

For use in conjunction with the [Health & Safety: Risk management requirements](#). For more information, refer to <http://safety.unimelb.edu.au/management/implement>.

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Next review Date: 27 November 2021

Version: 1.2

Authorised: MSPS OHS Committee

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
Word processing/data entry	Musculoskeletal disorders/injuries, including overuse injuries, due to: <ul style="list-style-type: none"> • inappropriate work station layout and design • unsuitable computer-based equipment and/or office furniture • long periods of data entry without breaks 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.1 Hazardous Manual Handling • OfficeWise (Vic) 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> • Scheduled workplace inspections • Work station self-assessments • Purchase and use of suitable equipment and office furniture • Task variety and regular short defined breaks during data entry • Additional support and resources during increased workloads • Induction, training and supervision to EEG, tDCS/tACS/tms lab processes 	Low
Use of mobile & fixed shelving	Manual handling injuries from inappropriately stored items such as: <ul style="list-style-type: none"> • frequently used items difficult to access • heavy items stored at head height and above 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.1 Hazardous Manual Handling 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Hazardous manual handling requirements</i> • <i>Health & Safety: Ergonomics requirements</i> 	<ul style="list-style-type: none"> • Risk assessment (as required) of available storage space to prioritize office items and place most used items at most accessible level (e.g. between shoulder and waste) • Discard and/or remove any 	Low

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		L	C					
	Slipping, falling from a step ladder (or inappropriate use of standing on a chair) that may be used to access items Accumulation of items/documentation that takes up storage space and begins to impinge on non-storage areas (e.g. leaving items in corridors/walkways).						unnecessary equipment and storage items <ul style="list-style-type: none"> Archive documentation Purchase and use a platform ladder purpose built for office environment Training and instruction for worker on correct methods for accessing stored items 	
Use and storage in compactus (Psychology Clinic)	Manual handling injuries from inappropriately stored items such as: <ul style="list-style-type: none"> frequently used items difficult to access heavy items stored at head height and above Being trapped/crushed in compactus Over storage of compactus making it difficult to move Compactus doesn't glide easily/appropriately	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Occupational Health and Safety Regulations 2017 (Vic) Part 3.1 Hazardous Manual Handling</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Hazardous manual handling requirements</i> <i>Health & Safety: Ergonomics requirements</i> 	<ul style="list-style-type: none"> Ensure functioning appropriately during workplace inspection Discard and/or remove any unnecessary equipment and storage items System indicating workers are using compactus 	Low
Moving and arranging office furniture and equipment	Manual handling injuries from lifting, pushing and pulling	Unlikely	Minor	Low	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Occupational Health and Safety Regulations 2017 (Vic) Part 3.1 Hazardous Manual Handling</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Hazardous manual handling requirements</i> <i>Health & Safety: Ergonomics requirements</i> 	<ul style="list-style-type: none"> Workstation self-assessments Use of trolleys and other lifting aids Utilise a buddy system Worker training Engage University services as required 	Low
Receipt of office supplies such as paper	Manual handling injuries from lifting Inappropriate storage areas when first delivered	Possible	Moderate	Medium	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Occupational Health and Safety Regulations 2017 (Vic) Part 3.1 Hazardous Manual Handling</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Hazardous manual handling requirements</i> <i>Health & Safety: Ergonomics requirements</i> 	<ul style="list-style-type: none"> Ordering appropriate quantities of supplies as required Use of trolley to move supplies 	Low
General office environment	Poor housekeeping and storage arrangements (also listed above):	Unlikely	Minor	Low	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> Scheduled office workplace inspections 	Low

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		L	C					
	<ul style="list-style-type: none"> • accumulation of rubbish • tripping of inappropriately place items (e.g. electrical power cords) • damaged power cords • Faulty electrical equipment • blocked emergency exits • overloaded shelving • bumping/walking into opened cupboards and drawers • Emergency occurrence i.e. fire/evacuation/internal emergency 				<ul style="list-style-type: none"> • OfficeWise (Vic) 	<ul style="list-style-type: none"> • <i>Health & Safety: Hazardous manual handling requirements</i> • <i>Health & Safety: Ergonomics requirements</i> 	<ul style="list-style-type: none"> • Regular rubbish removal • Worker training • Running electrical power cords away from walkways • Testing and tagging of electrical equipment – RBB is RCD protected therefore program not required. Focus is on Clinic <ul style="list-style-type: none"> ○ Medical grade RCD testing is required within sleep laboratory on annual basis ○ Medical grade testing and tagging is required of medical equipment within sleep laboratory • Out of Service tag out labels available on OHS noticeboard • Worker training and induction that includes local emergency procedures • First aid • Suitable fire extinguishers 	
Accessing the office /roof space	<p>Unknown individual enters office:</p> <ul style="list-style-type: none"> • Theft • Property damage • Psychological or physical injuries <p>Including unauthorized personnel attempting to enter roof space at RBB and terrace at Clinic</p>	Unlikely	Severe	High	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • OfficeWise (Vic) 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> • Electronic access e.g. swipe card system • Activate duress alarm Staff provided with lockable personal storage • UniSafe app with emergency contacts • Worker training and induction that includes local emergency procedures • Authorised personnel i.e. reception staff, contractors, can enter roof space only via key access 	Low

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		L	C					
							<ul style="list-style-type: none"> ○ Sign in/out register in place 	
<p>Opening/closing of windows</p> <p>Attaching evaporative cooler bracket to window frame</p>	<ul style="list-style-type: none"> • Items falling from height • Manual handling injuries from lifting, pushing and pulling 	Unlikely	Major	High	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) 	<ul style="list-style-type: none"> • <i>Health & Safety: Hazardous manual handling requirements</i> • <i>Health & Safety: Workplace inspection requirements</i> 	<ul style="list-style-type: none"> • Scheduled workplace inspections • Facilities staff available to attach brackets • Windows opening restricted to <200mm 	Low
Use of Anechoic Chamber	<ul style="list-style-type: none"> • Entrapment • Failure to be aware of emergency and being alert to evacuate • Exposure to fire and smoke from electrical hazard • Increase in temperature 	Unlikely	Major	High	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> • Installation of a sound alarm and warning light system that is wired to the EWIS Panel of the building • Buddy system • Door to be designed for emergency quick opening i.e. specific hinges with signage explaining mechanism for release • Telephone landline with quick dial to security for communication in case of entrapment • Fire sprinkler system currently installed • Smoke detector currently installed • Building is RCD compliant • Mechanical ventilation installed to regulate air flow • Written Safe Work Protocol. 	Low
Use of kitchen facilities	<p>Poor housekeeping</p> <p>Burns from boiling water</p> <p>Cuts from kitchen cutlery</p> <p>Liquid spills</p> <p>Electrocution/electric shock from</p>	Unlikely	Major	High	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.1 Hazardous Substances 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Workplace inspection requirements</i> 	<ul style="list-style-type: none"> • Include kitchen facilities in scheduled office workplace inspections • Place boiling water appliances at working height • Non-drip taps on boiling water 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
	electrical appliances Kitchen fire Cleaning chemicals						appliances <ul style="list-style-type: none"> Testing and tagging of electrical equipment – RBB is RCD protected therefore program not required. Focus is on Clinic Suitable fire extinguishers First aid kit Trained first aider Floor warden Worker training and induction that includes local emergency procedures Clean up kitchen spills immediately SDS for cleaning chemicals 	
Use of office equipment such as: <ul style="list-style-type: none"> staplers, hole punch laminators paper shredder photocopiers fax machines 	Manual handling injuries from repetitive tasks Manual handling injuries from lifting/loading paper Cuts from sharp objects (e.g. staples) Burns from ho plastic when laminating	Possible	Moderate	Medium	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> Purchase and use of suitable equipment Vary tasks Follow instructions/guidelines Use automated/motorised equipment for large volumes of work i.e. trolleys First aiders and first aid kits 	Low
Travelling for business purposes via: <ul style="list-style-type: none"> Public transport Taxi Pool/hire car Air Personal vehicle 	Accidents / Injuries e.g. car accident, harassment/discrimination and/or aggression from public Environmental conditions e.g. weather influences, flora and fauna, bushfire/flooding Remote location / Interaction with public - security hazard (risk of physical aggression) Remote journey travel conditions e.g.	Possible	Major	High	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 (Vic) First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> <i>Vehicle use OHS Requirements Procedure</i> <i>Field Work OHS Guidelines</i> 	<ul style="list-style-type: none"> UniTravel department - Provision of global medical, safety and travel assistance Suitability of type of vehicle and receive relevant training as required i.e. 4WD Suitability of driver qualification Rotation of drivers. <ul style="list-style-type: none"> Driver should take 20 min break every 3 hours of driving Working in Isolation form 	Medium

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
	gravel road/ rough road surface Remote areas where there is no phone signal coverage Fatigue Carrying luggage and equipment in/out of car						<ul style="list-style-type: none"> ○ Identify if mobile phone coverage is adequate ○ Availability of satellite phone for communication. • Check in/out with colleague/Supervisor ○ Completion of local induction including protocols/procedures for conducting interviews • First Aid requirements as required e.g. kit / training • Adopt suitable manual handling techniques e.g. reduce load sizes, multiple trips when transporting items, use of mechanical aids where appropriate • Induction covering safety considerations for field work E.g. management of clinical aggression and/or ASIST (suicide risk management), and/or MH first aid. • Ensure medical fitness of staff 	
Attending clinics or other workplaces	Slip/trip/fall hazards Isolation Unknown hazards Isolation Lack of knowledge of local emergency/safety procedures leading to injury in an emergency	Unlikely	Minor	Low	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004 (Vic)</i> • Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 (Vic) • 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Vehicle use OHS Requirements Procedure</i> • <i>Field Work OHS Guidelines</i> 	<ul style="list-style-type: none"> • If carrying equipment or heavy bags organise trolley or use the elevator • Working in Isolation form <ul style="list-style-type: none"> ○ Identify if mobile phone coverage is adequate ○ Use of GPS app ○ Availability of satellite phone for communication. • Adopt suitable manual handling techniques e.g. reduce load sizes, multiple trips when 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
	Exposure to flu or other illness						<ul style="list-style-type: none"> transporting items, use of mechanical aids where appropriate • Check in/out with colleague/Supervisor <ul style="list-style-type: none"> ○ Completion of local induction including protocols/procedures for conducting work practices • Undergo OHS induction training at each site where available and be aware of surroundings e.g., location of emergency exit and suitable fire extinguishers • Know individual locations of duress alarm • Carry and display UoM ID. • Avoid isolation • Have up-to-date flu vaccinations, and other immunisations as appropriate • Implementation of field work management plan to risk assess requirements for particular 	
Interviewing / recruiting (face to face)	<p>Unknown hazards</p> <p>Participant mental state deteriorated since last communication</p> <ul style="list-style-type: none"> • Aggressive behaviour • Suicidal ideation • Disinhibition • Poor hygiene • Manipulation/bullying 	Possible	Minor	Medium	<ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 (Vic) • First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> • Health & Safety: Hazardous manual handling requirements • Health & Safety: Risk management requirements • Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> • Patient screening • Obtain and ensure understanding of informed consent prior to interview • Reiterate confidentiality requirements at the commencement of every interview • Clinic safety procedure manual • Have a deescalating interview plan for ceasing interview early 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
							<p>if the situation warrants</p> <ul style="list-style-type: none"> • Avoid ties or scarves around your neck, wear minimal jewelry • Review clinical history prior to interview, in particular history of aggression, suicide and current mental state • Liaise with Case Manager prior to interview • Book interview rooms with a duress alarm • Know individual locations of duress alarm • Plan safe and swift exit strategy from interview room • Interview in pairs where possible • Consider clinical staff attend if necessary • Identify safe zone outside interview room with access to phone • Ensure emergency & security procedures current before commencing interview e.g., <ul style="list-style-type: none"> ○ Contact number of Crisis Assessment Team (CAT) ○ Contact number for Security ○ Contact number for Supervisor ○ Clinical staff members around and adequately trained to assist • All incidents to be recorded and reviewed as per Uni Melb policy and procedure (ERMS) 	

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
After hours interviewing	Unknown hazard Isolation Participant mental state deteriorated since last communication <ul style="list-style-type: none"> Aggressive behaviour Disinhibition Poor hygiene Manipulation/bullying 	Possible	Minor	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Patient screening Avoid and seek other alternatives Working in Isolation form Reiterate confidentiality requirements at the commencement of every interview Site specific after-hours induction Mobile phone charged and in credit Location of duress button (if available after hours) Good knowledge of current emergency after hours contacts Interview in pairs Communicate location of activity Communicate start / end time of activity Advise upon completion of the activity Consider security escort to car if car park is isolated and it is dark All incidents to be recorded and reviewed as per Uni Melb policy and procedure (ERMS) 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
MRI/fMRI scanning	Participant issues: <ul style="list-style-type: none"> Unknown hazard Claustrophobia Metal implants moving due to magnet in scanner 	Likely	Minor	Medium	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> Research ethics and integrity – Biosafety 	<p>Completion of induction and provision of training into relevant operating and safety protocols by host organization</p> <p>Informed consent form has been discussed, understood and signed by the participant</p> <ul style="list-style-type: none"> Exclusion criteria for metal implants e.g., surgical, braces on teeth addressed by researcher prior to scan and confirmed at time of scan by MRI technician via use of check list All metal objects/ jewelry removed Remove participant from scanner if their anxiety or aggression level warrants Use mock scan in the first instance 	Low
Stimulation Devices i.e. tDCS/tACS	Participant issues: <ul style="list-style-type: none"> Mild electrical shocks to patients Mild burning to skin Reaction to scalp gel/electrolyte 	Possible	Minor	Medium	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and Materials</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Published safety guidelines Screening patients SOP and training Approved gel for process Non 240V power supplied (isolated from mains, battery powered only) 	Low
Neuro Imaging Device EEG	Participant issues: <ul style="list-style-type: none"> Cap size Reaction to scalp gel Ergonomics 	Rare	Insignificant	Low	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and Materials</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> SOP and training Approved gel for process 	Low
Working in a PC2 laboratory (Physical containment level 2)	Working with microorganisms or materials that are normally present in the community but can pose risk to humans,	Unlikely	Major	High	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> 	<ul style="list-style-type: none"> <i>Infectious agent project approval policy (MPF1246)</i> 	<ul style="list-style-type: none"> where applicable, pathogen safety data sheets (PSDS) 	Low

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		L	C					
	animals or plants: <ul style="list-style-type: none"> accidental exposure accidental removal of contaminant outside the laboratory deliberate removal (e.g. theft) of contaminant outside the laboratory spillage Equipment hazards 				<ul style="list-style-type: none"> Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and Materials Gene Technology Act 2001 (Vic) Gene Technology Act 2000 (Cth) Gene Technology Regulations 2011 (Vic) AS/NZS 2243.3 Safety in laboratories. Part 3: Microbiological aspects and containment facilities AS 2252 (series) Biological safety cabinets AS 2476 General fumigation procedures 	<ul style="list-style-type: none"> Infectious agent project approval procedure (MPF1153) Infectious agent reporting policy (MPF1250) Infectious agent reporting procedure (MPF1161) Health & Safety: Laboratory requirements Health & Safety: Risk management requirements Health & Safety: Personal protective equipment requirements Containment Facility Internal Certification Policy (MPF1195) Containment Facility Internal Certification Procedure (MPF1151) 	<ul style="list-style-type: none"> Risk assessment Signage displaying biological hazard symbol and level of containment (on door or near entrance) Restricted access to authorised workers and away from public areas/access Smooth easy to clean surfaces Hand free washing facilities Water supply with backflow prevention Directional airflow by extracting room air Autoclave Refrigerator with biological hazard symbol Appropriate PPE and clothing Suitable storage for PPE and hooks for lab coats Containers clearly labelled Biohazard Laboratory Practice Training for all workers Supervision at level appropriate to level of worker's competency Adoption of "Standard Precautions" as outlined in AS/NZS 2243.3 Section 4.8.7 Work practices as outlined in AS/NZS 2243.3 Section 4.8.6 Emergency shower and eyewash station Spill kits and clean up procedures Workers training for response to spills SDS and procedures for use of associated chemicals 	
Sleep Laboratory								
Abrading scalp with blunt needles	Possible biological hazard- Very rare chance of drawing blood from the scalp whilst abrading	Unlikely	Minor	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) First Aid in the Workplace- Compliance Code-WorkSafe 	<ul style="list-style-type: none"> Health & Safety: Hazardous manual handling requirements Health & Safety: Risk management requirements Research ethics and integrity – 	<ul style="list-style-type: none"> Written Safe Work Protocol Always performed by a trained member of the laboratory. Protective equipment provided, 	Low

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		L	C					
					Victoria	<i>Biosafety</i>	gloves etc.	
Running normal CO2 trials	Possible asphyxiation	Rare	Major	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> <i>Health & Safety: Hazardous manual handling requirements</i> <i>Health & Safety: Risk management requirements</i> <i>Research ethics and integrity – Biosafety</i> 	<ul style="list-style-type: none"> 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 or the experiment does not proceed. Training which will have to be signed off by a supervisor once the individual is deemed competent Participants CO2 & O2 levels are monitored by two separate experimenters on a breath by breath basis. 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. Use of gases are always conducted by or is supervised by a senior staff member. All gases administered contain 40% O2 approximately twice that of normal air. The respiratory circuit is designed so that at the twist of one valve the participant is breathing room air. 	Low
Cleaning Respiratory Equipment	Chemical - Miltion-Disinfectant	Possible	Minor	Medium	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and</i> 	<ul style="list-style-type: none"> <i>Health & Safety: Hazardous manual handling requirements</i> <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> Written Safe Work Protocol. Give appropriate training which will have to be signed off by a supervisor once the individual is deemed competent 	Low

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		L	C					
					<i>Materials</i> <ul style="list-style-type: none"> • <i>Dangerous Goods Act 1985 (Vic)</i> • <i>Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)</i> • <i>Drugs Poisons and Controlled Substances Regulations 2017 (Vic)</i> • <i>Drugs Poisons and Controlled Substances (Precursor Chemicals) Regulations 2007 (Vic)</i> • <i>Drugs Poisons and Controlled Substances (Volatile Substances) Regulations 2007 (Vic)</i> • <i>Therapeutic Goods Act 2010 (Vic)</i> • <i>AS 2243.2 Safety in Laboratories. Part 2: Chemical aspects</i> • <i>AS 2243.10 Safety in Laboratories. Part 10: Storage of Chemicals</i> 	<ul style="list-style-type: none"> • <i>Research ethics and integrity – Biosafety</i> • <i>Health & Safety: Chemical requirements</i> • <i>Health & Safety: Personal protective equipment requirements</i> 		
Removal of Cleaning of Milar catheter	Alconox (Terg-a-zyme)- Enzyme active detergent. Contact with bodily fluid (Respiratory Airway Mucus)	Possible	Minor	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004 (Vic)</i> • <i>Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances</i> 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Personal protective equipment requirements</i> • <i>Research ethics and integrity – Biosafety</i> 	<ul style="list-style-type: none"> • Written Safe Work Protocol. • Give appropriate training which will have to be signed off by a supervisor once the individual is deemed competent • Provide PPE- gloves 	Low
Removal and disposal of indwelling EMG wires.	Bio hazard Potential contact with small amounts of Blood	Possible	Minor	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004 (Vic)</i> • <i>Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances</i> 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Personal protective equipment requirements</i> • <i>Research ethics and integrity – Biosafety</i> 	<ul style="list-style-type: none"> • Written Safe Work Protocol. • Give appropriate training which will have to be signed off by a supervisor once the individual is deemed competent • Provide appropriate protective equipment • Double “biohazard” bag wires prior to appropriate disposal. 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
Use of Magnetometers	Electrical hazard (as with any electrical device)	Rare	Minor	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Personal protective equipment requirements Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Written Safe Work Protocol 	Low
Making Electrodes	Cuts - use of scalpels Needle stick injury-non-biological hazard	Unlikely	Minor	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Personal protective equipment requirements Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Written Safe Work Protocol 	Low
Inserting needle Electrodes	Needle stick injury – with possible biological hazard	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Personal protective equipment requirements Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Always performed by an appropriately trained and qualified staff member. Protective equipment provided, gloves etc. 	Low
Running overnight sleep studies	Personal safety Fire or Power outage in the building Driving home after study (Potential Increased Accident Risk) Participant mental state deteriorated since last communication <ul style="list-style-type: none"> Aggressive behaviour Disinhibition Poor hygiene Manipulation/bullying 	Possible	Major	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Patient screening Written Safe Work Protocol, including appropriate contact number (Security x4666etc.), Having 2 experimenters where possible. Schedules record dates and times of experiments Duress alarms (SOP): mobile and fixed, can be activated 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. Fire Extinguisher training by select staff Suitable fire extinguishers Working in isolation Written Safe Work Protocol. 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
							<ul style="list-style-type: none"> • Give appropriate training which will have to be signed off by a supervisor once the individual is deemed “competent”, including advising experimenters not to drive when tired. • Provide a place in the laboratory for experimenters to sleep is needed as well as kitchen and bathroom facilities. • Reiterate confidentiality requirements at the commencement of every interview • Site specific after-hours induction • Mobile phone charged and in credit • Good knowledge of current emergency after hours contacts • Communicate location of activity • Communicate start / end time of activity • Advise upon completion of the activity • Consider security escort to car if car park is isolated and it is dark • All incidents to be recorded and reviewed as per Uni Melb policy and procedure (ERMS) 	
Students working after-hours NOT collecting data.	Fire or Power outage in the building	Possible	Minor	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004 (Vic)</i> 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> • Give appropriate training which will have to be signed off by a supervisor once the individual is deemed “competent”. • Suitable fire extinguishers • Patient screening • Avoid and seek other 	

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		L	C					
							<ul style="list-style-type: none"> alternatives Working in Isolation form Site specific after-hours induction Mobile phone charged and in credit Location of duress button (if available after hours) Good knowledge of current emergency after hours contacts Interview in pairs Communicate location of activity Communicate start / end time of activity Advise upon completion of the activity Consider security escort to car if car park is isolated and it is dark All incidents to be recorded and reviewed as per Uni Melb policy and procedure (ERMS) 	
Handling glassware	Lacerations from broken glass injection of biologicals from contaminated glass	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Personal protective equipment requirements 	<ul style="list-style-type: none"> Workers training in basic use and care of glassware All glassware checked prior to use Processes that may put glass under stress (e.g. vacuum) fully enclosed/guarded Heated glass handled according to localised procedures Use PPE Damaged and broken glass disposed of in designated waste First aid kits Trained first aiders 	Low
Use of chemicals within sleep laboratory								
Receipt of chemicals into the	Unknown chemical properties and safe	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Occupational Health and Safety 	<ul style="list-style-type: none"> Health & Safety: Chemical 	<ul style="list-style-type: none"> SDS obtained prior to 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
laboratory	<p>handling/storage requirements</p> <p>Handling and managing toxic/dangerous chemicals</p> <p>Chemicals that require special permits, licensing requirements and so on</p> <p>Inadequate and/or unavailable storage facilities</p> <p>Chemicals delivered to wrong area or an area not appropriately set up for receipt of chemicals</p> <p>Temporary storage are inappropriate location/facilities</p> <p>Damaged packaging:</p> <ul style="list-style-type: none"> physical exposure fume spills and leaks 				<p>Act 2004 (Vic)</p> <ul style="list-style-type: none"> Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and Materials Occupational Health and Safety Regulations 2017 (Vic) Part 4.2 Scheduled Carcinogenic Substances Dangerous Goods Act 1985 (Vic) Dangerous Goods (Storage and Handling) Regulations 2012 (Vic) Drugs Poisons and Controlled Substances Regulations 2017 (Vic) Drugs Poisons and Controlled Substances (Precursor Chemicals) Regulations 2007 (Vic) Drugs Poisons and Controlled Substances (Volatile Substances) Regulations 2007 (Vic) Therapeutic Goods Act 2010 (Vic) AS 2243.2 Safety in Laboratories. Part 2: Chemical aspects AS 2243.10 Safety in Laboratories. Part 10: Storage of Chemicals 	<p>requirements</p> <ul style="list-style-type: none"> Health & Safety: Personal protective equipment requirements Health & Safety: Risk management requirements 	<p>purchase/order of chemical(s)</p> <ul style="list-style-type: none"> Risk assessment of area where chemicals are delivered Training provided for workers who receive chemical deliveries ERMS/Chemical risk assessments Rationalising chemical supplies to ensure: <ul style="list-style-type: none"> ordering minimum quantities compatibility of chemicals adequate storage facilities and space available all required signage and PPE is available Substituting less toxic chemicals where possible Use of purpose built chemical cupboards Bunded storage areas Chemical training for workers Chemicals listed on a manifest such as in GoldFFX Use personal protective equipment as described in the SDS Local induction and emergency training Emergency procedures in place Spill kits available First aid kits Trained first aiders 	
Storage of chemicals	<p>Incompatible chemicals stored together leading to fire and or explosion</p> <p>Increased risk of unsafe atmosphere where gas cylinders are stored inside</p> <p>Damaged, removed or incorrect labels</p> <p>Damaged containers</p> <p>Chemicals stored in inappropriate areas. For</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and Materials Dangerous Goods Act 1985 (Vic) 	<ul style="list-style-type: none"> Health & Safety: Chemical requirements Health & Safety: Personal protective equipment requirements Health & Safety: Risk management requirements 	<ul style="list-style-type: none"> Risk assessments to determine appropriate storage arrangements and packaging requirements All gas cylinders not in use stored in purpose-built areas Gas cylinders stored in storage 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
	<p>example, corrosive chemicals stored under a sink and not a purpose-built corrosives locker</p> <p>Toxic fumes</p> <p>Chemical spills and leaks</p> <p>Manual handling hazards associated with large heavy containers of chemical</p> <p>Time sensitive chemicals – properties of chemicals alter, can become unstable</p>				<ul style="list-style-type: none"> • <i>Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)</i> • AS 2243.10 Safety in Laboratories. Part 10: Storage of Chemicals 		<p>areas – stored in minimum quantities</p> <ul style="list-style-type: none"> • Gas cylinders secured • Gas regulators installed, tested and calibrated as per required intervals • All chemicals stored in drip trays and/or bunded areas (chemical cabinet) • Where ever possible chemicals stored in their original containers/packaging. Where this is not appropriate a risk assessment is undertaken to ensure correct packaging and labelling • Hazchem signage where required • Chemicals in small sized containers to reduce weight • Time sensitive chemicals dated and monitored through scheduled workplace inspections • Use lifting aids and trolleys for larger items • Use personal protective equipment described in the SDS • Training for workers responsible for storing and accessing chemicals • Access to chemical storage restricted to authorised workers only • Local induction and emergency training • Emergency procedures in place • Suitable fire extinguishers • First aid kits • Trained first aiders 	

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
Using and handling chemicals	Incompatible chemicals mixed together: <ul style="list-style-type: none"> • fire • explosion • release of toxic fumes Creating unknown new chemicals Increased risk of unsafe atmosphere where gas cylinders are used Damaged, removed or incorrect labels Chemicals used in inappropriate containers Chemicals used in inappropriate areas Toxic fumes and leakage from chemical experiments Fire and explosion during decanting Physical contact with a chemical Manual handling hazards associated with large heavy containers of chemical Manual handling injuries from moving and setting up gas cylinders	Possible	Severe	Extreme	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.1 Manual Handling • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.1 Hazardous Substances and Materials • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.2 Scheduled Carcinogenic Substances • <i>Dangerous Goods Act 1985</i> (Vic) • <i>Dangerous Goods (Storage and Handling) Regulations 2012</i> (Vic) • AS 2243.2 Safety in Laboratories. Part 2: Chemical aspects 	<ul style="list-style-type: none"> • <i>Health & Safety: Chemical requirements</i> • <i>Health & Safety: Personal protective equipment requirements</i> • <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> • Risk assessments to determine chemical properties and appropriate handling arrangements • Compatible equipment used with chemicals • Fume cupboards • Gas cylinders secured • Chemicals in small sized containers to reduce weight • Chemicals labeled • Use lifting aids and trolleys for larger items • Use personal protective equipment described in the SDS • Training for workers using chemicals • Access to chemical storage restricted to authorised workers only • Adequate supervision with regards to level of training and experience • Cylinder trolleys • Manual handling training for gas cylinders • Local induction and emergency training • Emergency procedures in place • Suitable fire extinguishers • First aid kits • Trained first aiders 	Medium
Disposal of chemicals	Damaged, removed or incorrect labels Chemicals stored in inappropriate containers Uncontrolled access to chemical wastes Manual handling injuries from large containers	Possible	Major	High	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.1 Hazardous Substances and Materials • <i>Occupational Health and Safety</i> 	<ul style="list-style-type: none"> • <i>Chemical risk management requirements</i> • <i>Personal protective equipment – Health and safety requirements</i> • <i>Health and safety risk management requirements</i> • <i>Health & Safety: Hazardous waste</i> 	<ul style="list-style-type: none"> • Chemicals labeled and disposed of in appropriate containers • Removed by EPA licensed contractor • Risk assessment of area where chemicals are picked up for disposal 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
					<i>Regulations 2017</i> (Vic) Part 4.2 Scheduled Carcinogenic Substances <ul style="list-style-type: none"> • <i>Dangerous Goods Act 1985</i> (Vic) • <i>Dangerous Goods (Storage and Handling) Regulations 2012</i> (Vic) • AS 2243.2 Safety in Laboratories. Part 2: Chemical aspects 	requirements	<ul style="list-style-type: none"> • Restricted access where appropriate • Local induction and emergency training • Emergency procedures in place • Spill kits available • First aid kits • Trained first aiders 	
Biological-based activities								
Using centrifuge	Centrifuge “walks” across bench Contents escape during use Hand/clothing caught in moving parts Centrifuge becomes contaminated during use	Unlikely	Minor	Low	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.5 Plant 	<ul style="list-style-type: none"> • <i>Health & Safety: Regulated plant requirements</i> • <i>Research ethics and integrity – Biosafety</i> 	<ul style="list-style-type: none"> • Centrifuge fixed to bench during operation • Centrifuge not placed inside a Class I or Class II biological Safety Cabinet • ERMS/Plant hazard risk assessment • Centrifuge moving parts guarded • Inspected prior to use • Inspection log book • Contents secured and “locked” during use • Cleaning procedures following use of centrifuge 	Low
Using a pipette	Repetitive motion of hands Long duration of activity Contamination	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.1 Hazardous Manual Handling 	<ul style="list-style-type: none"> • <i>Health & Safety: Hazardous manual handling requirements</i> • <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> • ERMS/Hazardous manual handling risk assessment • Where ever possible use: <ul style="list-style-type: none"> • multipipette to reduce repetitive motions • electronic assisted pipettes • pipettes with ergonomic design • Use PPE 	Low
Using sharps such as needles e.g. human phlebotomy	Accidental sharps injury and possible infection Spill	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Research ethics and integrity – Biosafety</i> 	<ul style="list-style-type: none"> • Local procedures and training for handling and disposing of sharps <ul style="list-style-type: none"> ○ Phlebotomy training ○ Spill containment protocol • Use PPE • First aid and follow up screening where required • First aid kit • Trained first aider 	Low
Blood transport	Spill Exposure to blood	Unlikely	Minor	Low	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> • Local procedures and training for handling 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
					<ul style="list-style-type: none"> First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Spill containment protocol Use PPE First aid and follow up screening where required First aid kit Trained first aider 	
Saliva (human) collection	Spill Exposure to blood	Rare	Minor	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and Materials First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Local procedures and training for handling <ul style="list-style-type: none"> Spill containment protocol Use PPE First aid and follow up screening where required First aid kit 	Low
Disposal of biological wastes	Damaged, removed or incorrect labels Biological wastes stored in inappropriate containers Uncontrolled access to biological wastes	Unlikely	Major	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 4.1 Hazardous Substances and Materials Environment Protection Act 1970 (Vic) Environmental (Prescribed wastes) Regulations 1998 (Vic) 	<ul style="list-style-type: none"> Health & Safety: Hazardous waste requirements Health & Safety: Risk management requirements 	<ul style="list-style-type: none"> Removed by central OHS services via licensed contractor Risk assessment of area where biological wastes are picked up for disposal Restricted access where appropriate Local induction and emergency training Emergency procedures in place Spill kits available First aid kits Trained first aiders Clinical waste bin available 	Low
Store samples and specimen in -80°C and -30°C Freezer Operation of freezer	Biological spill Cold contact to skin causing burns Melted ice, slip hazard.	Unlikely	Minor	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) First Aid in the Workplace- Compliance Code-WorkSafe Victoria 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Research ethics and integrity – Biosafety 	<ul style="list-style-type: none"> Wear appropriate thermal gloves when handling items. Risk assessment of area where biological wastes are picked up for disposal Local procedures and training for handling Spill containment protocol Restricted access where appropriate Local induction and emergency training Emergency procedures in place Spill kits available 	Low

Activity	Associated Hazards/Risks	Inherent Risk Analysis		Inherent Risk Rating	Legislation/Standards/ Guidance	University Policies and Requirements	Controls	Residual Risk Rating
		L	C					
							<ul style="list-style-type: none"> • First aid kits • Trained first aiders • Clinical waste bin available • Good housekeeping. • Regular checks if fridge/freezer is working. • Scheduled workplace inspections 	
					•	•	•	
					•	•	•	
					•	•	•	