### UNIVERSITY OF MELBOURNE HEALTH AND SAFETY RISK REGISTER

<table>
<thead>
<tr>
<th>Category</th>
<th>Description of Hazard/Risk</th>
<th>Inherent Risk Analysis</th>
<th>Inherent Risk Rating</th>
<th>Legislation</th>
<th>Standards/Codes/Guidance</th>
<th>University Policies/Procedures</th>
<th>Controls</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
</table>
| 1. Chemical | • Chemical exposure - acute or chronic:  
  - inhalation  
  - absorption  
  - ingestion  
  - injection  
  • Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals  
  • New chemicals with uncertain properties arising from research and subsequent chemical analysis  
  • Time sensitive chemicals that can become unstable during storage  
  • Production of hazardous wastes  
  • Contamination due to accidental leakage, spills, emissions:  
    - air  
    - water  
    - soil/ground  
  • Engineered nanoparticles | Possible | Severe | Extreme | | | | | Medium |
| | • Occupational Health and Safety Act 2004 (Vic)  
| | • 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)  
| | • Weapons of Mass Destruction (Prevention of Proliferation) Act 1996 (Cth)  
| | • Weapons of Mass Destruction 1995 (Cth)  
| | • Agricultural and Veterinary Chemicals (Victoria) Act 1994 (Vic)  
| | • Industrial Chemicals Act 2019 (Cth) | | | | | | | |
| | • Australian dangerous goods transport code  
| | • AS/NZS 1020 The control of undesirable static electricity  
| | • AS 1345 Identification of the contents of pipes, conduits and ducts  
| | • AS/NZS 1596: The storage and handling of LP Gas  
| | • AS 1894 The storage and handling of non-flammable cryogenic and refrigerated liquids  
| | • AS 1940. The storage and handling of flammable and combustible liquids  
| | • AS/NZS 2022: Anhydrous ammonia - Storage and handling  
| | • AS/NZS 2229 Fuel dispensing equipment for explosive atmospheres  
| | • AS/NZS 2243.2: Safety in laboratories – Chemical aspects  
| | • AS/NZS 2243.10: Safety in laboratories – Storage of chemicals  
| | • AS2473 (series): Valves for compressed gas cylinders  
| | • AS 2507: The storage and handling of agricultural and veterinary chemicals  
| | • AS 2252.5: Controlled environments – Cytotoxic drug safety cabinets (CDSC) – Design, construction, installation, testing and use  
| | • AS 2714: The storage and handling of organic peroxides  
| | • AS/NZS 2927: The storage and handling of liquefied chlorine gas  
| | • AS 3780: The storage and handling of corrosive substances  
| | • AS/NZS 3833: The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers  
| | • AS 3961: The storage and handling of liquefied natural gas  
| | • AS/NZS 4081: The storage and handling of liquid and liquefied polyfunctional isocyanates  
| | • AS 4326: The storage and handling of oxidizing agents  
| | • AS 4332: The storage and handling of gases in cylinders  
| | • AS/NZS 4452: The storage and handling of toxic substances | | | | | | | |
| | • Health & Safety: Chemical management requirements  
| | • Health & Safety: Regulated plant requirements  
| | • Health & Safety: Personal protective equipment  
| | • Health & Safety: Risk management requirements  
| | • Health & Safety: Workplace inspection requirements  
| | • Health & Safety: Waste management requirements  
<p>| | • Health &amp; Safety: Spill management requirements | | | | | | | |</p>
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</table>
| 2. Contractor | ● Unfamiliar with University health and safety procedures  
● Work that adversely impacts on the University environment and/or students  
● Conducting work unsafely or in conflict with University procedures  
● High risk and/or specialised tasks  
● Introduced hazards into the workplace | Possible  | Severe  | Extreme  | ● Occupational Health and Safety Act 2004 (Vic)  
● Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work  
● Occupational Health and Safety Regulations 2017 (Vic) Part 5.1 Construction  
● AS 4301 General conditions of tendering and tender form for design and construct contract  
● Contractor guidelines (Vic)  
● Information on engaging a contractor (Vic)  
● Checklist – Contractor, subcontractor (Vic)  
● Health & Safety: Risk management requirements  
● Health & Safety: Contractor (service provider) requirements  |  |  |  |  |  |  |  |
### 3. Diving

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<thead>
<tr>
<th>Category</th>
<th>Description of Hazard/Risk</th>
<th>Inherent Risk Analysis</th>
<th>Legislation</th>
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<tbody>
<tr>
<td></td>
<td>• Adverse diving conditions</td>
<td>Unlikely</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
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<tr>
<td></td>
<td>• Dangerous marine flora and fauna</td>
<td>Severe</td>
<td>Marine and Coastal Act 2018 (Vic)</td>
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<td></td>
<td>• Diver poor swimming skills</td>
<td>High</td>
<td>Marine Safety Regulations 2012 (Vic)</td>
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<td></td>
<td>• Abandoned/lost</td>
<td></td>
<td>AS/NZS 2299 (series) Occupational diving operations, ADAS Australian Diver Accreditation Scheme (ADAS Board and Cth)</td>
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<td></td>
<td>• Diving associated conditions (eg bends)</td>
<td></td>
<td>A guide to marine regulations and how they affect you (Vic)</td>
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<td></td>
<td>• Faulty equipment</td>
<td></td>
<td>Recreational boating safety handbook (Vic)</td>
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<td></td>
<td>• Operating/using boat and equipment</td>
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<td></td>
<td>• Use electrical equipment/appliances</td>
<td>Possible</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
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<td></td>
<td>• Use of uncertified electrical equipment/appliances</td>
<td>Severe</td>
<td>Electrical Safety Act 1998 (Vic)</td>
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<td></td>
<td>• Incorrect and/or faulty electrical installation</td>
<td>Extreme</td>
<td>Electrical Safety (Equipment) Regulations 1999 (Vic)</td>
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<tr>
<td></td>
<td>• Use electrical equipment/appliances that do not meet relevant Standards and Codes</td>
<td></td>
<td>Electricity Safety (Management) Regulations 2009 (Vic)</td>
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<td></td>
<td>Electricity Safety (Installations) Regulations 2009 (Vic)</td>
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<td>AS/NZS 3000 Electrical Installations (Australian/New Zealand Wiring Rules)</td>
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<td>AS/NZS 3105 Approval and test specification – Electrical and portable outlet devices</td>
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<td>AS/NZS 3109 Approval and test specification – Cord extension sets</td>
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<td></td>
<td>AS/NZS 3200: (Series) Approval and test specification - Medical electrical equipment</td>
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<td>AS/NZS 3760 In-service safety inspection and testing of electrical equipment</td>
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<td>AS/NZS 3112 Approval and test specification – Plug and socket outlets</td>
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<td>AS/NZS 1660 (series) Test methods for electric cables, cords and conductors</td>
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<td>Model code of practice. Managing Electrical risks in the workplace</td>
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<td>Electrical Equipment and safety guidelines (Vic)</td>
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<td>The blue book – Code of Practice of electrical safety for work on or near high voltage electrical apparatus (Vic)</td>
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### 4. Electrical

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<th>Legislation</th>
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<tbody>
<tr>
<td></td>
<td>• Use of faulty equipment/appliances</td>
<td>Unlikely</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
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<tr>
<td></td>
<td>• Use of uncertified electrical equipment/appliances</td>
<td>Severe</td>
<td>Electrical Safety Act 1998 (Vic)</td>
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<tr>
<td></td>
<td>• Incorrect and/or faulty electrical installation</td>
<td>Extreme</td>
<td>Electrical Safety (Equipment) Regulations 1999 (Vic)</td>
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<td></td>
<td>• Use electrical equipment/appliances that do not meet relevant Standards and Codes</td>
<td></td>
<td>Electricity Safety (Management) Regulations 2009 (Vic)</td>
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<td>Electricity Safety (Installations) Regulations 2009 (Vic)</td>
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<td>AS/NZS 3000 Electrical Installations (Australian/New Zealand Wiring Rules)</td>
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### 5. Events

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<tr>
<td></td>
<td>• Equipment hire</td>
<td>Unlikely</td>
<td>Occupational Health and Safety Act 2004</td>
</tr>
<tr>
<td></td>
<td>• Unknown and introduced risks</td>
<td>Severe</td>
<td>Equipment (Public Safety) Regulations 2017 (Vic)</td>
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<td></td>
<td>• Large numbers of people/public</td>
<td>High</td>
<td>Refer to Contractors category for contractor legislation</td>
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<td></td>
<td>• Inadequate venue</td>
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<td>Refer to Hazardous Manual Handling for hazardous manual handling legislation</td>
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<td></td>
<td>• Uncontrolled events</td>
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<td>Refer to Contractors category for alcohol legislation</td>
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<td></td>
<td>• One-off events</td>
<td></td>
<td>Refer to Hazardous Manual Handling for hazardous manual handling legislation</td>
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<td></td>
<td>• Inappropriate behaviours</td>
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<td>Refer to Alcohol category for alcohol legislations</td>
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<td></td>
<td>• Traffic hazards</td>
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<tbody>
<tr>
<td></td>
<td>• Major events, advice for managing safety (Vic)</td>
<td>Major Risk</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
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<tr>
<td></td>
<td>• Non-profit fundraising events: alcohol, safety and event management (Qld)</td>
<td></td>
<td>Equipment (Public Safety) Regulations 2017 (Vic)</td>
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<td></td>
<td>• Traffic management guide – events (Cth)</td>
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<td>Refer to Contractors category for contractor legislation</td>
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<td>• Traffic management guide – events (Cth)</td>
<td></td>
<td>Refer to Hazardous Manual Handling for hazardous manual handling legislation</td>
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<td></td>
<td>• Field work risk assessment</td>
<td>High</td>
<td>Health &amp; Safety: Scientific diving requirements</td>
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<td>• Field work guidelines</td>
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<td>Health &amp; Safety: Risk management requirements</td>
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<td>• Field work plan</td>
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<td></td>
<td>• Event management</td>
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<td>Events management website</td>
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<td>• Risk assessment</td>
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<td>Events team</td>
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<td>• Diver plans</td>
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<td>Events guidance</td>
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<td>• Diver induction</td>
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<td>Risk assessments</td>
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<td>• Diver training</td>
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<td>Event management processes</td>
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<td>• Diving teams</td>
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<td>Events management – Health and safety information</td>
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<td>• Maintenance of equipment</td>
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<td>Standard operating procedures for setting up events</td>
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<td>• Field work risk assessment</td>
<td></td>
<td>Refer to Contractors category for contractor controls</td>
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<td></td>
<td>• Field work guidelines</td>
<td></td>
<td>Refer to Hazardous Manual Handling for hazardous manual handling controls</td>
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</tbody>
</table>

### Residual Risk Rating
- Medium
### Category: Hazardous Manual Handling

**Possible** | **Major** | **High**
--- | --- | ---
**Inherent Risk Analysis** | **Inherent Risk Rating** | **Legislation**
- Hazardous manual handling tasks/activities that include the following characteristics:
  - Repetitive or sustained application of force
  - Repetitive or sustained awkward posture
  - Repetitive movement
  - Application of high force
  - Exposure to sustained vibration
  - Handling of a person or an animal
  - Handling of unstable or unbalanced loads or loads which are difficult to grasp or hold
- Factors resulting in musculoskeletal disorders or other injuries include:
  - Poor workplace design
  - Poor work designs
  - Poor job practices
- Refer to [Workplace Design and Construction](#) category for workplace design hazards/risks

**Standards/Codes/Guidance**
- Your health and safety guide to manual handling
- Model code of practice: Hazardous manual handling
- Manual handling risk assessing and controlling
- Manual handling risk management in a large organisation
- Compliance code: Hazardous manual handling
- Office/Use A guide to health and safety in offices

**References**
- Refer to [Health and Safety: Hazardous manual handling](#)
- Refer to [Health and Safety: Ergonomic requirements](#)
- Refer to [Health and Safety: Risk management requirements](#)
- Refer to [Recruitment and appointment policy](#)
- Refer to [Workplace Design and Construction](#)

**University Policies/Procedures**
- Health and Safety Management System
- Certified Health and Safety Management System
- Compliance training - Roles and responsibilities training for all staff
- Executive Roles and responsibilities training
- University Executive health and safety systems review and feedback
- Faculty/School/Division tracking health and safety performance
- Health and safety budget and resourcing
- Risk assessments
- Licenses, permits and agreements
- Authorising Officers
- Records management and data control
- University Health and Safety Committee
- Health and safety management representatives

**Category: Legal Compliance**

**Rare** | **Severe** | **High**
--- | --- | ---
**Inherent Risk Analysis** | **Inherent Risk Rating** | **Legislation**
- Injury and/or property damage
- Workplace manslaughter
- Prosecution and fines
- Intervention programs
- Enforceable undertaking
- Reputational damage to the University
- Loss of funding:
  - Government
  - Private sector
  - Other
- Loss of certification
- Restrictions/conditions to or loss of self-insurance approval

**Standards/Codes/Guidance**
- NAT – National Audit Tool
- AS/NZS 4804 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques
- AS/NZS 4801 Occupational health and safety management systems – Specification with guidance for use
- AS/NZS ISO 31000 Risk management – Principles and guidelines
- AS/ZS ISO 45001 Requirements with guidance for use – Requirements with guidance for use

**References**
- Refer to [Health and Safety Policy](#)
- Refer to [Health and Safety: Hazardous manual handling requirements](#)
- Refer to [Health and Safety: Ergonomic requirements](#)
- Refer to [Health and Safety: Risk management requirements](#)
- Refer to [Recruitment and appointment policy](#)
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<tbody>
<tr>
<td>6. Hazardous manual handling</td>
<td>Hazardous manual handling tasks/activities that include the following characteristics:  - Repetitive or sustained application of force  - Repetitive or sustained awkward posture  - Repetitive movement  - Application of high force  - Exposure to sustained vibration  - Handling of a person or an animal  - Handling of unstable or unbalanced loads or loads which are difficult to grasp or hold  - Factors resulting in musculoskeletal disorders or other injuries include:  - Poor workplace design  - Poor work designs  - Poor job practices  - Refer to Workplace Design and Construction category for workplace design hazards/risks</td>
<td>Possible</td>
<td>Major</td>
<td>High</td>
<td>- Occupational Health and Safety Act 2004 (Vic)  - Occupational Health and Safety Regulations 2017 (Vic) Part 3.1 Hazardous Manual Handling</td>
<td>- Your health and safety guide to manual handling (Vic)  - Model code of practice: Hazardous manual tasks (Cth)  - Manual handling risk assessing and controlling (Vic)  - Manual handling risk management in a large organisation (Vic)  - Compliance code: Hazardous manual handling (Vic)  - Office/Use A guide to health and safety in offices</td>
<td>- Health &amp; Safety: Hazardous manual handling requirements  - Health &amp; Safety: Ergonomic requirements  - Health &amp; Safety: Risk management requirements  - Recruitment and appointment policy (MPF1153)</td>
<td>Refer to Alcohol category for alcohol controls</td>
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<tr>
<td>Category</td>
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<td>8. Pandemic</td>
<td>Pandemic government and social response based on cause of pandemic</td>
<td>Rare</td>
<td>Severe</td>
<td>High</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>About coronavirus (COVID-19) DHHS (Vic) website</td>
<td>Coronavirus (COVID-19) update (University website)</td>
<td>Virtual campus with remote working and learning</td>
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<td>Refer to Chemical category for chemical hazard/risk</td>
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<td>Other Acts and Instruments as gazetted</td>
<td>COVID-19 Information for workplaces SafeWork Australia (Cth) website</td>
<td>Framework for the resumption of campus based activity</td>
<td>COVIDSafe training</td>
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<td>Health &amp; Safety: Personal protective equipment requirements</td>
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<td>Health &amp; Safety: Chemical management requirements</td>
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<td>Refer to Chemical category for chemical policy/procedures</td>
<td>Infection control information and education</td>
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<td>Review and update risk assessments to include pandemic associated risks</td>
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<td>Installation of decals, traffic flows, arrows, maximum occupancies</td>
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<td>Shared vehicles and pedestrians areas</td>
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<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>Forklift safety reducing the risk (Vic)</td>
<td>Health &amp; Safety: Risk management requirements</td>
<td>Increased restricted access arrangements</td>
<td>Medium</td>
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<td>Uncontrolled vehicle access on campus</td>
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<td>Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant</td>
<td>Forklifts – Developing a traffic management plan</td>
<td>Traffic management: guide – warehousing (Cth)</td>
<td>Temperature checking</td>
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<td>Unauthorised and/or unsafe parking</td>
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<td>Road Safety Act 1986 (Vic)</td>
<td>Traffic management: guide – events (Cth)</td>
<td>Traffic management – general guide (Cth)</td>
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<td>Road Safety (Traffic) Regulations 1988 (Vic)</td>
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<td>10. Travel and Off Campus Activities and Placements</td>
<td>Domestic travel</td>
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<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>Outdoor Council of Australia website</td>
<td>Health &amp; Safety: Travel and off campus requirements</td>
<td>UniTravel booking system</td>
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<td>Overseas travel</td>
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<td>Road Safety Act 1986 (Vic)</td>
<td>Outdoors Victoria (Vic)</td>
<td>Health &amp; Safety: Vehicle use requirements</td>
<td>Travel Service Provider – initial response for adverse events</td>
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<td>Remote locations</td>
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<td>Road Safety (Diverts) Regulations 2019 (Vic)</td>
<td>Adventure activity standards (Vic)</td>
<td>Health &amp; Safety: Risk management requirements</td>
<td>Field work risk assessment</td>
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<td>Field work and activities</td>
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<td>Road Safety (Road Rules) Regulations 1999 (Vic)</td>
<td>Travel (DFAT Cth website)</td>
<td>Student travel and transport policy (MPF1269)</td>
<td>Field work plan</td>
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<td>Inadequate communication</td>
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<td>Travel to high risk destinations risk assessment</td>
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<td>Placements – Students in buildings/locations not controlled by the University – Staff in buildings/locations not controlled by the University</td>
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<td>Non-UniTravel risk assessments</td>
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<td>11. Working at Heights</td>
<td>Working close to an edge unprotected</td>
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<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>Outdoor Council of Australia website</td>
<td>Health &amp; Safety: Travel and off campus requirements</td>
<td>UniTravel booking system</td>
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<td>Compliance code. Prevention of falls in general construction (Vic)</td>
<td>Health &amp; Safety: Travel and off campus requirements</td>
<td>Roof risk assessments</td>
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<td>Health &amp; Safety: Personal protective equipment requirements</td>
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| 11. Asbestos and Hazardous Materials         | • Inappropriate use of access and/or fall arrest equipment:  
  - ladders  
  - scaffold  
  - elevated work platform  
  - harnesses and lanyards  
  - anchor points  
  • General shared facilities:  
    - conflict  
    - impairment (alcohol/other)  
    - noise  
    - property damage/loss  
    - laundromat facilities  
  • Using communal kitchen:  
    - fire  
    - injury  
    - spilt food/liquids  
  • Uncontrolled personal items:  
    - chemicals  
    - electrical equipment  
    - prohibited weapons  
  • Contractors:  
    - working in and around facilities  
    - managing facilities  
  Refer to Electrical category for electrical hazard/risk  
  Refer to Contractor category for contractor hazard/risk | Rare                                      | Major                  | Medium                  | • Occupational Health and Safety Act 2004 (Vic)                              | • Building Code of Australia (Cth)  
  • First Aid Compliance Code  
  • AS 1841 (series) Portable Fire Extinguishers  
  • AS 3745 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces  
  • AS 1670 (series) Fire Detection, Warning, Control and Intercom Systems  
  Refer to Electrical category for electrical hazard/risk  
  Refer to Contractor category for contractor hazard/risk | • Health & Safety: Emergency preparedness and response requirements  
  • Health & Safety: First aid requirements  
  • Health & Safety: Electrical inspection and testing requirements  
  • Health & Safety: Contractor (service provider) requirements  
  Refer to Electrical category for electrical hazard/risk  
  Refer to Contractor category for contractor hazard/risk | • Health & Safety: Asbestos and hazardous materials survey and management plans  
  • Division 5 asbestos survey and risk assessment  
  • Division 6 asbestos survey and risk assessment  
  • Hazardous materials survey and risk assessment  
  • Engage hygienists with knowledge and skills in asbestos and hazardous materials surveys and management plans  
  • Engage licensed asbestos contractors/removalist  
  • Asbestos and hazardous materials register  
  • Asbestos management plan  
  • Signage and labelling  
  • Asbestos awareness training  
  • Restricted access | Low                                                                                     |
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| 14. Alcohol and Drugs | • Inappropriate behaviour  
• Injury  
• Discarded needles: occupational injury/disease  
• operating plant/equipment whilst impaired  
• working in potentially hazardous environments whilst impaired | Rare | Moderate | Low | • Occupational Health and Safety Act 2004 (Vic)  
• Guide to developing a workplace alcohol and other drugs policy (Vic)  
• Alcohol (WorkSafe Vic website) | • Alcohol Policy (MPF1267)  
• Student conduct policy (MPF1324)  
• Health & Safety: Risk management requirements | • Hazardous waste removal procedures and processes | Low |
| 15. Biological (and other pathogen) Research & Activities | • Pathogen exposure/contamination:  
  - bacterium  
  - virus  
  - prion  
  - fungus  
• Genetically modified organisms (GMO)  
• Release of biological agent into uncontrolled environment  
• Working with animals (see section “Working with Animals”)  
• Importation and exportation of biological materials  
• Infectious wastes | Rare | Major | Medium | • Occupational Health and Safety Act 2004 (Vic)  
• Gene Technology Act 2001 (Vic)  
• Gene Technology Act 2000 (Cth)  
• Gene Technology Regulations 2011 (Vic)  
• Dangerous Goods Act 1985 (Vic)  
• Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)  
• Health Act 1958 (Vic)  
• Health (Infectious Diseases) Regulations 2007 (Vic)  
• Biological Control Act 1986 (Vic)  
• Biological Control Act 1984 (Cth)  
• AS/NZS 3816 Management of Clinical and Related Wastes  
• AS 2252 (series) Biological safety cabinets  
• AS/NZS 4261 Reusable Containers for the collection of sharps items used in human and animal medical applications  
• AS/NZS 2243.3 Safety in laboratories – Microbiological aspects and containment facilities  
• AS/NZS 3816 Management of clinical and related wastes  
• AS 4031 Non-Reusable containers for the collection of sharp medical items used in health care areas  
• Health Canada pathogen safety data sheets (PSDS)  
• Laboratory biosafety manual (WHO)  
• Australian dangerous goods transport code  
• Guidelines for the Transport, Storage and Disposal of GMOs (Cth)  
• Refer to Working with Animals category for working with animals legislation  
• AS/NZS 3816 Management of Clinical and Related Wastes  
• AS 2252 (series) Biological safety cabinets  
• AS/NZS 4261 Reusable Containers for the collection of sharps items used in human and animal medical applications  
• AS/NZS 2243.3 Safety in laboratories – Microbiological aspects and containment facilities  
• AS/NZS 3816 Management of clinical and related wastes  
• AS 4031 Non-Reusable containers for the collection of sharp medical items used in health care areas  
• Health Canada pathogen safety data sheets (PSDS)  
• Laboratory biosafety manual (WHO)  
• Australian dangerous goods transport code  
• Guidelines for the Transport, Storage and Disposal of GMOs (Cth)  
• Refer to Working with Animals category for working with animals legislation | • Health & Safety: Risk management requirements  
• Health & Safety: Personal protective equipment requirements  
• Health & Safety: Workplace inspection requirements  
• Health & Safety: Waste management requirements  
• Health & Safety: Spill management requirements  
• Containment Facility Internal Certification Policy (MPF1195)  
• Containment Facility Internal Certification Procedure (MPF1151)  
• Infectious Agent Project Approval Policy (MPF1246)  
• Infectious Agent Project Approval Procedure (MPF1153)  
• Infectious Agent Reporting Policy (MPF1250)  
• Infectious Agent Reporting Procedure (MPF1161)  
• Refer to Working with Animals category for working with animals University policies and procedures | • Gene Technology and Biosafety Committee (OTBC)  
• Office of Research Ethics and Integrity subject matter expert(s) – gene technology, biosafety and biosecurity  
• Office of Research Ethics and Integrity – resources University website  
• Restricted access to authorised personnel  
• Risk assessments  
• Local area standard operating procedures  
• Biosafety training  
• Laboratory safety training  
• Controlled shipping and movement of infectious substances, diagnostic specimens and genetically modified organisms  
• Engineering controls such as laminar flow cupboards  
• Scheduled workplace inspections for laboratories  
• Local area training  
• Personnel protective equipment  
• Employee health monitoring  
• Personal protective equipment  
• Hazardous waste removal procedures and processes  
• Refer to Working with Animals category for working with animals controls | Low |
| 16. Clients, Customers, Volunteers, Participants and Public | • Unfamiliar with University health and safety procedures  
• Activities that adversely impact on the University staff/students – organised events (either authorised or unauthorised) | Rare | Moderate | Low | • Occupational Health and Safety Act 2004 (Vic)  
• Refer to Events category for event legislation  
• The essential guide to work health and safety for volunteers (Cth)  
• Volunteer health and safety: A handbook for community service organisations  
• Health & Safety: Risk management requirements  
• Refer to Events category for event policies/procedures | • Health & Safety: Risk management requirements  
• Refer to Events category for event policies/procedures  
• Risk assessments  
• Restricted access to University buildings and property  
• Security systems and support | Low |
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<tr>
<td>17. Confined Spaces</td>
<td>- Unrestricted access to confined spaces&lt;br&gt;- Inadequate risk assessment of confined space&lt;br&gt;- Inadequate identification of confined space&lt;br&gt;- Poorly ventilated workplaces</td>
<td>Rare</td>
<td>Severe</td>
<td>High</td>
<td>Occupational Health and Safety Act 2004 (Vic)&lt;br&gt;Occupational Health and Safety Regulations 2017 (Vic) Part 3.4 Confined Spaces</td>
<td>AS 2865 Confined spaces&lt;br&gt;Compliance code. Confined spaces (Vic)&lt;br&gt;Confined spaces, shafts, tunnels and trenches (Vic)&lt;br&gt;The dangers of poorly ventilated workplaces (Vic)</td>
<td>Health &amp; Safety: Confined spaces requirements&lt;br&gt;Health &amp; Safety: Risk management requirements&lt;br&gt;Health &amp; Safety: Signage requirements</td>
<td>Local University policies and procedures&lt;br&gt;Local visitor inductions and checklists&lt;br&gt;Visitor cards&lt;br&gt;Refer to Events category for event controls</td>
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<td>18. Cooling Towers</td>
<td>- Legionella bacteria in cooling tower system&lt;br&gt;- Access to roofs&lt;br&gt;- Access to plant&lt;br&gt;- Use of chemicals&lt;br&gt;- Working at heights</td>
<td>Rare</td>
<td>Major</td>
<td>Medium</td>
<td>Occupational Health and Safety Act 2004 (Vic)&lt;br&gt;Building Act 1993 (Vic)&lt;br&gt;Public Health and Wellbeing Act 2008 (Vic)&lt;br&gt;Public Health and Wellbeing Regulations 2009 (Vic)&lt;br&gt;Building (Legionella Risk Management) Regulations 2001 (Vic)&lt;br&gt;Health (Legionella) Regulations 2001 (Vic)</td>
<td>AS/NZS 3666: (Series) Air-handling and water systems of buildings - Microbial control - Operation and maintenance&lt;br&gt;Guide to developing risk management plans for cooling tower systems (Vic)&lt;br&gt;Victorian Government Department of Health Legionella website (Vic)&lt;br&gt;Cooling towers and recycled water (Vic)&lt;br&gt;Refer to Plant category for plant hazards/risks&lt;br&gt;Refer to Working at Heights category for working at heights hazards/risks</td>
<td>Health &amp; Safety: Cooling tower risk requirements&lt;br&gt;Health &amp; Safety: Risk management requirements&lt;br&gt;Refer to “Plant” category for University plant policies/procedures&lt;br&gt;Refer to “Chemical” category for University chemical policies/procedures&lt;br&gt;Refer to “Working at Heights” category for University working at heights policies/procedures&lt;br&gt;Refer to “Chemical” category for chemical hazards/risks&lt;br&gt;Refer to “Plant” category for plant hazards/risks&lt;br&gt;Refer to Working at Heights category for working at heights hazards/risks</td>
<td>Local University policies and procedures&lt;br&gt;Local visitor inductions and checklists&lt;br&gt;Visitor cards&lt;br&gt;Health &amp; Safety: First aid training&lt;br&gt;Health &amp; Safety: Risk management&lt;br&gt;Health &amp; Safety: Emergency preparedness and response&lt;br&gt;Health &amp; Safety: Incident, injury and hazard reporting and investigation&lt;br&gt;Risk management policy (MPF1194)&lt;br&gt;Health &amp; Safety – Establish first aid needs&lt;br&gt;Health &amp; Safety – Incident, injury and hazard reporting and investigation&lt;br&gt;Health &amp; Safety – Respond to an incident&lt;br&gt;Local University policies and procedures&lt;br&gt;Local visitor inductions and checklists&lt;br&gt;Visitor cards&lt;br&gt;Restricted access</td>
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<td>19. Emergency and critical incident</td>
<td>- Uncontrolled emergency incident leading to adverse outcomes:&lt;br&gt;  - loss of life&lt;br&gt;  - injury or illness&lt;br&gt;  - property damage&lt;br&gt;  - continued unsafe environment&lt;br&gt;  - Loss of communication&lt;br&gt;  - Breakdown in emergency procedures&lt;br&gt;  - Failure to identify critical incident&lt;br&gt;  - Uncontrolled critical incident leading to adverse outcomes:&lt;br&gt;  - human life, safety and wellbeing&lt;br&gt;  - animal life, safety and wellbeing&lt;br&gt;  - environmental protection&lt;br&gt;  - the protection of property interests;</td>
<td>Rare</td>
<td>Major</td>
<td>Medium</td>
<td>Occupational Health and Safety Act 2004 (Vic)&lt;br&gt;Building Code of Australia&lt;br&gt;AS 3745 Emergency control organisation and procedures for buildings, structures and workplaces&lt;br&gt;AS 1603 (series) Automatic fire detection and alarm systems&lt;br&gt;AS 1670 (series) Fire detection, warning, control and intercom systems&lt;br&gt;AS/NZS 1841 (series) Portable fire extinguishers&lt;br&gt;AS/NZS ISO 31000 Risk management – Principles and guidelines&lt;br&gt;AS/NZS 5050 Business continuity – Managing disruption-related risk</td>
<td>Health &amp; Safety: First aid training&lt;br&gt;Health &amp; Safety: Risk management&lt;br&gt;Health &amp; Safety: Incident, injury and hazard reporting and investigation&lt;br&gt;Risk management policy (MPF1194)&lt;br&gt;Health &amp; Safety – Establish first aid needs&lt;br&gt;Health &amp; Safety – Incident, injury and hazard reporting and investigation&lt;br&gt;Health &amp; Safety – Respond to an incident&lt;br&gt;Scheduled building evacuations for all occupants&lt;br&gt;Building essential services and ongoing maintenance of those services&lt;br&gt;Duress alarms&lt;br&gt;Secure and restricted access&lt;br&gt;Task/activity specific emergency procedures and plans&lt;br&gt;Emergency response procedures (Flip chart)&lt;br&gt;Staff training and instruction: Induction</td>
<td>Local University policies and procedures&lt;br&gt;Local visitor inductions and checklists&lt;br&gt;Visitor cards&lt;br&gt;Health &amp; Safety: First aid training&lt;br&gt;Health &amp; Safety: Risk management&lt;br&gt;Health &amp; Safety: Incident, injury and hazard reporting and investigation&lt;br&gt;Risk management policy (MPF1194)&lt;br&gt;Health &amp; Safety – Establish first aid needs&lt;br&gt;Health &amp; Safety – Incident, injury and hazard reporting and investigation&lt;br&gt;Health &amp; Safety – Respond to an incident&lt;br&gt;Scheduled building evacuations for all occupants&lt;br&gt;Building essential services and ongoing maintenance of those services&lt;br&gt;Duress alarms&lt;br&gt;Secure and restricted access&lt;br&gt;Task/activity specific emergency procedures and plans&lt;br&gt;Emergency response procedures (Flip chart)&lt;br&gt;Staff training and instruction: Induction</td>
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<td>Compliance Code. First aid (Vic)</td>
<td>Enterprise risk management system (ERMS) incident and hazard reporting</td>
<td></td>
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<tr>
<td>20. Firearms, Regulated and Prescribed Weapons</td>
<td>Accidental shooting</td>
<td>Rare</td>
<td>Severe</td>
<td>High</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>National firearms safety code (Cth)</td>
<td>Health &amp; Safety: Risk management requirements</td>
<td>Licensed and trained personnel with access to firearms</td>
</tr>
<tr>
<td></td>
<td>Theft and misuse</td>
<td></td>
<td></td>
<td></td>
<td>Firearms Act 1996 (Vic)</td>
<td>Storage and safekeeping requirements for firearms (Vic)</td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
<td>Risk assessments</td>
</tr>
<tr>
<td></td>
<td>Violence and assault</td>
<td></td>
<td></td>
<td></td>
<td>Firearms Regulations 1997 (Vic)</td>
<td>Firearms safety code (Vic)</td>
<td></td>
<td>Personal protective equipment – hearing and eye protection</td>
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<td>Refer to Noise category for noise hazards/tasks</td>
<td></td>
<td></td>
<td></td>
<td>Control of Weapons Act 1990 (Vic)</td>
<td>Firearm Safety Foundation (Vic)</td>
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<td>Gun safes</td>
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<td>Control of Weapons Regulations 2011 (Vic)</td>
<td>Refer to Noise category for noise legislation</td>
<td></td>
<td>Licenses</td>
</tr>
<tr>
<td>21. Hot Work</td>
<td>Fire and/or explosion</td>
<td>Unlikely</td>
<td>Major</td>
<td>High</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>AS/NZS 1338.1 Filters for eye protectors – Filters for protection against radiation generated in welding and allied operations</td>
<td>Health &amp; Safety: Risk management requirements</td>
<td>Hot work risk assessments</td>
</tr>
<tr>
<td></td>
<td>Injury and/or property damage</td>
<td></td>
<td></td>
<td></td>
<td>Country Fire Authority Act 1958 (Vic)</td>
<td>AS/NZS 1554 (series) Structural steel welding</td>
<td>Health &amp; Safety: Hot work requirements</td>
<td>Hot work permit system</td>
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<td>Conducting hot work out doors during a total fire ban</td>
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<td></td>
<td>Forests (Fire Protection) Regulations 2014 (Vic)</td>
<td>AS 1674 (series) Safety In welding and allied processes</td>
<td></td>
<td>Safe work method statements</td>
</tr>
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<td></td>
<td>Faulty equipment</td>
<td></td>
<td></td>
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<td></td>
<td>Australian Welding Institute website</td>
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</tr>
<tr>
<td>22. Infectious Diseases</td>
<td>Working in health care facilities, services and environment</td>
<td>Rare</td>
<td>Moderate</td>
<td>Low</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>Immunisation guidelines for health care workers (Vic)</td>
<td>Health &amp; Safety: Risk management requirements</td>
<td>Risk assessments</td>
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<td></td>
<td>Working in childcare facilities</td>
<td></td>
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<td>Health Act 1958 (Vic)</td>
<td>Immunisation (Department of Health and Human Vic website)</td>
<td>Health &amp; Safety: Health monitoring requirements</td>
<td>Local area standard operating procedures</td>
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<td>First aid activities</td>
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<td>Health (Infectious Diseases) Regulations 2001 (Vic)</td>
<td>Blue Book – Guidelines for the control of infectious diseases (Vic)</td>
<td>Health &amp; Safety: Risk management requirements</td>
<td>Employee health monitoring</td>
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<td>Children Services Act 1996 (Vic)</td>
<td>Infection control guidelines for the prevention of transmission of infectious diseases in the health care setting (Vic)</td>
<td>Health &amp; Safety: Spill management requirements</td>
<td>Immunisation programs</td>
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<td>Children Services Regulations 2009 (Vic)</td>
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<td>Standard precautions</td>
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<td>Additional precautions (for suspected confirmed infectious disease)</td>
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<tr>
<td>23. Ionising radiation</td>
<td>• Unintentional exposure to:</td>
<td>Rare</td>
<td>Moderate</td>
<td>Low</td>
<td>• Occupational Health and Safety Act 2004 (Vic)</td>
<td>• Australian dangerous goods transport code Edition 7</td>
<td>• Personal protective equipment</td>
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<td></td>
<td>− open sources</td>
<td></td>
<td></td>
<td></td>
<td>• Radiation Act 2005 (Vic)</td>
<td>• AS 2243.4 Safety in laboratories – ionizing radiations</td>
<td>• Staff student training in standard precautions</td>
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<td></td>
<td>− radiating apparatus</td>
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<td></td>
<td>• Radiation Regulations 2017 (Vic)</td>
<td>• Recommendations for limiting exposure to ionizing radiation and national standard for limiting occupational exposure to ionizing radiation (Cth)</td>
<td>• First aid training</td>
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<td></td>
<td>• Musculoskeletal injury from lifting heavy equipment/plant (Refer to “Manual Handling” category)</td>
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<td>• Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant</td>
<td>• Code of practice for the safe transport of radioactive material (Cth)</td>
<td>• Hazardous waste removal procedures and processes</td>
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<td></td>
<td>Refer to Plant category for plant legislation</td>
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<td></td>
<td>Refer to Hazardous Manual Handling category for hazardous manual handling legislation</td>
<td>• Safety guide for the safe transport of radioactive material (Cth)</td>
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<td>Refer to Hazardous Manual Handling category for hazardous manual handling hazards/risks</td>
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<td></td>
<td>Refer to Plant category for University plant policies/procedures</td>
<td>• Recommendations for the Discharge of patients undergoing treatment with radioactive substances (Cth)</td>
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<td></td>
<td>Refer to Hazardous Manual Handling category for hazardous manual handling University policies/procedures</td>
<td>• Recommendations for the Discharge of patients undergoing treatment with radioactive substances (Cth)</td>
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| Date: October 2020 Version: 2.3 Authorized by: Associate Director, Health & Safety Next Review: October 2025 © The University of Melbourne – Uncontrolled when printed.
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<th>Controls</th>
<th>Residual Risk Rating</th>
</tr>
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</table>
| 24. Laboratories | • Hazards associated with the work/research undertaken in the laboratory  
- chemical  
- biological (and other pathogens)  
- ionising radiation  
- non-ionising radiation  
- mechanical aspects  
- electrical aspects  
- biomechanical  
• Hazards associated with plant and equipment. For example:  
- centrifuge  
- autoclave  
- microscope  
- pipette  
- fume hoods  
- biological cabinets  
- refrigerators/freezers  
- cage washer  
• Generation of wastes as per specific hazard category  
- chemical  
- biological (and other pathogens)  
- radiological  
- infectious diseases  
Refer to specific hazard category for hazards/risks including:  
- chemical  
- biological (and other pathogens)  
- ionising radiation  
- non-ionising radiation  
- plant and equipment  
- electrical aspects  
Unlikely | Major | High | • Occupational Health and Safety Act 2004 (Vic)  
Refer to specific hazard category for legislation including:  
- chemical  
- biological (and other pathogens)  
- ionising radiation  
- non-ionising radiation  
- plant and equipment  
- electrical aspects  
- AS 1319 Safety signs for the occupational environment  
- AS 2982 Laboratory design and construction  
- AS 4775 Emergency eyewash and shower equipment  
- AS 2243 (series) Safety in laboratories  
Refer to specific hazard category for Standards/codes/guidance including:  
- chemical  
- biological (and other pathogens)  
- ionising radiation  
- non-ionising radiation  
- plant and equipment  
- electrical aspects  
• Health & Safety: Laboratory requirements  
• Health & Safety: Personal protective equipment requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Workplace inspection requirements  
• Health & Safety: Signage requirements  
• Health & Safety: Waste management requirements  
• Health & Safety: Spill management requirements  
Refer to specific hazard category for University policies/procedures  
- chemical  
- biological (and other pathogens)  
- ionising radiation  
- non-ionising radiation  
- plant and equipment  
- electrical aspects  
- Laboratory risk assessments  
- Local area standard operating procedures  
- Restricted access  
- Area (laboratory) inductions  
- Scheduled laboratory inspections  
- Personal protective equipment  
- Refer to specific hazard category for required controls  
- Hazardous waste removal procedures and processes  
Refer to specific hazard category for controls:  
- chemical  
- biological (and other pathogens)  
- ionising radiation  
- non-ionising radiation  
- plant and equipment  
- electrical aspects  
Low |
| 25. Noise/Sound Pressure | • Noise greater than the exposure standards  
- Distracting/nuisance noise  
- Noise impact on surrounding work areas  
- Deafness  
Possible | Moderate | Medium | • Occupational Health and Safety Act 2004 (Vic)  
• Occupational Health and Safety Regulations 2017 (Vic) Part 3.2 Noise  
• AS 1055 (series) Acoustics – Description and measurement of environmental noise  
• AS/NZS 1269 (series) Occupational noise management  
• AS 2822 Acoustics – Methods of assessing and producing speech privacy and speech intelligibility  
• AS/NZS 2107 Acoustics – Recommended design sound levels and reverberation times for building interiors  
• Compliance code. Noise  
• Health & Safety: Personal protective equipment requirements  
• Health & Safety: Non-ionising radiation requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Signage requirements  
• Purchasing less noisy plant and equipment  
• Pre-purchase assessment  
• Acoustic engineering controls  
• Noise risk assessments  
• Audiometric screening  
• Personal protective equipment  
• Hearing protection training  
• Signage  
Low |
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<th>Residual Risk Rating</th>
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</table>
| 25. Non-ionising Radiation (excluding outdoors) | • Excessive exposure to non-ionising radiation  
• Hazards associated different types of non-ionising radiation including:  
  - UV  
  - lasers  
  - microwaves  
  - infrared  
  - magnetic resonance  
  - high frequency  
  - low frequency  
• Laser pointers  
  - possible prohibited weapon (>1 mW)  
Refer to Plant category for plant hazards/risks | Unlikely | Major | High | • Occupational Health and Safety Act 2004 (Vic)  
• Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant  
• Telecommunications Act 1997 (Cth)  
• Control of Weapons Regulations 2017 (Vic)  
Refer to Plant category for plant legislation | • AS 1337 (series) Personal eye protection  
• AS 2243.5 Safety in laboratories – Non-ionising radiations – Electromagnetic, sound and ultrasonic  
• AS 2397 Safe Use of lasers in the building and construction industry  
• AS/NZS 1337 (series) Eye and face protection – Lasers  
• AS/NZS 1338.2 Filters for eye protectors – Filters for protection against ultraviolet radiation  
• AS/NZS IEC 60825.1 Safety of laser products – Equipment classification and requirements  
• AS/NZS Safety of laser products – A user’s guide  
• Radiation protection standard for maximum exposure levels to radiofrequency fields – 3kHz to 300GHz (Cth)  
• Radiation protection standard for occupational exposure to ultraviolet radiation (Cth)  
Refer to Plant category for plant standards/codes/guidance | • Health & Safety: Non-ionising radiation requirements  
• Health & Safety: Radiation management requirements  
• Refer to Plant category for plant University policies/procedures  
• University Radiation Advisor and subject matter expert  
• Local Laser Safety Officers  
• Risk assessments  
• Local area standard operating procedures  
• Local area induction and training  
• Laser training  
• Non-ionising Radiation training  
• Non-ionising radiation plant register  
• Standard operating procedures  
• Personal protective equipment  
Refer to Plant category for plant controls | Low |
| 27. Plant and Equipment | • Lack of operator competency/training  
• Unassessed plant and equipment  
• Lack of inappropriate guarding  
• Unrestricted access  
• Poor management of registrable plant  
• Poorly maintained plant  
• Plant maintenance and other non-routine activities:  
  - stored energy  
  - entrapment  
  - malfunction  
• Poor ergonomic design  
  - untimely operational control  
  - difficult to operate  
  - noisy  
  - awkward postures when operating  
  - high force exertion  
• Inappropriately used  
• Inappropriately located | Unlikely | Major | High | • Occupational Health and Safety Act 2004 (Vic)  
• Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant  
• Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work  
• Equipment (Public Safety) Regulations 2017 (Vic)  
Refer to Electrical category for electrical legislation  
Refer to Non-ionising Radiation category for non-ionising radiation legislation  
Refer to Ionising Radiation category for ionising radiation legislation | • AS 3892 Pressure equipment – Installation  
• AS 4024 (series) Safety of Machinery  
• AS 1200 Pressure equipment  
• AS 2243.6 Safety in laboratories – Mechanical aspects  
• AS 2971: Serially produced pressure vessels  
• AS 1893 Code of Practice for the guarding and safe use of metal and paper cutting guillotines  
• AS 1418 (series) Cranes, Hoists and winches  
• AS 1353 (series) Flat synthetic-webbing slings  
• AS 1380 (series) Fibre-rope slings  
• AS 1438 (series) Wire-core flat slings  
• AS 4497 (series) Round slings—Synthetic fibre  
• AS 1473 (series) Guarding and safe use of woodworking machinery  
• AS/NZS 1576 (series) Scaffolding  
Refer to Plant category for plant University policies/procedures  
• Health & Safety: Regulated plant requirements  
• Health & Safety: Personal protective equipment requirements  
• Health & Safety: Radiation management requirements  
• Health & Safety: Lock out, tagging and isolation requirements  
• Health & Safety: Unsafe plant and equipment requirements  
• Health & Safety: Waste management requirements  
Refer to Electrical category for electrical University policies/procedures  
Refer to Non-ionising Radiation category for non-ionising radiation University policies/procedures  
Refer to Ionising Radiation category for ionising radiation University policies/procedures  
• Plant risk assessments  
• Guarding and engineering controls  
• Emergency stops  
• Training and supervision  
• Restricted access  
• Scheduled maintenance  
• Standard operating procedures  
• Plant registers  
• Pre-purchase assessment – plant and equipment  
• Personal protective equipment  
• Hazardous waste removal procedures and processes  
• Removal of decommissioned plant  
• Plant Safety training | Low |
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<th>Controls</th>
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</table>
| **28. Procurement of Goods and Services** | - Introducing new or uncontrolled hazards into the workplace:  
  - personal protective equipment  
  - office furniture and equipment  
  - chemicals and substances  
  - radiation sources  
  - plant and equipment (including electrical)  
  - Introducing new and/or uncontrolled wastes  
  - Refer to specific hazard category for hazards/risks including:  
    - chemical  
    - biological (and other pathogens)  
    - ionising radiation  
    - working with animals  
  - Refer to Contractors category for contractor hazards/risks  
  - Possible Minor Medium | - Occupational Health and Safety Act 2004 (Vic)  
  - Refer to specific hazard category for legislation including:  
    - chemical  
    - biological (and other pathogens)  
    - ionising radiation  
    - working with animals  
  - Refer to Contractors category for contractor legislation  | - Model code of practice. Managing risks of plant in the workplace  
  - Compliance code. Plant (Vic)  
  - Machinery and equipment safety – an introduction (Vic)  
  - Clearing sales – Improving safety in used agricultural machinery and equipment sales (WorkSafe Vic website)  
  - Flying drones/remotely piloted aircraft in Australia (Civil Aviation Safety Authority website)  
  - Refer to Electrical category for electrical standards/codes/guidance  
  - Refer to Ionising Radiation category for ionising radiation standards/codes/guidance  
  - Refer to Non-Ionising Radiation category for non-ionising radiation standards/codes/guidance  | - Health & Safety: Risk management requirements  
  - Health & Safety: Purchasing requirements  
  - Refer to specific hazard category for University policies/procedures including:  
    - chemical  
    - biological (and other pathogens)  
    - ionising radiation  
    - working with animals  
  - Refer to Contractors category for contractor policies/procedures  | - Pre-purchasing assessments for:  
  - personal protective equipment  
  - office furniture and equipment  
  - chemicals and substances  
  - radiation sources  
  - plant and equipment (including electrical)  
  - Preapproved University provider(s)  
  - Hazardous waste removal procedures and processes  
  - Refer to specific hazard category for controls including:  
    - chemical  
    - biological (and other pathogens)  
    - ionising radiation  
    - working with animals  
  - Refer to Contractors category for contractor controls  | Low                |
| **29. Psychosocial**               | - Factors leading to psychosocial injury:  
  - workplace bullying and harassment  
  - occupational violence  
  - fatigue  
  - workloads  
  - poor workplace relationships  
  - low recognition and reward  
  - poor environmental conditions  
  - changed workplace conditions  
  - Working remotely (eg working from home):  
    - isolation and loneliness  
    - separation from team members  
    - less of routine  
    - reduced control of work routine  
    - preexisting condition affecting ability to communicate through virtual meetings etc.  
    - decreased inclusion/accessibility  
    - fatigue  
  - Rare Severe High | - Occupational Health and Safety Act 2004 (Vic)  
  - Stresswise - Preventing work-related stress a guide for employers in the public sector (Vic)  
  - Workplace bullying – prevention and response (Vic)  
  - A guide to employer: Preventing and responding to work-related violence (Vic)  
  - Compliance code workplace amenities and work environment (Vic)  
  - Code of practice. Working hours (WA)  
  - Mental health safety basic (Vic)  
  - Health & Safety: Risk management requirements  
  - Appropriate workplace behaviour (MPF1229)  
  - Work hours and related conditions (MPF1173)  
  - Workplace relations policy (MPF1179)  
  - Student conduct policy (MPF1324)  
  - Student complaints and grievances policy (MPF1068)  | - Health & Safety: Risk management requirements  
  - Health & Safety: Risk management requirements  
  - Appropriate workplace behaviour (MPF1229)  
  - Work hours and related conditions (MPF1173)  
  - Workplace relations policy (MPF1179)  
  - Student conduct policy (MPF1324)  
  - Student complaints and grievances policy (MPF1068)  | - Staff Assist Hotline  
  - Counselling services  
  - Employee Assistance Program  
  - Conditions of employment  
  - Diversity and inclusion University website  
  - Wellbeing University website  
  - Risk assessments  
  - Virtual risk assessments and assistance  
  - Working from workstation assessments and checklists  
  - Working from home and remotely University website  
  - Mental health training  | Low                |
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</table>
| 30. Smoking | • Passive smoking  
• Continued smoking on campus  
• Fires                                                                                                                                                                       | Rare Minor Low         | • Occupational Health and Safety Act 2004 (Vic)  
• Tobacco Act 1987 (Vic)  
• Health & Safety: Risk management requirements  
• Smoke-free and tobacco-free campus policy (MPP/260)  
• Health & Safety: Risk management requirements  
• Health & Safety: Signage requirements  
• Health & Safety: Working alone requirements  
• Health & Safety: Facilities and amenities requirements  
• Health & Safety: Temperature extremes requirements  
• Health & Safety: Housekeeping requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Waste management requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Facilities and amenities requirements | • Safer Community Program  
• Smoke-free campuses  
• No smoking in vehicles  
• No smoking signs  
• Conditions of employment  
• Designated smoking zones in rural campuses | Low |
| 31. Working alone | • Absence of availability of others for assistance and support:  
− during an activity  
− for first aid and emergencies  
• Increased severity/consequence from an incident  
• Reduction in emergency assistance and support  
• Absence of or distant supervision                                                                                                                                                       | Rare Major Medium     | • Occupational Health and Safety Act 2004 (Vic)  
• Guidance note. Working alone (WA)  
• Code of practice. Working hours (WA)  
• Working alone (WorkSafe Vic website)  
• University of Melbourne Design Standards  
• Section 2: Occupational Health and Safety  
• Health & Safety: Risk management requirements  
• Health & Safety: Signage requirements  
• Health & Safety: Facilities and amenities requirements  
• Health & Safety: Temperature extremes requirements  
• Health & Safety: Housekeeping requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Waste management requirements  
• Health & Safety: Facilities and amenities requirements | • Health & Safety: Working alone requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Signage requirements  
• Health & Safety: Facilities and amenities requirements  
• Health & Safety: Temperature extremes requirements  
• Health & Safety: Housekeeping requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Waste management requirements  
• Health & Safety: Facilities and amenities requirements  | Low |
| 32. Workplace Design and Construction | • Hazards/Risks associated with construction works:  
− electrical  
− plant  
− fall from heights  
− chemicals  
− manual handling  
− noise  
− changing environment  
− unauthorised access  
• Hazardous materials removal  
• Impact on campus traffic management plan  
• Introduction hazards/risk at design that don’t take into account safe design of structures  
• Poor application of ergonomic and universal design principles  
• Design faults  

Refer to Contractors category for contractor hazard/risk                                                                                                                                                                                                 | Unlikely Moderate Medium | • Occupational Health and Safety Act 2004 (Vic)  
• Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work  
• Occupational Health and Safety Regulations 2017 (Vic) Part 5.7 Construction  
• AS 1345 Identification of the contents of pipes, conduits and ducts  
• AS/NZS 3017 Electrical Installations – Verification guidelines  
• AS/NZS 3019 Electrical Installations – Periodic guidelines  
• AS/NZS 1576 (series) Scaffolding  
• AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation  
• AS 2436 Guide to noise control on construction, maintenance and demolition sites  
• Building Code of Australia (Cth)  
• Construction (SafeWork Australia website)  
• Safe design (SafeWork Australia website)  
• Model code of practice; Safe design of structures  

Refer to Contractors category for contractor hazard/risk | • AS 1800 (series) Interior lighting  
• AS/NZS 2107 Acoustics – Recommended design sound levels and reverberation times for building interiors  
• AS/NZS 1688 (series) The use of ventilation and air conditioning in buildings  
• AS/NZS 4438 Height Adjustable Sewel chairs  
• AS/NZS 4442 Office desks, office workstations and tables intended to be used as office desks  
• Design standards University website  
• Project managers  
• Project management  
• Risk assessments  
• Restricted/authorised access:  
− temporary fencing  
− signage  
• Site and contractor induction  
• Preferred contractors  
• Hazardous waste removal procedures and processes  

Refer to Contractors category for contractor controls | Low |
| 33. Workplace Environment and Facilities | • Poor floor plan design, layout and circulation space  
• Poor design of work station and furniture  
• Poor storage design  
• Poor environmental characteristics:  
− thermal discomfort  
− nuisance noise  
− inadequate lighting  
− glare  

Refer to Electrical category for electrical legislation                                                                                                                                                                                                 | Rare Moderate Low       | • Occupational Health and Safety Act 2004 (Vic)  
• Occupational Health and Safety Regulations 2017 (Vic)  
• Disability Discrimination Act 1992 (Vic)  
• AS 1680 (series) Interior lighting  
• AS/NZS 2107 Acoustics – Recommended design sound levels and reverberation times for building interiors  
• AS/NZS 1688 (series) The use of ventilation and air conditioning in buildings  
• AS/NZS 4438 Height Adjustable Sewel chairs  
• AS/NZS 4442 Office desks, office workstations and tables intended to be used as office desks  
• Health & Safety: Housekeeping requirements  
• Health & Safety: Temperature extremes requirements  
• Health & Safety: Facilities and amenities requirements  
• Health & Safety: Risk management requirements  
• Health & Safety: Waste management requirements  
• Health & Safety: Facilities and amenities requirements  | • Scheduled workplace inspections  
• Work station ergonomic assessments  
• Preapproved University Providers  
• Provision of facilities:  
− toilets  
− washing facilities  
− eating and drinking facilities  
• Risk assessments | Low |
<table>
<thead>
<tr>
<th>Category</th>
<th>Description of Hazard/Risk</th>
<th>Inherent Risk Analysis</th>
<th>Inherent Risk Rating</th>
<th>Legislation</th>
<th>Standards/Codes/Guidance</th>
<th>University Policies/Procedures</th>
<th>Controls</th>
<th>Residual Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Poorly maintained equipment</td>
<td>- Mechanical, dimensional and general requirements and test methods</td>
<td>AS 3755: Acoustics - Measurement of airborne noise emitted by computer and business equipment</td>
<td>Health &amp; Safety: Hazardous manual handling requirements</td>
<td>Virtual risk assessments</td>
<td>Low</td>
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<tr>
<td>• Office waste</td>
<td>AS 3756: Acoustics - Measurement of high-frequency noise emitted by computer and business equipment</td>
<td>Health &amp; Safety: Ergonomic requirements</td>
<td>Health &amp; Safety: Ergonomic requirements</td>
<td>Office waste removal and recycling initiatives</td>
<td>Moderate</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>• Poor housekeeping: - blocked emergency exits - waste accumulation - electrical cable trip hazards - trip hazards - slips, trips and falls</td>
<td>AS/NZS 2982: Laboratory design and construction</td>
<td>Health &amp; Safety: Waste management</td>
<td>Get ready to work and onboarding</td>
<td>Working from workstation assessments and checklists</td>
<td>High</td>
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<tr>
<td>• Working remotely (eg from home or in a hotel) with poor human interface with work environment (musculoskeletal and other adverse physical outcomes) - inadequate workstation/ergonomic set up - unavailable designated working space - family and other unplanned interruptions - unrepairable/inadequate technologies (eg internet connections)</td>
<td>AS 4775: Emergency eyewash and shower equipment</td>
<td>Health &amp; Safety: Risk management</td>
<td>Working from home and remotely</td>
<td>Hazardous waste removal procedures and processes</td>
<td>Medium</td>
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<td></td>
<td>OfficeSafe: A guide to health and safety in offices (Vic)</td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
<td>Equipment such as ladders, stepstools, anti-slip mats, handrails, anti-slip paints, cable conduits.</td>
<td>Safety signage: - wet surface - cleaning in progress - rerouting for emergency exits</td>
<td>High</td>
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<tr>
<td></td>
<td>Compliance code: Workplace amenities and work environment (Vic)</td>
<td>Health &amp; Safety: Risk management requirements</td>
<td>Reasonable adjustments</td>
<td>Reasonable adjustments</td>
<td>Rare</td>
<td></td>
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<tr>
<td></td>
<td>Safe design (SafeWork Australia website)</td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
<td>Refer to Electrical category for electrical controls</td>
<td>Refer to Electrical category for electrical controls</td>
<td>Unlikely</td>
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<tr>
<td></td>
<td>Building Code of Australia (Cth)</td>
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<td></td>
<td>Moderate</td>
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</tbody>
</table>

**34. Working Outdoors**

<table>
<thead>
<tr>
<th>Rare</th>
<th>Minor</th>
<th>Low</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exposure to adverse weather conditions: - thermal (heat cold) - rain - ultraviolet light exposure - wind - uncontrolled environment</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>AS/NZS 1338.2: Filters for eye protectors - Filters for protection against ultraviolet radiation</td>
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<td></td>
<td>AS/NZS 4399: Sun protective clothing - Evaluation and classification</td>
<td>Health &amp; Safety: Risk management requirements</td>
</tr>
<tr>
<td></td>
<td>AS/NZS 4501.2: Occupational protective clothing - General requirements</td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
</tr>
<tr>
<td></td>
<td>AS/NZS 1067.1: Eye and face protection - Sunglasses and fashion spectacles - Requirements</td>
<td>Health &amp; Safety: Risk management requirements</td>
</tr>
<tr>
<td></td>
<td>Radiation protection standard for occupational exposure to ultraviolet radiation (Cth)</td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
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<tr>
<td></td>
<td>Sun protection for construction and other outdoor workers (Vic)</td>
<td>Health &amp; Safety: Risk management requirements</td>
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<td></td>
<td>Working in heat (Vic)</td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
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<tr>
<td></td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>Health &amp; Safety: Risk management requirements</td>
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<td></td>
<td>Disability Discrimination Act 1992 (Vic)</td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
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</tbody>
</table>

**35. Working with Animals**

<table>
<thead>
<tr>
<th>Unlikely</th>
<th>Moderate</th>
<th>Medium</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infectious animals</td>
<td>Occupational Health and Safety Act 2004 (Vic)</td>
<td>Australian and New Zealand Council for the care of animals in research and teaching website</td>
</tr>
<tr>
<td>Animals escaping enclosures</td>
<td>Disability Discrimination Act 1992 (Vic)</td>
<td>Alert preventing asthma in animal handlers (NIOSH)</td>
</tr>
<tr>
<td>Animal and infectious wastes</td>
<td></td>
<td>Health &amp; Safety: Risk management requirements</td>
</tr>
<tr>
<td>Assistance/companion animals</td>
<td></td>
<td>Health &amp; Safety: Personal protective equipment requirements</td>
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<tr>
<td>Therapy animals</td>
<td></td>
<td>Health &amp; Safety: Waste management requirements</td>
</tr>
<tr>
<td>Refer to Hazardous Manual Handling category for hazardous manual handling hazards/risks</td>
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<td>Health &amp; Safety: Hazardous manual handling requirements</td>
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<td>Health &amp; Safety: Hazardous manual handling requirements</td>
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<td></td>
<td></td>
<td>Refer to Hazardous Manual Handling category for hazardous manual handling hazards/risks</td>
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</tbody>
</table>

**Residual Risk Rating**

- Low
- Medium
- High
- Moderate
- Rare
- Unlikely
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<tr>
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<td>• Personal protective equipment</td>
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<td>• Animal ethics and welfare</td>
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<td>• Hazardous waste removal procedures and processes</td>
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