



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: Loading photocopiers Location: Chemistry
 Identified by: G. Papadopoulos Date: 20/6/07
 Identified Hazard / Aspect: Awkward reaching posture

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	
Squatting/kneeling	3	0.1	2	0.6	Low
Bending/twisting	3	0.1	2	0.6	Low
Reaching forward with load	3	0.1	2	0.6	Low

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

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 one ream is loaded at a time. If it's happening often enough (more than once a day), staff should rotate the task. Photocopiers are standard front loading machines with easy access. Ensure paper is stored in easily accessible areas.

Person assessing the risk: G. Papadopoulos Date: 20/6/07
 Authorised by: G. Papadopoulos Planned completion date: _____

Risk Control Measures Completed

Actions by: G. Papadopoulos Completed (Initials & date): 20/6/07