life	E	3	Med	Do not touch the individual directly Shut of power source immediately Administer first aid Call for ambulance immediately Alert Security to direct emergency services to location Incident investigation/report	Low
Slips, Trips, Falls	Sprains to joints Bone fractures	C	3	High	Manual handling training. Wear proper footwear. Do not move unless in immediate danger Apply first aid Call for ambulance or seek medical treatment	Low

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					Alert security if ambulance called Incident investigation/report	
Medical emergency after hours	Unforeseen hazards	D	3	Med	Alert security if you are working alone Alert security if you are experiencing difficulties or come across someone experiencing difficulties Administer first aid if able to Defibrillators closest locations are : Podium, Physics blg. And Melb Uni. Sports Contact emergency services	Low
<b>Bomb or Substance Threats</b>						
Threat to person by phone	Unforeseen hazards Bomb threats – explosion (injury & loss of life) Substance threats (illness & loss of life)	E	3	Med	Reception staff should undertake training in suspicious package & threat response Record details (as many as you can) Do not hang up (open line may aid traceability) Use a separate phone to report incident to security Vacate the area if advised by security Advise CHIEF WARDEN/Departmental Manager DO NOT discuss with any other staff Consider manual evacuation of the building (do not activate the alarm unless advised to do so) Consider taking belongings with you	Low
Threat to person by mail	Unforeseen hazards Bomb threats – explosion (injury & loss of life) Substance threats (illness & loss of life)	E	3	Med	Reception staff undertake training in “Suspicious package & Threat response”. Keep all components of the threat together (letter, envelope any external packaging) Handle as little as possible Place into a plastic sleeve or clear sealable bag Retain any emails Immediately report to Supervisor & security Vacate the area and advise the CHIEF WARDEN/Departmental Manager Consider evacuation of the building (do not activate the alarm) Consider taking belonging with you (if directed as safe to do so) in case you cannot get back into the building	Low

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<p>Suspicious packages – suspected to contain white powders</p>	<p>Unforeseen hazards Substance threats – white powders (illness &amp; loss of life)</p>	<p>E</p>	<p>3</p>	<p>High</p>	<p>Reception staff undertake training in “Suspicious package &amp; Threat response”. Do not open or shake item If un-opened carefully seal in two clear plastic bags (if size permits) If opened cover with an upended rubbish bin (do not try and clean it up) Do not try to brush off any powder spilt onto clothing Remain in the area and prevent those in the immediate area from leaving and those in other areas from entering Turn off any personal fans in the area Call your Supervisor/Security for help Wash your hands if facilities are close to your area Do not touch your face or any open wounds with your hands</p>	<p>Low</p>
<p>Suspicious packages – suspected to contain explosive devises</p>	<p>Unforeseen hazards explosions (injury &amp; loss of life)</p>	<p>E</p>	<p>3</p>	<p>Med</p>	<p>Reception staff should undertake training in suspicious package &amp; threat response Do not touch or move the item Call your Security for immediate help Evacuate the area immediately (manually evacuate of the building if directed to do so) Take belonging with you (if directed as safe to do so) Prevent others from entering the area Wait for police to let them know where the item is located</p>	<p>Low</p>
<p>Threats of any kind received out of normal working hours (After 7:00 pm and before 7:00 am)</p>	<p>Unforeseen hazards Bomb threats – explosion (injury &amp; loss of life) Substance threats (illness &amp; loss of life)</p>	<p>E</p>	<p>3</p>	<p>Med</p>	<p>Staff training in after hours procedures Staff/students in the building advised to ensure their own safety Report directly to Security (follow their instruction) If evacuation required consider taking belonging with you (if directed as safe to do so) in case you cannot get back into the building</p>	<p>Low</p>

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Personal Threat (aggressive behaviour)						
Abusive phone calls	Unforeseen hazards	E	1	Low	Hang up Notify supervisor If calls persist notify telephone team at IT services	Low
Threat to person by mail	Unforeseen hazards	E	1	Low	Report to supervisor Report to security	Low
Threat to person (face to face) during business hours	Unforeseen hazards Staff injury due to contact with aggressive persons	C	2	Med	Perform further extensive risk assessment if required. Activate Duress. (and see SOP) Remain calm Try to leave the area immediately Get to somewhere safe Contact security services Use of panic button if available Notify others in the area where possible Consider contacting police	Low
Threat from an armed person	Unforeseen hazards Staff injury due to contact with armed persons	D	3	Med	Attempt to leave the area immediately Keep your hands visible at all times if in site of the armed person Do not attempt to help injured persons If sheltering - lock door, block door with heavy furniture. Hide behind heavy furniture, remain quiet Turn off any source of noise -silence phones /pagers, turn off radios / televisions If evacuating get to somewhere safe Prevent others from entering the area Do not congregate in public areas – do not use usual evacuation assembly point Once safe call security for an immediate emergency response If you can't speak leave line open for emergency services to hear what is going on Contact police	Low
Witnessing a personal threat	Unforeseen hazards	D	1	Low	Contact security immediately if safe to do so	Low
Threat to person (face to	Unforeseen hazards	C	2	Med	Do not confront/challenge intruder directly. Avoid eye contact	Low

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face) after hours					Remove yourself immediately from the vicinity Access and knowledge of emergency and security numbers Exit the building or lock yourself in a separate area with a phone where possible Contact security immediately (when safe to do so) If unable to get to a phone trigger break glass alarm to bring help within 5 minutes	
Actions after the threat has passed	Unforeseen hazards Injuries Emotional distress	D	1	Low	Administer first aid (if applicable) Call emergency services (if required) Counselling services available through the university Incident report (if security has not attended the incident)	Low
<b>External Emergency (serious vehicle accidents, fire/smoke in other buildings or nearby, extreme weather or natural disasters, public order problems)</b>						
Emergency situations external to your building	Unforeseen hazards	E	3	Med	Alert Security if you notice the external issue Follow direction of wardens, security staff, university management or emergency services Activate emergency response procedures relevant to the emergency Where safe to do so take your belongings with you (in case you cannot get back into the building)	Low
Emergency situation out of normal working hours (After 7:00 pm and before 7:00 am)	Unforeseen hazards	C	2	Med	Alert security if you notice the issue Follow direction of Security staff or emergency services Take your belongings with you (in case you cannot get back into the building)	Low
<b>Security Breach</b>						
Theft of keys or swipe cards	Unforeseen hazards	C	1	Low	Report to supervisor immediately Change locks where possible Cancel swipe-card and re-issue	Low
Theft of personal belongings	Unforeseen hazards	C	2	Med	Ensure belongings are locked up at all times Do not bring valuables to work Report thefts to Security The police may need to be notified	Low
Theft of equipment	Unforeseen hazards	C	1	Low	Ensure item is on an asset register	Low

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					Report to security immediately	
Theft of computer / laptop	Unforeseen hazards	C	2	Med	Ensure computers are secured by cable to the desk or bench Ensure computers are backed up so that data can be restored	Low
Theft of computer / data containing sensitive information	Unforeseen hazards Access to sensitive information	E	2	Low	Ensure data held is de-identified Ensure computers are backed up so that data can be restored Ensure computers are password protected Log off when not in direct use	Low
Theft of chemicals	Unforeseen hazards	D	3	Med	Ensure security sensitive materials are locked up Report theft to security/ Departmental Manager	Low
Thefts out of normal working hours (After 7:00 pm and before 7:00 am)	Unforeseen hazards	C	2	Med	Follow normal protocols for type of theft Report incident to appropriate senior staff within your group Report theft to security Report theft to police if required	Low
<b>After hours activities</b>						
Working outside normal working hours (7:00 pm – 7 am)	Isolation. Lack of support and personnel. Other unforeseen hazards	C	2	Med	Obtain approval from supervisor and/or HoD. (Fill in Working After hours form) Follow after hours safety procedure. Completion of activity risk assessment.	Low

**Group 3 – Travel**

Reference:

*UoM Off-campus risk management procedure, UoM Vehicle Use – OHS requirement procedure, UoM Task risk assessment template,*

Instruction to complete Travel risk assessment	
Principles of travel risk assessment, things to consider:	<ol style="list-style-type: none"> <li>1. Fitness level for travel and participation in the activity including vaccinations;</li> <li>2. Determine the safety of the method of travel to the site;</li> <li>3. Assess the risks at the destination;</li> <li>4. Assess the risks of the activities based on: <ul style="list-style-type: none"> <li>• Competency and level of training required</li> <li>• Duration of the activity</li> <li>• Supervision</li> </ul> </li> </ol>
Definition	<p>Short distance: drive or travel up to 3 hours</p> <p>Long distance: drive or travel up to 10 hours</p>

Task	Hazard	L	C	Score	Controls	Res Risk
<b>Travel mode</b>						
Travelling by car short distances to/from a university site to another site	Collision and accident	D	2	Low	Signed Declaration by driver	Low
Travelling by bicycle from a university site to another site	Collision and accident	D	2	Low	Wear a bicycle helmet Obey traffic signals	Low
Travelling by public transport to/from a University site to another site	Hit	D	2	Low	Obey traffic signals Cross at intersections	Low
<b>Travel off site – site visits</b>						
Working off-site e.g. practices, and other business during normal working hours	Having to establish identity, or credentials, where not personally known	D	2	Low	Carry, and wear as appropriate, their University staff card	Low
<u>Driving</u> to off-campus sites using own, or University, vehicles OR using public transport	Bushfires	D	3	Med	<ul style="list-style-type: none"> <li>• Ensure that you have your supervisors permission to travel and that they know where you are going</li> <li>• Check the weather conditions prior to travelling. If there is an extreme fire warning for the area that you are travelling to (or through) delay your trip. If it's not safe then don't go!!</li> </ul>	Low



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					<ul style="list-style-type: none"> <li>• Check the CFA website for current warnings/advise prior to travel <a href="http://cfa.vic.gov.au/">http://cfa.vic.gov.au/</a></li> <li>• If it is safe to travel please ensure that you listen to the local news during your journey so that you are alerted to any changes in weather conditions. Ensure that you take direction from the CFA/ Police should warnings be in place. During significant fires in Victoria, stay tuned to your emergency broadcasters to hear fire updates, community alerts and other important messages.</li> </ul> <p>Emergency broadcasters include ABC Local Radio, UGFM – Radio Murrindindi, Stereo 974, Plenty Valley FM and commercial radio stations across Victoria and SkyNews television.</p>	
Vehicle accident	D	2	Low	<ul style="list-style-type: none"> <li>• Provide copy to department of current driver's licence</li> <li>• Provide a copy to department of current car registration</li> <li>• Provide copy to of current car insurance (at least 3<sup>rd</sup> party)</li> <li>• If involved in an accident involving other car, obtain details of the other driver and car.</li> <li>• Have approval from supervisor of all planned visits</li> </ul>	Low	
Approval to travel				Have approval from supervisor of all planned visits		
Being unable to contact, or be contacted, by others in case of emergency	D	2	Low	<ul style="list-style-type: none"> <li>• Carry a charged, mobile phone (with credit) at all times</li> <li>• Provide mobile phone numbers to their supervisors</li> <li>• Provide ICE (“in case of emergency”) contact to supervisors</li> </ul>	Low	
Accessing and parking in locations where personal	D	2	Low	<ul style="list-style-type: none"> <li>• Be advised to be aware of personal safety issues at all time</li> </ul>	Low	

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	safety may be at risk				<ul style="list-style-type: none"> <li>Carry a charged, mobile phone (with credit) at all times</li> </ul>	
	Getting lost in unfamiliar areas	D	2	Low	<ul style="list-style-type: none"> <li>Ensure adequate breaks are taken every 2 hours</li> <li>Plan in advance to ensure a co-driver where possible</li> <li>Discuss with supervisor if overnight stay or same day return trips over 8 hours</li> <li>Preferably use a University vehicle on long journeys and ensure that a car suitable for the nature of the trip is booked</li> </ul> <p>Have approval through Themis Travel Portal for overnight stays</p>	Low
<u>Packing and unpacking vehicles with materials for off-site visits</u>	Manual handling – high force, heavy loads, sprain/strain	D	2	Low	<ul style="list-style-type: none"> <li>Complete University Manual Handling course</li> <li>Ensure trolleys provided if required</li> <li>Ensure items weigh less than 20 kg or less if there are limitations</li> </ul> <p>Avoid steps &amp; stairways where possible</p>	Low
<u>Attending clinics or other workplaces during normal business hours</u>	Slip/trip/fall hazards	D	2	Low	<p>Wear comfortable footwear and clothing</p> <p>Avoid distractions</p>	Low
	Lack of knowledge of local emergency/safety procedures leading to injury in an emergency	D	2	Low	<ul style="list-style-type: none"> <li>Undergo basic induction training where offered and be aware of surroundings</li> </ul> <p>Check noticeboards for emergency procedures in other workplaces</p>	Low
	Exposure to flu etc when visiting practices or patients	D	2	Low	<p>Have up-to-date flu vaccinations, and other immunisations where appropriate</p>	Low
<u>Interaction or interviewing other workplace staff e.g. GPs</u>	Harassment or discrimination	D	2	Low	<ul style="list-style-type: none"> <li>Use central reporting system for documenting issues to ensure relevant staff are adequately aware of situation and discontinue visits if appropriate</li> <li>Lodge Incident Report</li> <li>Prompt University to take action if found to be significant risk</li> </ul>	Low
<u>Interaction or interviews with patients at clinics</u>	Harassment or discrimination	D	2	Low	<ul style="list-style-type: none"> <li>Ensure other staff member or clinic staff present/available at interviews</li> </ul>	Low

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					<ul style="list-style-type: none"> <li>Report inappropriate behaviour to Practice Manager</li> <li>Lodge Incident Report</li> </ul>	
<b>Travel out of hours to clinics and other workplaces and to homes</b>						
Working off-site e.g. practices or other workplaces (out of normal working hours), private homes .	Having to establish identity, or credentials, where not personally known	D	2	Low	Carry, and wear as appropriate, their University staff card	Low
Driving to off-campus sites using own, or University, vehicles OR using public transport	Vehicle accident	D	2	Low	<ul style="list-style-type: none"> <li>Provide copies to Supervisor or delegated staff member of:                             <ul style="list-style-type: none"> <li>current driver's licence</li> <li>current car registration</li> <li>current car insurance (at least 3<sup>rd</sup> party)</li> </ul> </li> <li>If involved in an accident involving other car, obtain details of the other driver and car.</li> </ul>	Low
	Bushfires	D	3	Med	<ul style="list-style-type: none"> <li>Ensure that you have your supervisors permission to travel and that they know where you are going</li> <li>Check the weather conditions prior to travelling. If there is an extreme fire warning for the area that you are travelling to (or through) delay your trip. If it's not safe then don't go!!</li> <li>Check the CFA website for current warnings/advise prior to travel <a href="http://cfa.vic.gov.au/">http://cfa.vic.gov.au/</a></li> <li>If it is safe to travel please ensure that you listen to the local news during your journey so that you are alerted to any changes in weather conditions. Ensure that you take direction from the CFA/ Police should warnings be in place. During significant fires in Victoria, stay tuned to your emergency broadcasters to hear fire updates, community alerts and other important messages.</li> </ul>	Low

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					Emergency broadcasters include ABC Local Radio, UGFM – Radio Murrindindi, Stereo 974, Plenty Valley FM and commercial radio stations across Victoria and SkyNews television.	
	Approval to travel				Have approval from supervisor of all planned visits	
	Being unable to contact, or be contacted, by others in case of emergency	D	2	Low	<ul style="list-style-type: none"> <li>• Carry a charged, mobile phone (with credit) at all times</li> <li>• Provide mobile phone numbers to their supervisors</li> <li>• Provide ICE (“in case of emergency”) contact to supervisors</li> <li>• “Phone in” to supervisor, or team member, at an agreed time</li> </ul>	Low
	Accessing and parking in locations where personal safety may be at risk	D	2	Low	<ul style="list-style-type: none"> <li>• Be advised to be aware of personal safety issues at all time</li> <li>• Carry a charged, mobile phone (with credit) at all times</li> </ul>	Low
	Travel in rural environments where hazards such as animals on the road may be present	D	3	Med	<ul style="list-style-type: none"> <li>• Have approval from supervisor of all planned visits</li> <li>• Be advised to exercise caution at all times</li> <li>• Be advised to travel during daylight</li> <li>• Carry a charged, mobile phone (with credit) at all times</li> </ul>	Low
	Getting lost in unfamiliar areas	D	2	Low	<ul style="list-style-type: none"> <li>• Carry an up to date Melbourne street directory / Victorian rural map or GPS</li> <li>• Carry a charged, mobile phone (with credit) at all times</li> </ul>	Low
	Fatigue on long journeys	D	3	Med	<ul style="list-style-type: none"> <li>• Ensure adequate breaks are taken every 2 hours</li> <li>• Plan in advance to ensure a co-driver where possible</li> <li>• Discuss with supervisor if overnight stay or same day return trips over 8 hours</li> <li>• Preferably use a University vehicle on long journeys and ensure that a car suitable for the nature of the trip is booked</li> </ul>	Low

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					<ul style="list-style-type: none"> <li>Have approval through Themis Travel Portal for overnight stays</li> </ul>	
	Using public transport in unfamiliar areas or after dark	D	2	Low	Be advised to take all appropriate precautions	Low
<u>Packing and unpacking vehicles with materials for off-site visits</u>	Manual handling – high force, heavy loads, sprain/strain	D	2	Low	<ul style="list-style-type: none"> <li>Complete University Manual Handling course</li> <li>Ensure trolleys provided if required</li> <li>Ensure items weigh less than 20 kg or less if there are limitations</li> <li>Avoid steps &amp; stairways where possible</li> </ul>	Low
Interviewing at participant homes especially where <u>violence from third parties</u> may be an issue	May potentially be subject to aggression/violence, threatening behaviour or intimidation	E	3	Med	<ul style="list-style-type: none"> <li>Discuss in advance, with supervisor, where prior knowledge of specific hazards</li> <li>Conduct interviews in neutral or public places where possible/appropriate</li> <li>Be accompanied by a second staff member if appropriate</li> <li>Aim for visit to be conducted during business hours</li> <li>Arrange visits at times when known perpetrators are not home</li> <li>Wear comfortable footwear and clothing</li> <li>Take minimal personal belongings and keep secure at all times</li> <li>Sit where they can attempt to leave immediately if threatened</li> <li>Report incidents immediately to police/other authorities</li> <li>Lodge Incident Report</li> </ul>	Low
Working off-site e.g. practices or other workplaces (out of normal working hours), private homes .	Checks prior to entering property	E	3	Med	<ul style="list-style-type: none"> <li>Check the identity of the person on the premises that you are attending prior to entry</li> <li>Determine whether other people are at the premises prior to entering (and who they are)</li> <li>Notify supervisor that you are entering the premises prior to doing so, remembering to contact the supervisor on exiting safely</li> </ul>	Low
	Slip/trip/fall hazards	D	2	Low	Wear comfortable footwear and clothing	Low

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	Lack of knowledge of local emergency/safety procedures leading to injury in an emergency	D	2	Low	<ul style="list-style-type: none"> <li>Undergo basic induction training where offered and be aware of surroundings</li> <li>Check noticeboards for emergency procedures in other workplaces</li> </ul>	Low
	Exposure to flu etc when visiting practices or patients	D	2	Low	Have up-to-date flu vaccinations, and other immunisations where appropriate	Low
<u>Interaction or interviewing other workplace staff e.g. GPs</u>	Harassment or discrimination	D	2	Low	<ul style="list-style-type: none"> <li>Use central reporting system for documenting issues to ensure relevant DGP staff are adequately aware of situation and discontinue visits if appropriate</li> <li>Lodge Incident Report</li> <li>Prompt University to take action if found to be significant risk</li> </ul>	Low
<u>Interaction or interviews with patients at clinics</u>	Harassment or discrimination	D	2	Low	<ul style="list-style-type: none"> <li>Ensure other DGP staff member or clinic staff present/available at interviews</li> <li>Report inappropriate behavior to Practice Manager</li> <li>Lodge Incident Report</li> </ul>	Low
Interviewing at participant homes where there are <u>pets</u>	Potential for allergic reactions, disruption, aggression	D	2	Low	<ul style="list-style-type: none"> <li>Check in advance of visit for current, presence of pets if have animal allergies</li> <li>Arrange for pets to be elsewhere at the residence during the visit if appropriate</li> </ul>	Low
Interviewing in participant homes when there may be existent <u>life threatening health issues</u>	Participants may suffer medical emergency where staff member is the only person on site	E	3	Med	<ul style="list-style-type: none"> <li>Discuss in advance, with supervisor, where prior knowledge of specific risks</li> <li>Aim for visit to be conducted during business hours</li> <li>Be aware of medical emergency response procedures</li> <li>Call 000 for emergencies. Research staff not obliged to provide medical care</li> </ul>	Low
Interviewing at participant homes where <u>medical conditions</u> (e.g. dementia) <u>may pose risks</u>	Participant may become upset, hostile aggressive or violent.	E	3	Med	<ul style="list-style-type: none"> <li>Discuss in advance, with supervisor, where prior knowledge of specific risks</li> <li>Aim for visit to be conducted during business hours</li> <li>Wear comfortable footwear and clothing</li> <li>Take minimal personal belongings and keep</li> </ul>	Low

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					<ul style="list-style-type: none"> <li>secure at all times</li> <li>• Sit where you can attempt to leave immediately if threatened</li> <li>• Report incidents immediately to authorities</li> <li>• Lodge Incident Report</li> </ul>	
Interviewing at participant homes especially where <u>violence from third parties</u> may be an issue	May potentially be subject to aggression/violence, threatening behaviour or intimidation	E	3	Med	<ul style="list-style-type: none"> <li>• Discuss in advance, with supervisor, where prior knowledge of specific hazards</li> <li>• Conduct interviews in neutral or public places where possible/appropriate</li> <li>• Be accompanied by a second staff member if appropriate</li> <li>• Aim for visit to be conducted during business hours</li> <li>• Arrange visits at times when known perpetrators are not home</li> <li>• Wear comfortable footwear and clothing</li> <li>• Take minimal personal belongings and keep secure at all times</li> <li>• Sit where they can attempt to leave immediately if threatened</li> <li>• Report incidents immediately to police/other authorities</li> <li>• Lodge Incident Report</li> </ul>	Low

**Travel to high risk area → Complete Travel to high risk destinations risk assessment form**

**Group 4 – Electricals**

*Reference: UoM Electrical inspection and testing procedure, UoM Lock out, tagging and isolation OHS requirement procedure, Unsafe plant and equipment – OHS procedure, Purchasing – OHS requirements procedure.*

Definition	
Portable electrical equipment	Equipment that is powered by electricity through plugging into a general purpose outlet (e.g. socket). The following are excluded: - desktop computer, monitor, fax, photocopier, microwave, fridge or freezer; - equipment with a length more than 50 cm in two dimensions and no carry handles; - equipment with a mass greater than 18 kg and no carry handles and - equipment mechanically fixed or secured to the floor, wall, ceiling, structure support or building.

Task	Hazard	L	C	Score	Controls	Res Risk
Purchasing electrical items	Items are not compliant with the relevant Australian Standard/s. Incompatible socket, electrical current.	C	3	High	Authorisation suppliers to be used. Pre-purchase approval to be completed. Completion of post-purchase checklist. Preferred supplier listed.	Low
Receiving electrical items	Items are not covered by regular testing and tagging	D	2	Med	Put a tag/sticker on the lead showing the date the item was commissioned. Entering in the testing and tagging schedule.	Low
Testing and tagging portable electrical equipment	Faulty electrical equipment Electrical shock	C	3	High	Yearly tested and tagged. Covered in the testing and tagging. Damaged/broken electrical equipment is to be tagged out in accordance to UoM requirement procedure – <i>Unsafe plant and equipment</i> .	Low
Testing and tagging electrical equipment other than portable.	Faulty electrical equipment Electrical shock	D	3	Med	5 yearly tested and tagged. Covered in the testing and tagging. Damaged/broken electrical equipment is to be tagged out in accordance to UoM requirement procedure – <i>Unsafe plant and equipment</i> .	Low
Using power board (double adaptors are prohibited)	Overloaded, short cut. Faulty electrical equipment	D	2	Med	Power board should comply with AS/NZS 3105 and provide a separate controlling switch to each outlet. Yearly tested and tagged. Damaged/broken power board is to be tagged out	Low



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					in accordance to the <i>UoM requirement procedure – Unsafe plant and equipment</i>	
Using extension lead	Misuse. Damaged cords. Trip hazard.	D	3	Med	Only use extension lead when necessary. Run extension lead along walls and away from water and other heat source. Yearly tested and tagged. Damaged/broken extension lead is to be tagged out in accordance to the <i>UoM requirement procedure – Unsafe plant and equipment</i>	Low

**Group 5 – Purchasing**

*Reference: UoM Purchasing – OHS requirement procedure*

Task	Hazard	L	C	Score	Controls	Res Risk
Purchasing office stationery and supply	None			Nil	None	Nil
Purchasing personal protective equipment (PPE)	Items are not compliant with the relevant Australian Standard/s. Not fully functioning as PPE.	C	2	Med	Authorisation suppliers to be used.  Pre-purchase approval to be completed.	Low
Purchasing office furniture	Items are not compliant with the relevant Australian Standard/s and UoM standard.	C	2	Med	Authorisation suppliers to be used.  Pre-purchase approval to be completed.	Low
Purchasing chemicals	Area is not covered by licence/permit. Introducing high hazardous substance to area. Insufficient storage. Insufficient knowledge of handling, storage and disposal.	C	3	High	Authorisation suppliers to be used.  Pre-purchase approval to be completed (chemical section).  Training and supervision.	Low
Purchasing plant/equipment – electrical items	Items are not compliant with the relevant Australian Standard/s. Incompatible socket, electrical current.	C	3	High	Authorisation suppliers to be used.  Pre-purchase approval to be completed. Completion of post-purchase checklist.	Low

**Group 6 - Psychosocial**

Psychosocial risk factors are things that may affect workers' psychological response to their work and workplace conditions (including working relationships with supervisors and colleagues). Examples are high workloads, tight deadlines, lack of control of the work and working methods.

Often identified as stress, which is a hazard (factored in cardiovascular illness) in its own right, psychosocial risk factors can lead to musculoskeletal disorders. For example, there can be stress-related changes in the body (such as increased muscle tension) that can make people more susceptible to musculoskeletal problems; or else individuals may change their behaviour, for example doing without rest breaks to try and cope with deadlines.

So both the physical and psychosocial factors need to be identified and controlled, and looking at achieving the best “fit” between the work, the working environment and the needs and capabilities of staff.

Reference:

*UoM Equal opportunity policy, UoM Hours and related conditions policy, UoM Employee relations policy, UoM Sexual harassment policy and procedures, UoM Student complaints and grievances policy and procedure.*

*Promoting Positive Workplace Behaviours (<http://www.hr.unimelb.edu.au/pd/courses/catalogue/elearning>)*

[Discrimination, Sexual Harassment and Bullying Procedure\(MPF1230\)](#)

Factor (Consideration)	Hazard	L	C	Score	Controls	Res Risk
<b>Intrinsic</b>						
<b>Demand</b> High mental or emotional demands. Tight timeframes and, or high output. Shift-work and, or extended hours of work, include working alone.	Fatigue and absenteeism. Poor safety behaviours.	C	2	Med	Minimise environmental distractions. Allocation of resources including time to ensure staff can undertake jobs properly. Give realistic deadlines. Hold regular team meetings to discuss projected workload including peaks and troughs, anticipated absences, etc. Supervisor to hold meetings with individuals to discuss workload, job responsibilities, and identify challenges and opportunities for training; ensuring utilisation of skills within everyday work and minimise repetitive and monotonous tasks.	Low
<b>Control and support</b> Performance targets. Allocation of resources. Task discretion.	Fatigue. Poor safety behaviours.	C	2	Med	Provide a workplace culture that supports open communication enabling staff to engage in decisions about the way work is undertaken, applied resources (i.e. provision of equipment, office and work station) including issues that affect work and or working environment.	Low

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Mental stimuli.					Undertake annual performance reviews incorporating skill development/training and career development opportunities. Encourage team cohesion and communication.	
<b>Assignment or role</b> Position descriptions. Task allocation within work team.	Conflict.	C	1	Low	Supervisors to ensure organisations chart enable a clear view of team's structure and communication channels. Position descriptions to be reviewed at least annually during performance reviews. Team meetings should include discussion to clarify roles and work plans. All new staff to be inducted, (all induction plans are to be current and relevant).	Low
<b>Relationships</b>	Conflict, harassment and bullying.	C	2	Med	All staff are to undertake training in positive workplace behaviours (at induction and refreshed every 3 years). Team meetings should include discussion on acceptable behaviours (code of conduct). Supervisors to ensure all staff are aware of processes in place to address unacceptable behaviour including complaints handling, investigations, and potential disciplinary actions.	Low
<b>Change</b> Perception that work place change is directed at individual staff	Conflict, harassment and bullying.	E	1	Low	Supervisors to ensure that staff involved in change process, are consulted as early as possible in the process including advice on implications even for the most minor changes.	Low
<b>Organisational justice, recognition and reward</b> Productivity. Staff turnover. Absenteeism.	Conflict, harassment and bullying.	E	1	Low	Provide a workplace culture that supports open communication enabling staff to engage in decisions about the way work is undertaken, applied resources (i.e. provision of equipment, office and work station) including issues that affect work and or working environment. Supervisors to ensure workplace rules are applied fairly, consistently and in an unbiased manner. Supervisors to ensure all staff are aware of processes in place to address unacceptable behaviour including complaints handling, investigations, and potential	Low

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					disciplinary actions. Supervisors to ensure recognition and rewards are appropriate and relevant for employee and or team.	
<b>Occupational</b>						
Direct contact with people including general public, students, parents, staff and research participants Interaction with people who hold unreasonable expectations of what UoM or staff member can provide them. Staff member has access to drugs, cash or other valuables.	Physical or verbal threat or intimidation.	C	3	High	Remove drugs, cash or other valuables from areas accessed by general public. Installation of counters or other barriers to limit physical contact. Installation of duress alarms at counters and in interview rooms. Provision of training in skills to deal with difficult situations including self defence techniques (where appropriate). Remedial counselling procedures in the event of incident.	Low
Communications with people including students, parents and staff.	Written or verbal threat or intimidation.	B	1	Med	Provision of training with skills to deal with difficult situations. Remedial counselling procedures in the event of incident.	Low
Working alone, offsite or out of hours	Physical or verbal threat or intimidation.	E	2	Low	Provision of mobile phones. Installation of CCTV. Provision of training in skills to deal with difficult situations including self defence techniques. Remedial counselling procedures in the event of incident.	Low

**Group 7 – Plant/Equipment - General**

<u>Reference:</u>
<i>UoM Regulated plant risk management procedure</i>
<i>UoM requirement procedure – Unsafe plant and equipment</i>
<i>UoM requirement procedure – Lock out, tagging and isolation</i>
<i>UoM requirement procedure – First aid</i>
<i>UoM requirement procedure – Emergency preparedness</i>

**General control measures for plant/equipment used within ...Psychology**

***New plant/equipment must be risk assessed before use, include all proposed control measures and risk assessment cannot not be finalised before the proposed control measures have been implemented (if any). Use the UoM Plant risk assessment template as reference. Once the risk assessment is completed, information can be transferred to this format.***

**Control measure:**

- To eliminate injuries associated with inappropriate use of all plant/equipment, always use plant/equipment in accordance to the manufacturer’s instructions and for its intended purpose only. All personnel must be inducted and be familiar with the instruction/guidance/SOP of particular plant/equipment before using.
- All electrical equipment/plant must be included in the periodic electrical testing and tagging. Currencies of tags are checked during workplace inspections.
- Where applicable, specific trainings are required prior to operating equipment/plant. Other relevant trainings include: Manual handling and ergonomics, Personal protective equipment, Chemical management, Gas safety, Biological hazard safety, Ionising and non-Ionising Radiation safety.

<b>Consideration on operation outside of normal conditions</b>	<b>Risk Control Measure</b>
Cleaning	Isolation of power, if applicable, plant/equipment must be locked out in accordance to UoM requirement procedure – <i>Lockout, tagging and isolation</i> . For plant/equipment in laboratories, wear correct PPE and follow local procedure for decontamination.
Scheduled servicing, maintenance and repair	Undertaken by competent third party contractor. For plant/equipment in laboratory, clean up/disinfect the equipment prior to repair/service.
Damaged/broken plant or equipment - all	Damaged/broken plant/equipment is to be tagged out in accordance to UoM requirement procedure – <i>Unsafe plant and equipment</i> .
Damaged/broken plant or equipment – have electrical power	Isolation of power, if applicable they must be locked out in accordance to UoM requirement procedure – <i>Lockout, tagging and isolation</i> .
Commissioning	A complete plant risk assessment is required for a new registered plant.
Decommissioning	Isolation of power, if applicable, plant/equipment must be locked out in accordance to UoM requirement procedure – <i>Lockout, tagging and isolation</i> .

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	For plant/equipment in laboratories, wear correct PPE and follow local procedure for decontamination. If applicable, undertaken by competent third party contractor.						
Emergency requirement	Emergency situation Follow UoM requirement procedure - <i>First aid</i> . Follow UoM requirement procedure – <i>Emergency preparedness</i> . For plant/equipment that has emergency button fitted, they must be inspected regularly.						
PPE	PPE are required where applicable: Safety glasses – AS/NZS 1337.1: Personal Eye Protection – Eye and face protectors for occupational applications. Laboratory gloves – AS/NZS 2161.1: Occupational protective gloves – selection, use and maintenance. Laboratory coats and use of personal protective equipment – AS/NZS 2243.1: Safety in laboratory. Planning and operational aspects.						
Health monitoring	Noise – Regular noise assessment is required when operating a plant/equipment that has noise level greater than 85DbA. Exposure to dust, source of allergic or sensitisers - Regular lung function tests.						
Plant/equipment is risk assessed against the hazards listed in the UoM Plant – General Risk Assessment Form, 2 variable risk matrix							
Name of plant/equipment	Purpose of plant/description on how plant is used	Hazard	L	C	Score	Controls	Res Risk
<b>General kitchen equipment</b>							
Dishwasher	Wash dishes	Heat exposure	E	1	Low	General kitchen rule/guideline.	Low
Electric stove (freestanding and, or hot plates and oven)	To cook and or heat food	Skin contact with hot surfaces or items used	D	2	Low	General kitchen rule/guideline. PPE (pot holder)	Low
Instant hot water	Supply hot water for making beverage	Scolding from hot water. Leaks and drips.	D	2	Low	General kitchen rule/guideline. Regular inspection.	Low
Kettle/Urn	Prepare hot/boiling water	Scolding from hot water and steam.	D	2	Low	General kitchen rule/guideline.	Low
Microwave	To heat up or defrost food.	Exposure to hot food	D	1	Low	General kitchen rule/guideline.	Low
Plumbed cold filtered water unit	Dispenses drinking water	Presence of contaminants	E	1	Low	Service contract under UOM PCS	Low
Refrigerator	Store food and keep them cold.	Presence of mould	E	1	Low	Regular inspection and clean up.	Low

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Sandwich press	Heat and grill sandwich	Skin contact with hot surface.	D	2	Low	Regular inspection. General kitchen rule/guideline.	Low
<b>General office equipment</b>							
Computer, monitor and mouse.	To store data, typing, part of instrument.	Repetitive movement. Sustained posture. Adopting non natural joint position.	C	2	Med	Manual handling and ergonomics training. Completion of 'Workstation self assessment checklist'. Correct workstation set up. Correct chair and other furniture choice. Regular break and adopt correct body posture.	Low
Desktop print devices	Prints documents	Dust from toners that may irritate eyes or respiratory tract when changing ink cartridge.	E	1	Low	Follow instruction or guidelines on how to safely maintain device, e.g.: -changing of toner cartridges Ensure adequate air circulation. When possible, separate device from staff working areas.	Low
Mechanical/bulk stapler	Bind papers	Puncture	E	1	Low	Ensure that stapler is in good condition, inspection before using.	Low
Multi-print device	Photo copy, scan, fax, email documents	Dust from toners that may irritate eyes or respiratory tract Bright light exposure Repetitive movement	E	1	Low	Ensure well air circulation. When possible, separate device with staff working areas. Close lid when scanning. Regular breaks	Low
Paper guillotines	Cut papers in bulk	Cut	D	2	Med	Ensure that guarding is in place and working well. Guideline on how to use guillotine properly: - Keep fingers away from blades - Have clear and level work space	Low
Paper shredder	Shred confidential documents	Cut/puncture to hand or fingers	D	2	Low	Guideline on how to safely use shredder, e.g.: - Ensure paper clips and staples are removed from documents prior shredding. - Keep fingers and hand away from the blades. Hazards Warning Poster at site	Low



**Group 8. Dangerous Goods and Hazardous Substances**

Reference: UoM Chemical risk management procedure, , UoM Chemical Risk Assessment Worksheet, UoM Chemical Management Guidelines

**General control measures for Chemicals**

**Control measure:**

- To minimise injuries associated with handling of chemicals, PPE must be worn at all times.
- All personnel to undergo laboratory inducted and be familiar with general chemical handling procedures.
- All personnel to undergo appropriate training every 3 years: Personal Protective Equipment, Chemical Management, Gas Safety, Biohazard Safety.
- Ready access to online ChemFFX/ChemGold MSDS information system; Ready access to local laboratory Chemical Manifest

Situation/Requirement	Risk Control Measure
Damaged/broken chemical containers	Handle in accordance to spill management procedure Damaged or broken containers must be immediately replaced with an appropriate similar container, otherwise discard the chemical as chemical waste.
Emergency requirement / Emergency situation	Follow UoM requirement procedure – <i>First aid</i> . Follow UoM requirement procedure – <i>Emergency preparedness</i> .
Personal Protective Equipment	PPE is required to be worn at all times: Safety glasses – AS/NZS 1337.1: Personal Eye Protection – Eye and face protectors for occupational applications. Laboratory gloves – AS/NZS 2161.1: Occupational protective gloves – selection, use and maintenance. Laboratory coats and use of personal protective equipment – AS/NZS 2243.1: Safety in laboratory. Planning and operational aspects.
Spillage	Liquid chemicals to be stored banded in spill trays. Provision of appropriate spill containment. This may include Vermiculite, absorbent blankets, Neutralising reagents (sodium bicarbonate). Spill kits
Storage and Segregation	Dangerous goods must be segregated according to their class. Dangerous goods to be stored in appropriate AS /NZS approved cabinets AS1940 (flammable), AS4452 (toxic), AS3780 (corrosive), AS2714 (oxidisers) Liquid chemicals to be banded

## OHS Risk Management - Risk Register/Risk Assessments

Material and activity	Hazard	L	C	Score	Controls	Res Risk
<b>General chemicals in office area/kitchen</b>						
Cleaning chemicals, sanitising chemicals	DG 3 – flammable. DG 8 – corrosives. Hazardous substance – irritant and corrosive.	E	1	Low	Provision of MSDS's through Chemwatch. Segregation between Class 3 and Class 8. Storage away from heat source and food. Minimise exposure to skin/eye. Use in well ventilated area.	Low
<b>General chemicals in laboratory/work area</b>						
Storage of non-flammable/non-toxic Compressed Gases (Class 2.2)	Substance is capable of causing asphyxia due major leakage.	D	4	Med	Store area secured, upright, cylinders are chained, store in well ventilated area. No regulators attached.	Low
Use of non-flammable/ non-toxic Compressed Gases (Class 2.2)	Substance is capable of causing asphyxia due major leakage.	D	4	Med	Chain upright to wall or bench in laboratory. Segregate 3m from DG class 1, 4 & 5.2 Use trolley and adopt correct manual handling techniques when moving cylinders.	Low
Use of gas regulators and tubings	Leakage from faulty gas regulator and/or tubings causing asphyxia, fire/explosion or toxic fumes. Using incompatible tubings	C	4	Med	Regulators checked by approved contractor at least every 5 years for integrity. Regulators checked internally by staff when changing cylinders for wear and tear. Only use compatible tubings suitable for particular gas.	Low
Disposal of empty cylinders	Rupture of cylinder causing damage to environment. Manual handling.	E	2	Low	Store in secure area until removal. Removal only by an approved contractor. Use trolley and adopt good manual handling technique when moving gas cylinders.	Low
Spills of Dangerous Goods / Hazardous substances	Potential for exposure to dangerous goods, hazardous substances which may cause injury, illness or disease	C	2	Med	P-Personal Protective Equipment to be worn Spill Kits to be inspected 3 monthly for contents. Staff/Students to be trained in clean-up of minor spills that propose no great health risk. Large spills to be cleaned up by authorities. Area is to be cordoned off during spill clean-up. Immediately Report all spills and lodge incident report	Low

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<b>Hazardous Substances</b>						
<b>Important note:</b> If a substance has multiple hazardous classifications, assess the hazard of each hazardous classification and follow the highest control measures.						
Irritant – use, handle and disposal	Irritating to skin Irritating to eyes Irritation to the respiratory system	C	1	Low	A-Inclusion of risk control measures in task SOP. En-Use in well-ventilated area P-Wear proper PPE in accordance to MSDS En-Avoid contact with skin and eyes, Avoid breathing in dust/fume, A-Follow specific disposal procedure in accordance to MSDS	Low
<b>General controls for Biological Agents</b>						
Human phlebotomy	Exposure to infectious agents- bacteria , virus – by needle stick injury	C	3	High	T-Ensure approved phlebotomy training is completed before commencing, P-Wear PPE double gloves , lab coat, keep fingers away from needle point, En-Dispose syringe and needle immediately after use in approved sharps container, discard needle and syringe as a whole, do not recap.	Low

**Group 9 Site specific activities**

Reference:

*UoM Chemical risk management procedure, UoM Chemical Risk Assessment Worksheet*

EEG Lab.						
Computer based research tasks done in conjunction with EEG	Generic Ergonomics	D	2	Low	T-training induction , supervision	Low
Sleep Lab.						
Compressed Gases						
Use of Compressed Gases including changing over Gas Bottles	<p>General risk associated – Substance is capable of causing asphyxia due to major leakage Cold burns- Regulator / gas circuit failure</p> <p>Release of un-regulated hi pressure Non-Flammable, Non-Toxic gas.</p>	C	4	High	<p>A-Written Safe Work Protocol. This includes checking and calibrating all equipment prior to every experiment , if anything is deemed faulty it is either replaced with working (tested) equipment of the experiment does not proceed.</p> <p>T- Give appropriate training which will have to be signed off by a supervisor once the individual is deemed “competent” (<i>i.e. demonstrated can complete task successfully without assistance</i>)</p> <p>T- Gas bottle changes always conducted or is supervised by a staff member with formal gas training.</p> <p>En- Use of appropriate gas regulators and valves, which are <u>routinely independently checked, serviced and calibrated at recommended intervals</u></p> <p>En- Use of bottle covers to reduce any likelihood of accidental opening of an unregulated valve.</p>	Low
Moving Bottles	Manual Handling- high force Weight of Bottle crush injury	E	3	Low	<p>En-ALL bottles are chained to an appropriate structure.</p> <p>En- Have purchased an appropriate trolley for transporting gas bottles</p> <p>T- Manual Handling training mandatory</p>	Low
Running normal CO2 trials	Possible asphyxiation	E	4	Med	A -Written Safe Work Protocol. This includes	Low

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					<p>checking and calibrating all equipment prior to every experiment, if anything is deemed faulty it is either replaced with working (tested) equipment or the experiment does not proceed.</p> <p>A - Participants CO2 &amp; O2 levels are monitored by two separate experimenters on a breath by breath basis.</p> <p>S -Participants are only exposed to elevated CO2 levels for short periods of time, i.e. the duration of the trial – 2-3- mins rather than the duration of the experiment.</p> <p>T- Give appropriate training which will have to be signed off by a supervisor once the individual is deemed competent</p> <p>T- use of gases are always conducted by or is supervised by a senior staff member.</p> <p>En – All gases administered contain 40% O2 approximately twice that of normal air.</p> <p>En – The respiratory circuit is designed so that at the twist of one valve the participant is breathing room air.</p>	
<b>Electro cap fitting</b>						
Abrading scalp with blunt needles	Possible biological hazard- Very rare chance of drawing blood from the scalp whilst abrading	D	2	Low	A-written Safe Work Protocol T-Always performed by a trained member of the laboratory. P-Protective equipment provided, gloves etc.	Low
<b>Removal and cleaning of equipment</b>						
Cleaning Respiratory Equipment	Chemical - Miltion-Disinfectant	C	2	Med	A-Written Safe Work Protocol. T-Give appropriate training which will have to be signed off by a supervisor once the individual is deemed competent	Low
Removal of Cleaning of Milar catheter	Alconox (Terg-a-zyme)- Enzyme active detergent. Contact with bodily fluid (Respiratory Airway Mucus)	C	1	Med	A-Written Safe Work Protocol. T-Give appropriate training which will have to be signed off by a supervisor once the individual is deemed competent P- provide PPE- gloves	Low
Removal and disposal of		C	2	Med	A-Written Safe Work Protocol.	Low

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indwelling EMG wires.	Bio haz Potential contact with small amounts of Blood				T-Give appropriate training which will have to be signed off by a supervisor once the individual is deemed competent P-Provide appropriate protective equipment En-Double “biohazard” bag wires prior to appropriate disposal.	
Use of Magnetometers	Electrical hazard (as with any electrical device)	E	2	Low	A, T- Written Safe Work Protocol, always used by an appropriately trained investigator	Low
<b>Making of Single Motor Unit EMG electrodes</b>						
Making Electrodes	Cuts- use of scalpels	D	2	Low	A- Written Safe Work Protocol	Low
	Needle stick injury-non- biological hazard	D	2	Low	A-Written Safe Work Protocol	Low
Inserting needle Electrodes	Needle stick injury – with possible biological hazard	D	3	Med	T-Always performed by an appropriately trained and qualified staff member. P-Protective equipment provided, gloves etc.	Low
<b>Working after hours</b>						
Running overnight sleep studies	Personal safety	E	3	Med	A-Written Safe Work Protocol, including appropriate contact number (Security x46666 etc.), Having 2 experimenters where possible.	Low
	Fire or Power outage in the building	C	3	High	Schedules record dates and times of experiments A- Duress alarms (SOP) : mobile and fixed, can be activated T- Give appropriate training which will have to be signed off by a supervisor once the individual is deemed “competent” (demonstrated can successfully complete task without assistance) . “Schedules” record date and times of experiments. T- Fire Extinguisher training by select staff A-Fill in After Hours form authorised by supervisor and School Manager	Low
	Driving home after study (Potential Increased Accident Risk)	C	4	High	A-Written Safe Work Protocol. T-Give appropriate training which will have to be signed off by a supervisor once the individual is	Low

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					deemed “competent”, including advising experimenters not to drive when tired. En-Provide a place in the laboratory for experimenters to sleep is needed as well as kitchen and bathroom facilities.	
Students working after-hours NOT collecting data.	Fire or Power outage in the building	C	3	High	T-Give appropriate training which will have to be signed off by a supervisor once the individual is deemed “competent”. A-Fill in After Hours form authorised by supervisor	Low

### Group 13 Contractor Management

#### Reference:

*UoM - Contractor (Service Provider) – OHS Requirements Procedure*

#### **Scope of assessment**

This risk assessment aims to assess the risk level of contractors engaged directly by local areas within the FMDHS. Contractors, who are engaged by Property and Campus Services (PCS) Asset Services or by host organisation are not covered in this risk assessment as they are not the responsibilities of local areas to manage these contractors. Local areas may:

- Provide local induction or ask these contractors to sign in/out if required;
- Report any unsafe practices observed to the contractor directly, PCS or host organisation, verbally or in writing (by email).

#### **Risk Rating**

The 2 variable risk matrix is not applicable for this risk assessment. Risk assessment and risk rating is assessed on risk rating of work and risk rating of working area (local working environment) as outlined in the *UoM Contractor Management OHS Procedure*

<http://safety.unimelb.edu.au/publications/procedure/contractor/>

For contractor's work risk rating, refer to the *UoM – Contractor (Service Provider) – OHS Requirements Procedure*

**Low risk work:** service provider attending UoM workplaces and performing low risk work. This may include: inspection service; delivery of materials; advisory; consultancy or audit services; repairs or service to low risk item of equipment,

**Medium risk work:** service provider attending UoM workplaces and performing medium risk work. This may include: repairs or service to plant or equipment; repairs or service to fixtures or fittings; work in restricted access areas within UoM.

**High risk work:** service provider attending UoM workplaces and performing high risk work. This may include: work on gas, electrical or other installations with energy sources; work requiring the issuing of permits, e.g. hot work, confined space entry; work requiring specific licenses, hazardous materials removal; work at height above 2 m; construction work (including refurbishment and demolition projects).

#### **Working areas within FMDHS are defined as below:**

- Low risk area: office areas, office kitchen areas, garden, etc.
- Medium risk area: workshops or laboratories, anywhere where specific PPE is required, existence of equipment and plants, existence of chemicals in laboratory scale, specific laboratory restricted access requirements (e.g. PC3 laboratory)

The FMDHS has identified that it has no involvement in very high risk work in either low or medium risk area.

If high risk works is assessed as to be occurring in an area, that area must conduct a risk assessment and implement the control measures or refer the matter to PCS.

\* - Delegate → person who may be involved in reviewing the Safe Work Procedure (SWP) due to his/her expertise.



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Activity	Contractor's work Risk rating	Working area Risk rating	Controls	Res Risk
<b>Office area</b>				
Servicing/fixing any electrical equipment in office area. Example: photocopy machine, shredder, kitchen equipment, etc.	Low risk work	Low risk area	Isolate equipment from energy source (if required) i.e. gas, electricity  Local induction or accompanied by person engaging the contractor.  Formal monitoring is not required, if staff is accessible for immediate contact in case of emergency.	Low
<b>Laboratory or Workshop area – Medium risk area</b>				
Delivering and installing equipment, servicing/fixing equipment, etc. – accompanied at all times.	Low risk work	Medium risk area (accompanied at all times)	Accompanied by person engaging the contractor. No local induction required  Formal monitoring is not required.	Low
Delivering and installing equipment requiring no set up and calibration – not accompanied at all times.	Low risk work	Medium risk area (not accompanied at all times)	Local induction.  Monitoring may be required depending on the risk level of working space (lab space and activities around the contractor) and how staff is accessible for contact in case of emergency.  Low risk work does not need SWP.	Low
Delivering and installing equipment requiring set up and calibration.	Low risk work	Medium risk area (not accompanied at all times)	Local induction.  Monitoring may be required depending on the risk level of working space (lab space and activities around the contractor) and how staff is accessible for contact in case of emergency.  Low risk work does not need SWP	Low
Servicing/fixing equipment in laboratory or workshop that may include isolation of 1 energy source, i.e. unplug cable from power point.	Low risk work	Medium risk area (not accompanied at all times)	Isolate equipment from energy source i.e. gas, electricity  Local induction.  For fixing equipment, monitoring is required and completion of CM1 form (Contractor formal OHSE	Low

## OHS Risk Management - Risk Register/Risk Assessments

			monitoring and sign off).  For regular servicing, monitoring is done periodically depending on how often the contractor comes to site.	
Servicing/fixing equipment in laboratory or workshop that may require isolation of 2 energy sources, e.g. electricity and gas/steam.	Medium risk work	Medium risk area	Isolate equipment from energy source i.e. gas, electricity  Local induction.  Provision of SWP by the service provider and reviewed by person engaging the contractor/delegate*.  For fixing equipment, monitoring is required and completion of CM1 form (Contractor formal OHSE monitoring and sign off).  For regular servicing, monitoring is done periodically depending on how often the contractor comes to site.	Low
<b>High risk work</b>				
High risk work activities Work involving: <ul style="list-style-type: none"> <li>• Work on gas, electrical or other installation with energy sources</li> <li>• Work requiring the issuing of permits e.g. hot work, confined space entry</li> <li>• Work requiring specific licences</li> <li>• Hazardous materials removal</li> <li>• Work at height above 2 m</li> <li>• Construction work (including refurbishment and demolition projects)</li> </ul>	High risk work	Low/medium risk area	Local induction.  Provision of SWP and OHS Management Plan by the service provider and reviewed by FMDHS OHSE Manager/delegate*.  Regular monitoring process must be established during the work period.	Low
<b>Other activities identified within FMDHS</b>				
Plumber - conducting non-energy related work in office area e.g. fixing toilet, water tap.	Low risk work	Low risk area	Local induction or accompanied by person engaging the contractor.  Formal monitoring is not required, if staff is around and accessible for immediate contact.	Low
Plumber – conducting energy related work in office area e.g. installing hot water system.	Medium risk work	Low risk area	Isolate energy resource i.e. gas, electricity Local induction or accompanied by person engaging the contractor.  SWP provision by contractor and reviewed by person	Low

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			<p>engaging the contractor/delegate*. Licence checks and provision of certificate (if applicable).</p> <p>Monitoring is done periodically depending on how often the contractor comes to site.</p>	
Electrician – conducting energy related work in office or laboratory or workshop area.	Medium risk work	Low/medium risk area	<p>Local induction or accompanied by person engaging the contractor.</p> <p>SWP provision by contractor and reviewed by person engaging the contractor/delegate*. Licence checks and provision of certificate (if applicable).</p> <p>Monitoring is done periodically depending on how often the contractor comes to site.</p>	Low
IT service – working on IT system in an office area.	Low risk work	Low risk area	<p>Isolate equipment from energy source i.e. gas, electricity (if applicable) Local induction or accompanied by person engaging the contractor.</p> <p>Formal monitoring is not required, if staff is around and accessible for immediate contact.</p>	Low
Cleaners working in office area	Medium risk work	Low risk area	<p>Service agreement. Local induction. Provision of SWP on regular work and chemical storage.</p> <p>Monitoring is done periodically depending on how often the contractor comes to site.</p>	Low
Locksmith working in office area	Low risk work	Low risk area	<p>Local induction or accompanied by person engaging the contractor. Formal monitoring is not required, if staff is around and accessible for immediate contact.</p>	Low