

MacKillop College Risk Assessment

Assessment by:		Department:	
Date of activity:		Class:	
Teachers/staff:			
Risk assessment is a term used to describe the overall process or method where you: - Identify hazards and risk factors that have the potential to cause harm (hazard identification). - Analyze and evaluate the risk associated with that hazard (risk analysis, and risk evaluation). - Determine appropriate ways to eliminate the hazard, or control the risk when the hazard cannot be eliminated (risk control).			
Identify/describe activity, equipment, area or event you are assessing:			

Item	<u>Step 1:</u> Identify the hazard/s	<u>Step 2: Assess</u> the risks - <i>Note there may be several risks associated with each hazard</i>				<u>Step 3 & 4:</u> List the controls needed to remove or reduce the risks				<u>Step 5:</u> who has the responsibility? Record review date.	
	What could cause harm?	What could go wrong?	L	C	R	Controls	L	C	R	person responsible	Re Da
	Manuel Handling	- Broken bones - Muscle strain - Small fractures - Sprain injury	4	3	H	first aid - what needs to be lifted can be done by one person - Using equipment like a dolly box to lift any heavy boxes - Having two people carrying the item depending on the size - Administration training at the - Wearing the correct PPE	3	3	H	Employer Workers	

	What could cause harm?	What could go wrong?	L	C	R	Controls	L	C	R	person responsible	Review Date
	Electrical appliances and cords	-Death -Electrocution -Strangulation -Fire -Burns	3	4	H	- Call 000 - Administer first aid - Reporting any faulty cords or wires to the owners - Avoid working in the area - Covering outlets when they are not being used -	3	3	H	Employer Workers	
	Hot weather	- Death - Heat stroke - Dehydration - Heavy sweating - Fainting - Vomiting - Dizziness - Headaches - Nausea - Sunburn	3	3	H	- Call an ambulance and get assistance with first aid. -Finishing work early if feeling heavy symptoms of heat stroke -when the weather is hot and the UV rays is high wearing a lot of sunscreen and a sunproof hat - Working indoors if possible - wearing long sleeve clothing if possible	3	2	M	Employer Worksafe	

	What could cause harm?	What could go wrong?	L	C	R	Controls	L	C	R	person responsible	Review Date
	Operating heavy machinery	-Death -Brain Damage - Broken bones -Hearing loss -Loss of limb -Stains and pulled muscle -Cuts and bruises	4	4	V H	- Doing it by hand - Isolating the area - only a licenced worker uses the equipment - that its properly stored and maintained - the supervisor is present - Provide training to workers - Use signs - first-aid Officer is present - Apply first-aid - Wear correct PPE	3	3	H	Employer Licenced workers	
	Falling from heights	- Death - Paralysed - Brain damage - Head injury - Broken back - Broken bones - Torn muscles - Pulled and strained muscles - Cuts and Bruises	4	4	V H	- Use safety rails - Have someone holding the ladder - there are experienced people working on the roof - supervisor is present - Provide training - Use signs - first-aid officer is present - Apply first aid - Wear correct ppe	3	3	H	Owner Employee	

	What could cause harm?	What could go wrong?	L	C	R	Controls	L	C	R	person responsible	Review Date
	Slips and trips	- Head injury - Back injury - Broken bones - Cut and bruise - Ankle injury	4	3	H	- Isolate the area - only licenced person uses equipment - make sure that it's properly stored and maintained - Provide training to workers - Use signs - Ensure first-aid Officer is present - Apply first aid - Wear the correct PPE	3	3	H	Owner Employee	
	Hand tools	- Cut hand - Cut finger - Soreness - Aches - Fatigue	3	3	H	- Use the correct techniques - only licenced workers use the equipment - Ensure that it is properly stored and maintained - Provide training to the workers on how to use the tools - Use signs - Ensure first-aid Officer is present - Apply first-aid - Wear correct PPE	2	2	M	Owner Employee	

	What could cause harm?	What could go wrong?	L	C	R	Controls	L	C	R	person responsible	Review Date
	Burns	- Death - Bacterial infection - Fluid loss - Low blood volume - Breathing problems	1	4	M	- Remove all equipment which can cause fire. - Isolate the area - licenced person uses equipment - stored and maintain it - Provide training - Use signs - first-aid Officer is present - Apply first aid - Wear correct PPE	1	3	L	Employer Licence worker	
	animal bites/ insect stings	- Death - Poisons insect bite - Ear infections - Difficulty breathing and swallowing - Illness - Swelling - Difficulty talking - Coughing	4	4	V H	- Remove the animal/ bug - Spray bugspray over the bugs - Put a bug net over the work spot you're working near. - Isolate the area - supervisor is on the worksite - That a first-aid officer is present - Apply first aid - Wear the correct ppe	3	3	M	-House/ workplace owner - Boss	

	What could cause harm?	What could go wrong?	L	C	R	Controls	L	C	R	person responsible	Review Date
	allergic reactions	- Death - Ear infections - Illness - Swelling	4	4	V H	- Use machine to get rid of the grass/flower - Use spray to get rid of it - Isolate the area - supervisor on the worksite - a first-aid officer is present - Apply first aid - Have training - Wear correct ppe	3	2	M	Owner Boss	
	falling objects	- Death - Head injury - Back injury - Broken bones - Cut and bruise - Ankle injury	4	4	V H	- Make sure there is no equipment left lying around - Isolate the area - Ensure that a supervisor is on site - Use signs - Ensure first-aid officer is present - apply first aid - Wear correct ppe	3	3	H	Boss Worker	

	What could cause harm?	What could go wrong?	L	C	R	Controls	L	C	R	person responsible	Review Date
	moving vehicles	- Death - Head injury - Back injury - Broken bones - Strained muscles - Cuts and bruises	2	4	H	- block off the road with cones - Isolate the area - Follow the road rules - Manage the traffic if needed - Ensure supervisor is present - Use signs for the road - Ensure first-aid Officer is present - Apply first aid - Wear correct PPE	1	3	L	Boss Worker Traffic controller Driver	
	Chemicals	Death Toxic release breathing difficulty Headaches Nausea	4	4	H	-Call the number on the back of the chemical -Looking at the MDS sheet -All chemicals being labelled with the right name, so you know how to handle it. -Using no-toxic cleaners where possible -Making sure the areas that have been cleaned have time to dry - Wearing gloves while cleaning -Using the right sponge or cloth -Washing hands after cleaning	2	3	M	Boss Worker	

[illegible]

Image 1: Risk Matrix

C o n s e q u e n c e s	Likelihood						
			Rare Event is exceptional	Unlikely The event could happen	Moderate The event will probably occur	Likely The event will occur in most circumstances.	Certain The event is expected to occur in all circumstances.
			Less than once a year	At least once a year	At least once every six months	At least once per month.	At least once per week.
		Level	1	2	3	4	5
	Negligible No Injury Low Environmental loss Low Financial loss	0	N	N	N	N	N
	Minor First-aid treatment Moderate Environmental loss Moderate Financial loss	1	L	L	L	M	M
	Serious Medical treatment Moderate Environmental loss High Financial loss	2	L	M	M	H	H
	Major Excessive, major long term injuries High environmental implications Major Financial loss	3	L	M	H	H	VH
	Fatality Single death	4	M	H	H	VH	VH
	Multiple deaths Multiple deaths and serious long term injuries	5	M	H	VH	VH	VH

Legend		
Risk Ranking	Risk Priority	Description
0	N	No risk. The cost to treat the risk are disproportionately high compared to the negligible consequences.
1-3	L	Low risk. May require consideration in any future changes to the work area or process, or can be fixed immediately.
4-6	M	Moderate risk. May require corrective action through planning and budgeting process.
8-12	H	High risk. Requires immediate corrective action.
15-25	VH	Very high risk. Requires immediate prohibition of the work, process and immediate corrective action.

Image 2: Hierarchy of control



