



This form is to be used in conjunction with the Environment Health and Safety Manual Procedure 3.2 Hazard Identification, Assessment and Control - Application.

## Information of Activity

Activity: Using lab books on a lab bench\_\_\_\_\_ Location: Chemistry\_\_\_\_\_

Identified by: G. Papadopoulos\_\_\_\_\_ Date: 15/5/07\_\_\_\_\_

Identified Hazard / Aspect: Cross-contamination of pens and book with substances in use\_\_\_\_\_

## Risk Analysis matrix – level of risk

| Identified Hazards                      | Risk Assessment |                |                 | Risk Score | Risk Level |
|---|-----------------|----------------|-----------------|------------|------------|
|   | Exposure (E)    | Likelihood (L) | Consequence (C) | E x L x C  |            |
| Contact with chemicals (assuming toxic) | 6               | 0.3            | 5               | 9          | M          |

| Definitions  |    |                |      |               |    |               |
|--------------|----|----------------|------|---------------|----|---------------|
| Exposure     | E  | Likelihood     | L    | Consequence   | C  | Risk Score    |
| Continuously | 10 | Almost Certain | 1.0  | Catastrophic  | 20 | <b>E</b> >20  |
| Frequently   | 6  | Likely         | 0.6  | Major         | 10 | <b>H</b> >10  |
| Occasionally | 3  | Possible       | 0.3  | Moderate      | 5  | <b>M</b> 3-10 |
| Infrequently | 2  | Unlikely       | 0.1  | Minor         | 2  | <b>L</b> < 3  |
| Rarely       | 1  | Rare           | 0.05 | Insignificant | 1  |               |

Hierarchy of Risk Controls  
**Elimination** is a permanent solution and should be attempted in the first instance.  
**Substitution** involves replacing the hazard or environmental aspect by one of lower risk.  
**Engineering** controls involve physical barriers or structural changes to the environment or process.  
**Administrative** controls reduce hazard by altering procedures and providing instructions.  
**Personal protective equipment** last resort or temporary control.

### LEGEND

E: extreme/significant risk; immediate action required; must be managed by senior management with a detailed plan, notify RMO immediately.

H: high risk, senior management attention needed, detailed research and management planning at senior levels

M: moderate risk, management responsibility must be specified; manage by specific monitoring or response procedures

L: low risk, manage by routine procedures; unlikely to need specific allocation of resources

## Details of Risk Controls to be Taken

Risk Controls: (These should be determined by both the person(s) identifying the risk and the responsible manager and HSR or Environmental Representative). When determining risk controls refer to Hierarchy of Risk Control. Some examples are operating manuals, safe work procedures, licenses, permits to work, training and instruction etc

Ensure the work area is kept clean and as free of chemicals as possible. Write-up areas should be separated from areas where hazardous materials are used or harmful processes undertaken. If using a book or pen in the lab, don't take them back to the office where they might come into contact with other items such as food. Pens kept in the lab should always be handled with gloves.

Person assessing the risk: G. Papadopoulos\_\_\_\_\_ Date: 15/5/07\_\_\_\_\_

Authorised by: G. Papadopoulos\_\_\_\_\_ Planned completion date: 15/5/07

## Risk Control Measures Completed

Actions by: G. Papadopoulos\_\_\_\_\_ Completed (Initials & date): 15/5/07