

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
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1. Chemical	<ul style="list-style-type: none"> <li>Chemical exposure - acute or chronic: <ul style="list-style-type: none"> <li>inhalation</li> <li>absorption</li> <li>ingestion</li> <li>injection</li> </ul> </li> <li>Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals</li> <li>New chemicals with uncertain properties arising from research and subsequent health affects</li> <li>Time sensitive chemicals that can become unstable during storage</li> <li>Production of hazardous wastes</li> <li>Contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> <li>air</li> <li>water</li> <li>soil/ground</li> </ul> </li> <li>Engineered nanoparticles</li> </ul>	Possible	Severe	Extreme	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.1 Hazardous Substances and Materials</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.2 Scheduled Carcinogenic Substances</li> <li><i>Dangerous Goods Act 1985</i> (Vic)</li> <li><i>Dangerous Goods (Storage and Handling) Regulations 2012</i> (Vic)</li> <li><i>Drugs Poisons and Controlled Substances Regulations 2017</i> (Vic)</li> <li><i>Drugs Poisons and Controlled Substances (Precursor Chemicals) Regulations 2007</i> (Vic)</li> <li><i>Drugs Poisons and Controlled Substances (Volatile Substances) Regulations 2007</i> (Vic)</li> <li><i>Therapeutic Goods Act 2010</i> (Vic)</li> <li><i>Weapons of Mass Destruction (Prevention of Proliferation) Act 1995</i> (Cth)</li> <li><i>Weapons of Mass Destruction 1995</i> (Cth)</li> <li><i>Agricultural and Veterinary Chemicals (Victoria) Act 1994</i> (Vic)</li> <li><i>Industrial Chemicals Act 2019</i> (Cth)</li> </ul>	<ul style="list-style-type: none"> <li>Australian dangerous goods transport code</li> <li>AS/NZS 1020 The control of undesirable static electricity</li> <li>AS 1345 Identification of the contents of pipes, conduits and ducts</li> <li>AS/NZS 1596: The storage and handling of LP Gas</li> <li>AS 1894 The storage and handling of non-flammable cryogenic and refrigerated liquids</li> <li>AS 1940; The storage and handling of flammable and combustible liquids</li> <li>AS/NZS 2022: Anhydrous ammonia - Storage and handling</li> <li>AS/NZS 2229 Fuel dispensing equipment for explosive atmospheres</li> <li>AS/NZS 2243.2: Safety in laboratories – Chemical aspects</li> <li>AS/NZS 2243.10: Safety in laboratories – Storage of chemicals</li> <li>AS2473 (series): Valves for compressed gas cylinders</li> <li>AS 2507: The storage and handling of agricultural and veterinary chemicals</li> <li>AS 2252.5: Controlled environments – Cytotoxic drug safety cabinets (CDSC) – Design, construction, installation, testing and use</li> <li>AS 2714: The storage and handling of organic peroxides</li> <li>AS/NZS 2927: The storage and handling of liquefied chlorine gas</li> <li>AS 3780: The storage and handling of corrosive substances</li> <li>AS/NZS 3833: The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers</li> <li>AS 3961: The storage and handling of liquefied natural gas</li> <li>AS/NZS 4081: The storage and handling of liquid and liquefied polyfunctional isocyanates</li> <li>AS 4326: The storage and handling of oxidizing agents</li> <li>AS 4332: The storage and handling of gases in cylinders</li> <li>AS/NZS 4452: The storage and handling of toxic substances</li> </ul>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Chemical management requirements</i></li> <li><i>Health &amp; Safety: Regulated plant requirements</i></li> <li><i>Health &amp; Safety: Personal protective equipment</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> <li><i>Health &amp; Safety: Workplace inspection requirements</i></li> <li><i>Health &amp; Safety: Waste management requirements</i></li> <li><i>Health &amp; Safety: Spill management requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>GoldFFX – SDS repository, chemical manifest and inventory system</li> <li>GoldFFX – SmartSuite app</li> <li><i>Chemical management</i> University website</li> <li>Chemical management guidelines</li> <li>Chemical risk assessments</li> <li>Risk assessments that include chemical</li> <li>Local area standard operating procedures</li> <li>Pre-purchase assessment – chemicals</li> <li>Licensing agreements and requirements</li> <li>Engineering controls such as: <ul style="list-style-type: none"> <li>fume cupboards</li> <li>mechanical ventilation</li> <li>extraction</li> <li>atmospheric monitoring</li> </ul> </li> <li>Purpose built storage areas for cylinders and compressed gases</li> <li>Restricted access to authorised personnel</li> <li>Correct labelling, storage and segregation</li> <li>Scheduled workplace assessments that include chemical assessment</li> <li>Time sensitive chemicals dated</li> <li>Emergency procedures for accidental release/spillage</li> <li>Emergency showers and eye wash</li> <li>Employee health monitoring</li> <li>Chemical management training</li> <li>Gas safety training</li> <li>Personal protective equipment training</li> <li>Personal protective equipment</li> <li>Hazardous waste removal procedures and processes</li> <li>Health and Safety Services chemical subject matter expert</li> <li>Health and Safety Services hygienist</li> </ul>	Medium

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						<ul style="list-style-type: none"> <li>AS/NZS 4681: The storage and handling of Class 9 (miscellaneous) dangerous goods and articles</li> <li>AS/NZS 5026: The storage and handling of Class 4 dangerous goods</li> <li>AS/NZS 60079.10.1 Explosive atmospheres – classification of areas – Explosive gas atmospheres (IEC 60079-10-1 ed 1.0 [2008] mod)</li> <li>Model Code of Practice. Preparation of safety data sheets (Cth)</li> <li>Model Code of Practice. Labelling workplace chemicals (Cth)</li> <li>Globally Harmonised System for the Classification and Labelling of Chemicals (GHS) information sheet (Cth)</li> <li>Standard for the uniform scheduling of drugs and poisons (Cth)</li> <li>Hazardous Chemical Information System (HCIS)</li> <li>Australian Industrial Chemicals Introduction Scheme (AICIS)</li> <li>Model Code of Practice: Managing risks of hazardous chemicals in the workplace (Cth)</li> <li>Hazardous Substances Information System (HSIS) website (Cth)</li> <li>Guidelines for Health Surveillance NOHSC:7039 [1995])</li> <li>Compliance code. Hazardous substances (Vic)</li> <li>Evaluation of potential safety hazards associated with the use of engineered nanomaterials (Safe Work Australia)</li> <li>Work Health and safety assessment tool for handling engineered nanomaterials (Safe Work Australia)</li> <li>National hazard exposure worker surveillance: Exposure to dust, gases, vapours, smoke and fumes and the provision of controls for these airborne hazards in Australian workplaces (Cth)</li> </ul>			
2. Contractor	<ul style="list-style-type: none"> <li>Unfamiliar with University health and safety procedures</li> <li>Work that adversely impacts on the University environment and/or staff/students</li> <li>Conducting work unsafely or in conflict University procedures</li> <li>High risk and/or specialised tasks</li> <li>Introduced hazards into the workplace</li> </ul>	Possible	Severe	Extreme	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work</li> <li>Occupational Health and Safety Regulations 2017 (Vic) Part 5.1 Construction</li> </ul>	<ul style="list-style-type: none"> <li>AS 4301 General conditions of tendering and tender form for design and construct contract</li> <li>Contractor guidelines (Vic)</li> <li>Information on engaging a contractor (Vic)</li> <li>Checklist – Contractor, subcontractor (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Risk management requirements</li> <li>Health &amp; Safety: Contractor (service provider) requirements</li> </ul>	<ul style="list-style-type: none"> <li>Contractor agreed scope of works and/or contracts prior to commencing work</li> <li>Contractor performance monitoring and reviews</li> <li>Contractor health and safety questionnaire</li> <li>Contractor health and safety plans</li> <li>Risk assessments</li> <li>Standard operating procedures</li> <li>University contact person</li> <li>University of Melbourne contractor induction</li> <li>Local area contractor induction</li> </ul>	Medium

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3. Diving	<ul style="list-style-type: none"> <li>Adverse diving conditions</li> <li>Dangerous marine flora and fauna</li> <li>Diver poor swimming skills</li> <li>Abandoned/lost</li> <li>Diving associated conditions (eg bends)</li> <li>Faulty equipment</li> <li>Operating/using boat and equipment</li> </ul>	Unlikely	Severe	High	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Marine and Coastal Act 2018</i> (Vic)</li> <li><i>Marine Safety Regulations 2012</i> (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>AS/NZS 2299 (series) Occupational diving operations</li> <li>Dive Industry of Victoria Association (DIVA) Code of Practice</li> <li>ADAS Australian Diver Accreditation Scheme [ADAS Board and Cth]</li> <li>Marine Safety Victoria (Vic)</li> <li>A guide to marine regulations and how they affect you (Vic)</li> <li>Recreational boating safety handbook (Vic)</li> </ul>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Scientific diving requirements</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>Field work risk assessment</li> <li>Field work guidelines</li> <li>Field work plan</li> <li>Dive plans</li> <li>Risk assessments</li> <li>Diver induction</li> <li>Diver training</li> <li>Diving teams</li> <li>Maintenance of equipment</li> </ul>	Medium
4. Electrical	<ul style="list-style-type: none"> <li>Use of faulty equipment/appliances</li> <li>Use of uncertified electrical equipment/appliances</li> <li>Incorrect and/or faulty electrical installation</li> <li>Use electrical equipment/appliances that do not meet relevant Standards and Codes</li> </ul>	Possible	Severe	Extreme	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Electrical Safety Act 1998</i> (Vic)</li> <li><i>Electrical Safety (Equipment) Regulations 1999</i> (Vic)</li> <li><i>Electricity Safety (Management) Regulations 2009</i> (Vic)</li> <li><i>Electricity Safety (Installations) Regulations 2009</i> (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>AS/NZS 3000 Electrical installations (Australian/New Zealand Wiring Rules)</li> <li>Refer to AS/NZS 3000 wiring rules Appendix A referenced documents</li> <li>AS/NZS 3105 Approval and test specification – Electrical and portable outlet devices</li> <li>AS/NZS 3199 Approval and test specification – Cord extension sets</li> <li>AS/NZS 3200: (Series) Approval and test specification - Medical electrical equipment</li> <li>AS/NZS 3760 In-service safety inspection and testing of electrical equipment</li> <li>AS/NZS 3112 Approval and test specification – Plug and socket outlets</li> <li>AS/NZS 1660 (series) Test methods for electric cables, cords and conductors</li> <li>Model code of practice. Managing Electrical risks in the workplace</li> <li>Electrical Equipment and safety guidelines (Vic)</li> <li>The blue book – Code of Practice of electrical safety for work on or near high voltage electrical apparatus (Vic)</li> </ul>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Risk management requirements</i></li> <li><i>Health &amp; Safety: Electrical inspection and testing requirements</i></li> <li><i>Health &amp; Safety: Isolation, lock out, tag out requirements</i></li> <li><i>Health &amp; Safety: Unsafe plant and equipment requirements</i></li> <li><i>Health &amp; Safety: Purchasing requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>Scheduled testing and tagging of portable electrical equipment, in building with partial or no RCD protection of power outlets</li> <li>RCD protection for power outlets</li> <li>Pre-purchase assessment – Electrical equipment</li> <li>Certificates of Electrical Safety</li> <li>Electrical installation by licensed electrician</li> <li>RCD testing</li> <li>Visual checks prior to use</li> <li>Risk assessment</li> <li>Standard operating procedures</li> <li>Scheduled workplace inspections</li> <li>Removing faulty equipment and tagging included in induction</li> <li>Tags made readily available in the local area</li> </ul>	Medium
5. Events	<ul style="list-style-type: none"> <li>Equipment hire</li> <li>Unknown and introduced risks</li> <li>Large numbers of people/public</li> <li>Inadequate venue</li> <li>Uncontrolled events</li> <li>One-off events</li> <li>Inappropriate behaviours</li> <li>Traffic hazards</li> </ul> <p>Refer to <b>Contractors</b> category for contractor hazards/risks</p> <p>Refer to <b>Hazardous Manual Handling</b> for hazardous manual handling hazards/risks</p>	Unlikely	Severe	High	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i></li> <li><i>Equipment (Public Safety) Regulations 2017</i> (Vic)</li> </ul> <p>Refer to <b>Contractors</b> category for contractor legislation</p> <p>Refer to <b>Hazardous Manual Handling</b> for hazardous manual handling legislation</p> <p>Refer to <b>Alcohol</b> category for alcohol legislations</p>	<ul style="list-style-type: none"> <li>Major events, advice for managing safety (Vic)</li> <li>Non-profit fundraising events: alcohol, safety and event management (Qld)</li> <li>Traffic management guide – events (Cth)</li> </ul> <p>Refer to <b>Contractors</b> category for contractor Standards/codes/guidance</p> <p>Refer to <b>Hazardous Manual Handling</b> for hazardous manual handling Standards/codes/guidance</p> <p>Refer to <b>Alcohol</b> category for alcohol Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li><i>Alcohol policy (MPF1267)</i></li> <li><i>Appropriate workplace behaviour policy (MPF1328)</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> <li><i>Health &amp; Safety: Contractor management requirements</i></li> </ul> <p>Refer to <b>Contractors</b> category for contractor University policies/procedures</p> <p>Refer to <b>Hazardous Manual Handling</b> for hazardous manual handling University policies/procedures</p> <p>Refer to <b>Alcohol</b> category for alcohol University policies/procedures</p>	<ul style="list-style-type: none"> <li><i>Events management</i> website</li> <li>Events team</li> <li>Events guidance</li> <li>Risk assessments</li> <li>Event management processes</li> <li>Events management – Health and safety information</li> <li>Standard operating procedures for setting up events</li> </ul> <p>Refer to <b>Contractors</b> category for contractor controls</p> <p>Refer to <b>Hazardous Manual Handling</b> for hazardous manual handling controls</p>	Medium

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	Refer to <b>Alcohol</b> category for alcohol hazards/risks							Refer to <b>Alcohol</b> category for alcohol controls	
6. Hazardous manual handling	<ul style="list-style-type: none"> <li>Hazardous manual handling tasks/activities that include the following characteristics: <ul style="list-style-type: none"> <li>repetitive or sustained application of force</li> <li>repetitive or sustained awkward posture</li> <li>repetitive movement</li> <li>application of high force</li> <li>exposure to sustained vibration</li> <li>handling of a person or an animal</li> <li>handling of unstable or unbalanced loads or loads which are difficult to grasp or hold</li> </ul> </li> <li>Factors resulting in musculoskeletal disorders or other injuries include: <ul style="list-style-type: none"> <li>poor workplace design</li> <li>poor work designs</li> <li>poor job practices</li> </ul> </li> </ul> <p>Refer to <b>Workplace Design and Construction</b> category for workplace design hazards/risks</p>	Possible	Major	High	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.1 Hazardous Manual Handling</li> </ul>	<ul style="list-style-type: none"> <li>Your health and safety guide to manual handling (Vic)</li> <li>Model code of practice. Hazardous manual tasks (Cth)</li> <li>Manual handling risk assessing and controlling (Vic)</li> <li>Manual handling risk management in a large organisation (Vic)</li> <li>Compliance code. Hazardous manual handling (Vic)</li> <li>OfficeWise A guide to health and safety in offices (Vic)</li> </ul> <p>Refer to <b>Workplace Design and Construction</b> category for workplace design Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Hazardous manual handling requirements</i></li> <li><i>Health &amp; Safety: Ergonomic requirements</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> <li><i>Recruitment and appointment policy (MPF1152)</i></li> </ul> <p>Refer to <b>Workplace Design and Construction</b> category for workplace design University policies/procedures</p>	<ul style="list-style-type: none"> <li>Office Ergonomics University website</li> <li>Manual handling training</li> <li>Office ergonomics training</li> <li>Workstation ergonomic assessment training</li> <li>Manual handling risk assessments</li> <li>Mechanical aids and lifting devices <ul style="list-style-type: none"> <li>trolleys</li> <li>forklifts</li> <li>pedestrian stackers and walkers</li> <li>platform ladders</li> <li>hoists</li> </ul> </li> <li>Work station risk assessments (keyboard and work station checklists)</li> <li>Pre-purchase assessments</li> <li>Health and Safety Services ergonomic and manual handling subject matter expert</li> <li><i>Recruitment and selection – Induction</i> University website</li> <li>Risk assessments</li> <li>Standard operating procedures</li> <li>Induction</li> </ul> <p>Refer to <b>Workplace Design and Construction</b> category for workplace design controls</p>	Medium
7. Legal Compliance	<ul style="list-style-type: none"> <li>Injury and/or property damage</li> <li>Workplace manslaughter</li> <li>Prosecution and fines</li> <li>Intervention programs</li> <li>Enforceable undertaking</li> <li>Reputational damage to the University</li> <li>Loss of funding: <ul style="list-style-type: none"> <li>government</li> <li>private sector</li> <li>other</li> </ul> </li> <li>Loss of certification</li> <li>Restrictions/conditions to or loss of self-insurance approval</li> </ul>	Rare	Severe	High	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic)</li> <li><i>Workplace Injury Rehabilitation and Compensation Act 2013</i> (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>NAT – National Audit Tool</li> <li>AS/NZS 4804 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques</li> <li>AS/NZS 4801 Occupational health and safety management systems – Specification with guidance for use</li> <li>AS/NZS ISO 31000 Risk management – Principles and guidelines</li> <li>AS/ZS ISO 45001 Requirements with guidance for use – Requirements with guidance for use</li> </ul>	<ul style="list-style-type: none"> <li><i>Health and Safety Policy (MPF1205)</i></li> <li><i>Health &amp; Safety: Management system documentation requirements</i></li> <li><i>Health &amp; Safety: Management system review and audit requirements</i></li> <li><i>Health &amp; Safety: Responsibilities and legal requirements</i></li> <li><i>Health &amp; Safety: Consultation representation and committee requirements</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> <li><i>Health &amp; Safety: Incident, injury, hazard reporting and investigation requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>Health and Safety Management System</li> <li>Certified Health and Safety Management System</li> <li>Compliance training - Roles and Responsibilities training for all staff</li> <li>Executive Roles and responsibilities training</li> <li>University Executive health and safety systems review and feedback</li> <li>Faculty/School/Division tracking health and safety performance</li> <li>Health and safety budget and resourcing</li> <li>Risk assessments</li> <li>Licenses, permits and agreements</li> <li>Authorising Officers</li> <li>Records management and data control</li> <li>University Health and Safety Committee</li> <li>Health and safety management representatives</li> </ul>	Medium

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								<ul style="list-style-type: none"> <li>Health and safety representatives and designated work groups</li> <li>Internal auditing</li> <li>External auditing</li> <li>Incident investigation and corrective actions</li> <li>Enterprise Risk Management System reporting for incidents and hazards</li> <li>Health and safety resourcing – personnel and infrastructure</li> <li>WorkCover injury management and rehabilitation resourcing – personnel and infrastructure</li> <li>WorkCover case management</li> <li>Return-to work coordinator</li> <li>Rehabilitation services</li> </ul>	
8. Pandemic	<ul style="list-style-type: none"> <li>Pandemic government and social response based on cause of pandemic</li> <li>Current transmission of COVID-19: <ul style="list-style-type: none"> <li>community transmission</li> <li>workplace exposure</li> <li>droplet</li> <li>fomite</li> </ul> </li> <li>Increased issues associated with use of PPE and chemical agents: <ul style="list-style-type: none"> <li>allergic reactions</li> <li>sensitivity</li> <li>dermatitis</li> </ul> </li> </ul> <p>Refer to <b>Chemical</b> category for chemical hazard/risk</p>	Rare	Severe	High	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Public Health and Wellbeing Act 2008</i> (Vic)</li> <li><i>Public health and Wellbeing Regulations 2019</i> (Vic)</li> <li><i>Biosecurity Act 2015</i> (Cth)</li> <li>Other Acts and Instruments as gazetted</li> </ul>	<ul style="list-style-type: none"> <li>About coronavirus (COVID-19) DHHS (Vic) website</li> <li>Coronavirus (COVID-19) resources DoH (Cth) website</li> <li>Coronavirus (COVID-19) WorkSafe (Vic) website</li> <li>COVID-19 Information for workplaces SafeWork Australia (Cth) website</li> </ul> <p>Refer to <b>Chemical</b> category for chemical Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li><i>Coronavirus (COVID-19) update</i> (University website)</li> <li><i>Coronavirus (COVID-19) response: information for staff</i> (University website)</li> <li><i>Coronavirus (COVID-19): student advice and support</i> (University website)</li> <li><i>Framework for the resumption of campus based activity</i></li> <li><i>Health &amp; Safety: Personal protective equipment requirements</i></li> <li><i>Health &amp; Safety: Chemical management requirements</i></li> </ul> <p>Refer to <b>Chemical</b> category for chemical policy/procedures</p>	<ul style="list-style-type: none"> <li>Virtual campus with remote working and learning</li> <li>Campus attendance limited staff, student and contractors</li> <li>Infection control training</li> <li>COVIDSafe training</li> <li>Health declaration</li> <li>Face coverings</li> <li>Infection control information and education</li> <li>Pandemic risk assessments</li> <li>Pandemic local area standard operating procedures</li> <li>Immunisation programs (Fluvax)</li> <li>Handwashing facilities and sanitizer</li> <li>Cleaning and disinfection precautions</li> <li>Additional cleaning and disinfection measures for suspected or confirmed cases</li> <li>Programs for behavioral change</li> <li>Poster promoting hygiene and safe behaviours</li> <li>Signage</li> <li>Review and update risk assessments to include pandemic associated risks</li> <li>Review and update standard operating procedures to include pandemic requirements</li> <li>Installation of decals, traffic flows, arrows, maximum occupancies</li> <li>Spatial assessments to include social distancing requirements and occupancy</li> </ul>	Medium

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								<ul style="list-style-type: none"> <li>Increased restricted access arrangements</li> <li>Temperature checking</li> </ul> <p>Refer to <b>Chemical</b> category for chemical controls</p>	
9. Traffic	<ul style="list-style-type: none"> <li>Shared vehicles and pedestrians areas</li> <li>Uncontrolled vehicle access on campus</li> <li>Unauthorised and/or unsafe parking</li> <li>Uncontrolled loading dock area</li> <li>Unsafe driving behaviours: <ul style="list-style-type: none"> <li>speeding</li> <li>hooning</li> <li>impairment – alcohol/drugs</li> </ul> </li> </ul>	Unlikely	Severe	High	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant</li> <li>Road Safety Act 1986 (Vic)</li> <li>Road Safety (Traffic) Regulations 1988 (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>Forklift safety reducing the risk (Vic)</li> <li>A guidebook of industrial management and forklift safety (Vic)</li> <li>Forklifts – Developing a traffic management plan</li> <li>Traffic management: guide – warehousing (Cth)</li> <li>Traffic management guide – events (Cth)</li> <li>Traffic management – general guide (Cth)</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Risk management requirements</li> </ul>	<ul style="list-style-type: none"> <li>Controlled access of vehicles onto the campuses</li> <li>Traffic management plans: <ul style="list-style-type: none"> <li>speed limits on campus</li> <li>designated delivery points</li> <li>traffic signs</li> <li>designated parking spaces</li> <li>walkways and pathways</li> </ul> </li> <li>Risk assessments</li> <li>Standard operating procedures</li> <li>Designated parking</li> <li>Mobile plant training</li> <li>Security systems and support</li> <li>Traffic Management contract: <ul style="list-style-type: none"> <li>parking restrictions and enforcement</li> <li>access control</li> <li>foot patrols</li> </ul> </li> </ul>	Medium
10. Travel and Off Campus Activities and Placements	<ul style="list-style-type: none"> <li>Domestic travel</li> <li>Overseas travel</li> <li>Remote locations</li> <li>Field work and activities</li> <li>Driving and travel arrangements</li> <li>Inadequate communication</li> <li>Unexpected events/emergencies</li> <li>Fatigue</li> <li>Placements <ul style="list-style-type: none"> <li>Students in buildings/locations not controlled by the University</li> <li>Staff in buildings/locations not controlled by the University</li> </ul> </li> </ul>	Unlikely	Major	High	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Road Safety Act 1986 (Vic)</li> <li>Road Safety (Drivers) Regulations 2019 (Vic)</li> <li>Road Safety (Road Rules) Regulations 1999 (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor Council of Australia website</li> <li>Outdoors Victoria (Vic)</li> <li>Adventure activity standards (Vic)</li> <li>Travel (DFAT Cth website)</li> <li>National guidelines for working alone or in a remote locality [Cth Safety Management Forum]</li> <li>Fatigue (SafeWork Australia website)</li> <li>Placing workers in safe workplaces. Safety management systems guide for labour hire agencies (Vic)</li> <li>Safety when working off site (NSW)</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Travel and off campus requirements</li> <li>Health &amp; Safety: Vehicle use requirements</li> <li>Health &amp; Safety: Risk management requirements</li> <li>Student travel and transport policy (MPF1209)</li> <li>Alcohol policy (MPF1267)</li> </ul>	<ul style="list-style-type: none"> <li>UniTravel booking system</li> <li>Travel Service Provider – initial response for adverse events</li> <li>Field work risk assessment</li> <li>Field work plan</li> <li>DFAT warnings</li> <li>University of Melbourne Health Services</li> <li>Travel to high risk destinations risk assessment</li> <li>Non-UniTravel risk assessments</li> <li>Medical declaration</li> <li>Placement contracts/agreements</li> <li>Local induction</li> <li>Provision of information (eg handbook)</li> <li>Host organisation information</li> </ul>	Medium
11. Working at Heights	<ul style="list-style-type: none"> <li>Working close to an edge unprotected</li> <li>Unsuitable working environment: <ul style="list-style-type: none"> <li>slippery roof</li> <li>brittle roof</li> <li>indistinguishable skylights</li> <li>faulty anchor points</li> <li>adverse weather conditions (wind and run)</li> </ul> </li> <li>Unsecured equipment</li> <li>Falling objects</li> </ul>	Unlikely	Severe	High	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Occupational Health and Safety Regulations 2017 (Vic) Part 3.3 Prevention of Falls</li> </ul>	<ul style="list-style-type: none"> <li>Compliance code. Prevention of falls in general construction (Vic)</li> <li>A guide to falls prevention (Vic)</li> <li>Basic steps for preventing falls from heights (Vic)</li> <li>Prevention of falls – ladders (Vic)</li> <li>Falls prevention (WorkSafe Vic web)</li> <li>AS/NZS 1891 (series) Industrial fall-arrest systems and devices</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Working at heights requirements</li> <li>Health &amp; Safety: Personal protective equipment requirements</li> <li>Health &amp; Safety: Risk management requirements</li> </ul>	<ul style="list-style-type: none"> <li>Roof risk assessments</li> <li>Risk assessments</li> <li>Standard operating procedures</li> <li>Height safety training</li> <li>Fall arrest training</li> <li>Fall protection: <ul style="list-style-type: none"> <li>handrails and barriers</li> <li>elevated work platforms</li> <li>scaffolding</li> </ul> </li> </ul>	Medium

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
	<ul style="list-style-type: none"> <li>Inappropriate use of access and/or fall arrest equipment: <ul style="list-style-type: none"> <li>ladders</li> <li>scaffold</li> <li>elevated work platform</li> <li>harnesses and lanyards</li> <li>anchor points</li> </ul> </li> </ul>					<ul style="list-style-type: none"> <li>AS/NZS 1576 (series) Scaffolding</li> <li>AS 1577 Scaffold planks</li> <li>AS/NZS 4576 Guidelines for scaffolding</li> <li>AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation</li> <li>AS/NZS 1892 (series) Portable Ladders</li> <li>Working at heights (WorkSafe Vic website)</li> </ul>		<ul style="list-style-type: none"> <li>fall arrest and anchor point systems</li> <li>Accessing heights under suitable weather conditions (eg not raining and little/no wind)</li> <li>Restricted access and entry points</li> <li>Ladder training</li> <li>Elevated work platform training</li> <li>Barricading</li> </ul>	
12. Accommodation	<ul style="list-style-type: none"> <li>In rural areas, unfamiliar with environment <ul style="list-style-type: none"> <li>bush fire</li> <li>flooding</li> <li>animals</li> <li>isolation</li> </ul> </li> <li>General shared facilities: <ul style="list-style-type: none"> <li>conflict</li> <li>impairment (alcohol/other)</li> <li>noise</li> <li>property damage/loss</li> <li>laundromat facilities</li> </ul> </li> <li>Using communal kitchen: <ul style="list-style-type: none"> <li>fire</li> <li>injury</li> <li>spilt food/liquids</li> </ul> </li> <li>Uncontrolled personal items: <ul style="list-style-type: none"> <li>chemicals</li> <li>electrical equipment</li> <li>prohibited weapons</li> </ul> </li> <li>Contractors: <ul style="list-style-type: none"> <li>working in and around facilities</li> <li>managing facilities</li> </ul> </li> </ul> <p>Refer to <b>Electrical</b> category for electrical hazard/risk</p> <p>Refer to <b>Contractor</b> category for contractor hazard/risk</p>	<b>Unlikely</b>	<b>Moderate</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> </ul> <p>Refer to <b>Electrical</b> category for electrical legislation</p> <p>Refer to <b>Contractor</b> category for contractor legislation</p>	<ul style="list-style-type: none"> <li>Building Code of Australia (Cth)</li> <li>First Aid Compliance Code</li> <li>AS/NZS 1841 (series) Portable Fire Extinguishers</li> <li>AS 3745 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces</li> <li>AS 1670 (series) Fire Detection, Warning, Control and Intercom Systems</li> </ul> <p>Refer to <b>Electrical</b> category for electrical Standards/codes/guidance</p> <p>Refer to <b>Contractor</b> category for contractor Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Emergency preparedness and response requirements</i></li> <li><i>Health &amp; Safety: First aid requirements</i></li> <li><i>Health &amp; Safety: Electrical inspection and testing requirements</i></li> <li><i>Health &amp; Safety: Contractor (service provider) requirements</i></li> </ul> <p>Refer to <b>Electrical</b> category for electrical policies/procedures</p> <p>Refer to <b>Contractor</b> category for contractor policies/procedures</p>	<ul style="list-style-type: none"> <li>Scheduled servicing and testing fire and emergency equipment.</li> <li>Warden training</li> <li>Emergency training (evacuation drill)</li> <li>First aid procedures</li> <li>Scheduled electrical testing and tagging.</li> <li>Scheduled accommodation inspection and maintenance</li> <li>Scheduled servicing of infrastructure and equipment/plant</li> <li>Provision of information in "Accommodation Handbook"</li> <li>Contractor management</li> <li>Local induction</li> </ul> <p>Refer to <b>Electrical</b> category for electrical controls</p> <p>Refer to <b>Contractor</b> category for contractor controls</p>	<b>Low</b>
13. Asbestos and Hazardous Materials	<ul style="list-style-type: none"> <li>Exposure to hazardous materials: <ul style="list-style-type: none"> <li>asbestos</li> <li>lead</li> <li>synthetic mineral fibres</li> <li>polychlorinated biphenyl</li> </ul> </li> <li>Asbestos and hazardous materials waste</li> </ul>	<b>Rare</b>	<b>Major</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.3 Lead</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.4 Asbestos</li> </ul>	<ul style="list-style-type: none"> <li>Compliance code. Managing asbestos in the workplace (Vic)</li> <li>Model code of practice. How to manage and control asbestos in the workplace (Cth)</li> <li>AS 2601 The Demolition of structures</li> <li>Asbestos (WorkSafe Vic website)</li> </ul>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Asbestos and hazardous materials requirements</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> <li><i>Health &amp; Safety: Signage requirements</i></li> <li><i>Health &amp; Safety: Waste management requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>Division 5 asbestos survey and risk assessment</li> <li>Division 6 asbestos survey and risk assessment</li> <li>Hazardous materials survey and risk assessment</li> <li>Engage hygienists with knowledge and skills in asbestos and hazardous materials surveys and management plans</li> <li>Engage licensed asbestos contractors/removalist</li> <li>Asbestos and hazardous materials register</li> <li>Asbestos management plan</li> <li>Signage and labelling</li> <li>Asbestos awareness training</li> <li>Restricted access</li> </ul>	<b>Low</b>

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		L	C						
								<ul style="list-style-type: none"> <li>Hazardous waste removal procedures and processes</li> </ul>	
14. Alcohol and Drugs	<ul style="list-style-type: none"> <li>Inappropriate behaviour</li> <li>Injury</li> <li>Discarded needles: <ul style="list-style-type: none"> <li>occupational injury/disease</li> </ul> </li> <li>operating plant/equipment whilst impaired</li> <li>working in potentially hazardous environments whilst impaired</li> </ul>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>Australian Drug Information network website (Cth)</li> <li>Guide to developing a workplace alcohol and other drugs policy (Vic)</li> <li>Alcohol (WorkSafe Vic website)</li> </ul>	<ul style="list-style-type: none"> <li>Alcohol Policy (MPF1267)</li> <li>Student conduct policy (MPF1324)</li> <li>Health &amp; Safety: Risk management requirements</li> </ul>	<ul style="list-style-type: none"> <li>Responsible alcohol service requirements</li> <li>Conditions of employment</li> <li>University of Melbourne event authorisation process</li> <li>University events involving alcohol: management and safety checklist</li> <li>Risk assessments</li> <li>Event management</li> <li>Local area procedures and processes</li> <li>Immunisation</li> <li>Sharps disposal facilities</li> </ul>	Low
15. Biological (and other pathogen) Research & Activities	<ul style="list-style-type: none"> <li>Pathogen exposure/contamination: <ul style="list-style-type: none"> <li>bacterium</li> <li>virus</li> <li>prion</li> <li>fungus</li> </ul> </li> <li>Genetically modified organisms (GMO)</li> <li>Release of biological agent into uncontrolled environment</li> <li>Working with animals (see section "Working with Animals")</li> <li>Importation and exportation of biological materials</li> <li>Infectious wastes</li> </ul> <p>Refer to <b>Working with Animals</b> category for working with animals hazards/risks</p>	Rare	Major	Medium	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Gene Technology Act 2001 (Vic)</li> <li>Gene Technology Act 2000 (Cth)</li> <li>Gene Technology Regulations 2011 (Vic)</li> <li>Dangerous Goods Act 1985 (Vic)</li> <li>Dangerous Goods (Storage and Handling) Regulations 2012 (Vic)</li> <li>Health Act 1958 (Vic)</li> <li>Health (Infectious Diseases) Regulations 2001 (Vic)</li> <li>Biological Control Act 1986 (Vic)</li> <li>Biological Control Act 1984 (Cth)</li> </ul> <p>Refer to <b>Working with Animals</b> category for working with animals legislation</p>	<ul style="list-style-type: none"> <li>AS/NZS 3816 Management of Clinical and Related Wastes</li> <li>HB 202-2000 A management system for clinical and related wastes - Guide to application of AS/NZS 3816-1998, management of clinical and related wastes</li> <li>AS 2252 (series) Biological safety cabinets</li> <li>AS/NZS 4261 Reusable Containers for the collection of sharp items used in human and animal medical applications</li> <li>AS/NZS 2243.3 Safety in laboratories – Microbiological aspects and containment facilities</li> <li>AS/NZS 3816 Management of clinical and related wastes</li> <li>AS 4031 Non-Reusable containers for the collection of sharp medical items used in health care areas</li> <li>Health Canada pathogen safety data sheets (PSDS)</li> <li>Laboratory biosafety manual (WHO)</li> <li>Australian dangerous goods transport code</li> <li>Guidelines for the Transport, Storage and Disposal of GMOs (Cth)</li> </ul> <p>Refer to <b>Working with Animals</b> category for working with animals standards/codes/guidance</p>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Risk management requirements</li> <li>Health &amp; Safety: Personal protective equipment requirements</li> <li>Health &amp; Safety: Workplace inspection requirements</li> <li>Health &amp; Safety: Waste management requirements</li> <li>Health &amp; Safety: Spill management requirements</li> <li>Containment Facility Internal Certification Policy (MPF1195)</li> <li>Containment Facility Internal Certification Procedure (MPF1151)</li> <li>Infectious Agent Project Approval Policy (MPF1246)</li> <li>Infectious Agent Project Approval Procedure (MPF1153)</li> <li>Infectious Agent Reporting Policy (MPF1250)</li> <li>Infectious Agent Reporting Procedure (MPF1161)</li> </ul> <p>Refer to <b>Working with Animals</b> category for working with animals University policies and procedures</p>	<ul style="list-style-type: none"> <li>Gene Technology and Biosafety Committee (GTBC)</li> <li>Office of Research Ethics and Integrity subject matter expert(s) – gene technology, biosafety and biosecurity</li> <li>Office of Research Ethics and Integrity – resources University website</li> <li>Restricted access to authorised personnel</li> <li>Risk assessments</li> <li>Local area standard operating procedures</li> <li>Biosafety training</li> <li>Laboratory safety training</li> <li>Controlled shipping and movement of infectious substances, diagnostic specimens and genetically modified organisms</li> <li>Engineering controls such as laminar flow cupboards</li> <li>Scheduled workplace inspections for laboratories</li> <li>Local area training</li> <li>Personnel protective equipment</li> <li>Employee health monitoring</li> <li>Personal protective equipment</li> <li>Hazardous waste removal procedures and processes</li> </ul> <p>Refer to <b>Working with Animals</b> category for working with animals controls</p>	Low
16. Clients, Customers, Volunteers, Participants and Public	<ul style="list-style-type: none"> <li>Unfamiliar with University health and safety procedures</li> <li>Activities that adversely impact on the University staff/students <ul style="list-style-type: none"> <li>organised events (either authorised or unauthorised)</li> </ul> </li> </ul>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> </ul> <p>Refer to <b>Events</b> category for event legislation</p>	<ul style="list-style-type: none"> <li>The essential guide to work health and safety for volunteers (Cth)</li> <li>Volunteer health and safety: A handbook for community service organisations</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Risk management requirements</li> </ul> <p>Refer to <b>Events</b> category for event policies/procedures</p>	<ul style="list-style-type: none"> <li>Risk assessments</li> <li>Restricted access to University buildings and property</li> <li>Security systems and support</li> </ul>	Low



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		L	C						
	<ul style="list-style-type: none"> <li>– spontaneous events/gatherings</li> </ul> <p>Refer to <b>Events</b> category for event hazards/risks</p>					Refer to <b>Events</b> category for event Standards/codes/guidance		<ul style="list-style-type: none"> <li>• Local University policies and procedures</li> <li>• Local visitor inductions and checklists</li> <li>• Visitor cards</li> </ul> <p>Refer to <b>Events</b> category for event controls</p>	
17. Confined Spaces	<ul style="list-style-type: none"> <li>• Unrestricted access to confined spaces</li> <li>• Inadequate risk assessment of confined space</li> <li>• Inadequate identification of confined space</li> <li>• Poorly ventilated workplaces</li> </ul>	Rare	Severe	High	<ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li>• <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.4 Confined Spaces</li> </ul>	<ul style="list-style-type: none"> <li>• AS 2865 Confined spaces</li> <li>• Compliance code. Confined spaces (Vic)</li> <li>• Confined spaces, shafts, tunnels and trenches (Vic)</li> <li>• The dangers of poorly ventilated workplaces (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Health &amp; Safety: Confined spaces requirements</i></li> <li>• <i>Health &amp; Safety: Risk management requirements</i></li> <li>• <i>Health &amp; Safety: Signage requirements</i></li> </ul>	<ul style="list-style-type: none"> <li>• Confined space entry permit system</li> <li>• Confined space entry training</li> <li>• Confined space emergency procedures</li> <li>• Confined spaces authorising officers</li> <li>• Safety signage</li> <li>• Confined space risk assessments</li> <li>• Safe work method statements</li> <li>• Confined spaces register</li> <li>• Restricted access</li> </ul>	Low
18. Cooling Towers	<ul style="list-style-type: none"> <li>• Legionella bacteria in cooling tower system</li> <li>• Access to roofs</li> <li>• Access to plant</li> <li>• Use of chemicals</li> <li>• Working at heights</li> </ul> <p>Refer to <b>Plant</b> category for plant hazards/risks</p> <p>Refer to <b>Chemical</b> category for chemical hazards/risks</p> <p>Refer to <b>Working at Heights</b> category for working at heights hazards/risks</p>	Rare	Major	Medium	<ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li>• <i>Building Act 1993</i> (Vic)</li> <li>• <i>Public Health and Wellbeing Act 2008</i> (Vic)</li> <li>• <i>Public Health and Wellbeing Regulations 2009</i> (Vic)</li> <li>• <i>Building (Legionella Risk Management) Regulations 2001</i> (Vic)</li> <li>• <i>Health (Legionella) Regulations 2001</i> (Vic)</li> </ul> <p>Refer to <b>Plant</b> category for plant legislation</p> <p>Refer to <b>Chemical</b> category for chemical legislation</p> <p>Refer to <b>Working at Heights</b> category for working at heights legislation</p>	<ul style="list-style-type: none"> <li>• AS/NZS 3666: (Series) Air-handling and water systems of buildings - Microbial control - Operation and maintenance</li> <li>• Guide to developing risk management plans for cooling tower systems (Vic)</li> <li>• Victorian Government Department of Health Legionella website (Vic)</li> <li>• Cooling towers and recycled water (Vic)</li> </ul> <p>Refer to <b>Plant</b> category for plant Standards/codes/guidance</p> <p>Refer to <b>Chemical</b> category for chemical Standards/codes/guidance</p> <p>Refer to <b>Working at Heights</b> category for working at heights Standards/codes guidance</p>	<ul style="list-style-type: none"> <li>• <i>Health &amp; Safety: Cooling tower risk requirements</i></li> <li>• <i>Health &amp; Safety: Risk management requirements</i></li> </ul> <p>Refer to "Plant" category for University plant policies/procedures</p> <p>Refer to "Chemical" category for University chemical policies/procedures</p> <p>Refer to "Working at Heights" category for University working at heights policies/procedures</p>	<ul style="list-style-type: none"> <li>• Cooling tower risk assessments and plans</li> <li>• Cooling tower system registration</li> <li>• Scheduled maintenance and management of cooling towers as per the risk management plans</li> <li>• Cooling tower audit</li> <li>• Restricted access to authorised personnel</li> </ul> <p>Refer to <b>Plant</b> category for plant controls</p> <p>Refer to <b>Chemical</b> category for chemical controls</p> <p>Refer to <b>Working at Heights</b> category for working at heights controls</p>	Low
19. Emergency and critical Incident	<ul style="list-style-type: none"> <li>• Uncontrolled emergency incident leading to adverse outcomes: <ul style="list-style-type: none"> <li>– loss of life</li> <li>– injury or illness</li> <li>– property damage</li> <li>– continued unsafe environment</li> </ul> </li> <li>• Loss of communication</li> <li>• Breakdown in emergency procedures</li> <li>• Failure to identify critical incident</li> <li>• Uncontrolled critical incident leading to adverse outcomes: <ul style="list-style-type: none"> <li>– human life, safety and wellbeing</li> <li>– animal life, safety and wellbeing</li> <li>– environmental protection</li> <li>– the protection of property interests;</li> </ul> </li> </ul>	Rare	Major	Medium	<ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004</i> (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>• Building Code of Australia</li> <li>• AS 3745 Emergency control organisation and procedures for buildings, structures and workplaces</li> <li>• AS 1603 (series) Automatic fire detection and alarm systems</li> <li>• AS 1670 (series) Fire detection, warning, control and intercom systems</li> <li>• AS/NZS 1841 (series) Portable fire extinguishers</li> <li>• AS/NZS ISO 31000 Risk management – Principles and guidelines</li> <li>• AS/NZS 5050 Business continuity – Managing disruption-related risk</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Health &amp; Safety: Emergency preparedness and response requirements</i></li> <li>• <i>Health &amp; Safety: First aid requirements</i></li> <li>• <i>Health &amp; Safety: Risk management requirements</i></li> <li>• <i>Health &amp; Safety: Incident, injury and hazard reporting and investigation requirements</i></li> <li>• <i>Risk management policy (MPF1194)</i></li> <li>• <i>Health &amp; Safety – Establish first aid needs</i></li> <li>• <i>Health &amp; Safety – Initiate critical incident</i></li> <li>• <i>Health &amp; Safety – Respond to an incident</i></li> </ul>	<ul style="list-style-type: none"> <li>• Scheduled building evacuations for all occupants</li> <li>• Campus/building specific Emergency management plans</li> <li>• Building essential services and ongoing maintenance of those services</li> <li>• Duress alarms</li> <li>• Secure and restricted access</li> <li>• Task/activity specific emergency procedures and plans</li> <li>• Emergency response procedures (Flip chart)</li> <li>• Staff training and instruction: <ul style="list-style-type: none"> <li>– induction</li> </ul> </li> </ul>	Low

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		L	C						
						<ul style="list-style-type: none"> <li>Compliance Code. First aid (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>Enterprise risk management system (ERMS) incident and hazard reporting</li> </ul>	<ul style="list-style-type: none"> <li>evacuation drills</li> <li>fire extinguisher training</li> <li>suspicious package training</li> <li>visitor cards</li> <li>first aid</li> <li>Chief and Deputy Chief Warden</li> <li>building Warden</li> <li>breathing apparatus</li> <li>aggressive behaviours/difficult customers training</li> <li>University of Melbourne Incident Management System</li> <li>University of Melbourne Incident Management System resourcing – personnel and resourcing</li> <li>Security systems and support</li> <li>Risk assessments</li> </ul>	
20. Firearms, Regulated and Prescribed Weapons	<ul style="list-style-type: none"> <li>Accidental shooting</li> <li>Theft and misuse</li> <li>Violence and assault</li> </ul> <p>Refer to <b>Noise</b> category for noise hazards/risks</p>	Rare	Severe	High	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Firearms Act 1996 (Vic)</li> <li>Firearms Regulations 1997 (Vic)</li> <li>Control of Weapons Act 1990 (Vic)</li> <li>Control of Weapons Regulations 2011 (Vic)</li> </ul> <p>Refer to <b>Noise</b> category for noise legislation</p>	<ul style="list-style-type: none"> <li>National firearms safety code (Cth)</li> <li>Storage and safekeeping requirements for firearms (Vic)</li> <li>Firearms safety code (Vic)</li> <li>Firearm Safety Foundation (Vic)</li> </ul> <p>Refer to <b>Noise</b> category for noise Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Risk management requirements</li> <li>Health &amp; Safety: Personal protective equipment requirements</li> </ul> <p>Refer to <b>Noise</b> category for noise University policies/procedures</p>	<ul style="list-style-type: none"> <li>Licensed and trained personnel with access to firearms</li> <li>Risk assessments</li> <li>Personal protective equipment – hearing and eye protection</li> <li>Gun safes</li> <li>Licenses</li> <li>Routine cleaning and maintenance of firearms</li> <li>Local area standard operating instructions</li> <li>Local area firearm policies and procedures</li> <li>Local area regulated and prescribed weapons procedures</li> </ul> <p>Refer to <b>Noise</b> category for noise controls</p>	Low
21. Hot Work	<ul style="list-style-type: none"> <li>Fire and/or explosion</li> <li>Injury and/or property damage</li> <li>Conducting hot work out doors during a total fire ban</li> <li>Faulty equipment</li> </ul>	Unlikely	Major	High	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Country Fire Authority Act 1958 (Vic)</li> <li>Forests (Fire Protection) Regulations 2014 (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>AS/NZS 1338.1 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations</li> <li>AS/NZS 1554 (series) Structural steel welding</li> <li>AS 1674 (series) Safety In welding and allied processes</li> <li>Australian Welding Institute website</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Risk management requirements</li> <li>Health &amp; Safety: Hot work requirements</li> </ul>	<ul style="list-style-type: none"> <li>Hot work risk assessments</li> <li>Hot work permit system</li> <li>Safe work method statements</li> <li>Trained operators</li> <li>Hot work authorising officers</li> <li>Hot Work emergency plans</li> <li>Scheduled maintenance for hot work plant and equipment</li> </ul>	Low
22. Infectious Diseases	<ul style="list-style-type: none"> <li>Working in health care facilities, services and environment</li> <li>Working in childcare facilities</li> <li>First aid activities</li> <li>Infectious wastes</li> </ul>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Health Act 1958 (Vic)</li> <li>Health (Infectious Diseases) Regulations 2001 (Vic)</li> <li>Health Records Act 2001 (Vic)</li> <li>Children Services Act 1996 (Vic)</li> <li>Children Services Regulations 2009 (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>Immunisation guidelines for health care workers (Vic)</li> <li>Immunisation (Department of Health and Human Vic website)</li> <li>Blue Book – Guidelines for the control of infectious diseases (Vic)</li> <li>Australian Immunisation Handbook (Cth)</li> <li>Infection control guidelines for the prevention of transmission of infectious diseases in the health care setting (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Health monitoring requirements</li> <li>Health &amp; Safety: Risk management requirements</li> <li>Health &amp; Safety: Waste management requirements</li> <li>Health &amp; Safety: Spill management requirements</li> </ul>	<ul style="list-style-type: none"> <li>Risk assessments</li> <li>Local area standard operating procedures</li> <li>Employee health monitoring</li> <li>Occupational Health Services</li> <li>Immunisation programs</li> <li>Standard precautions</li> <li>Additional precautions (for suspected confirmed infectious disease)</li> </ul>	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
						<ul style="list-style-type: none"> <li>• Sure protection for infection (Vic)</li> <li>• National hand hygiene initiative (Australian Commission on Safety and Quality in health Care)</li> </ul>		<ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Staff/student training in standard precautions</li> <li>• First aid training</li> <li>• Hazardous waste removal procedures and processes</li> </ul>	
23. Ionising radiation	<ul style="list-style-type: none"> <li>• Unintentional exposure to: <ul style="list-style-type: none"> <li>– open sources</li> <li>– emitting apparatus</li> </ul> </li> <li>• Ionising radiation storage and transport: <ul style="list-style-type: none"> <li>– Loss of source</li> <li>– Incorrect storage</li> <li>– Loss of control (eg leakage)</li> </ul> </li> <li>• Ionising radiation wastes</li> <li>• Deterministic and stochastic injuries/ill health</li> <li>• Musculoskeletal injury from lifting heavy equipment/plant (Refer to "Manual Handling" category)</li> </ul> <p>Refer to <b>Plant</b> category for plant hazards/risks</p> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling hazards/risks</p>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li>• <i>Radiation Act 2005</i> (Vic)</li> <li>• <i>Radiation Regulations 2017</i> (Vic)</li> <li>• <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.5 Plant</li> </ul> <p>Refer to <b>Plant</b> category for plant legislation</p> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling legislation</p>	<ul style="list-style-type: none"> <li>• Australian dangerous goods transport code Edition 7</li> <li>• AS 2243.4 Safety in laboratories – Ionizing radiations</li> <li>• Recommendations for Limiting exposure to ionizing radiation and national standard for limiting occupational exposure to ionizing radiation (Cth)</li> <li>• Code of practice for the safe transport of radioactive material (Cth)</li> <li>• Safety guide for the safe transport of radioactive material (Cth)</li> <li>• Recommendations for the Discharge of patients undergoing treatment with radioactive substances (Cth)</li> <li>• Code of Practice and safety guide for portable density/moisture gauges containing radioactive sources (Cth)</li> <li>• National directory for radiation protection (Cth)</li> <li>• Recommendations for intervention in emergency situations involving radiation exposure (Cth)</li> <li>• Code of practice for the exposure of humans to ionizing radiation for research purposes (Cth)</li> <li>• Code of practice and safety guide for radiation protection and radioactive waste management in mining and mineral processing (Cth)</li> <li>• Code of practice and safety guide for radiation protection in dentistry (Cth)</li> <li>• Code of practice for the security of radioactive sources (Cth)</li> <li>• Radiation protection standard for occupational exposure to ultraviolet radiation (Cth)</li> <li>• Code of practice and safety guide for safe use of fixed radiation gauges (Cth)</li> <li>• Code of practice for radiation protection in the medical applications of ionizing radiation (Cth)</li> <li>• Safety guide for radiation protection in diagnostic and interventional radiology (Cth)</li> <li>• Safety guide for radiation protection in nuclear medicine (Cth)</li> <li>• Safety guide for radiation protection in radiotherapy (Cth)</li> <li>• Safety guide for the management of naturally occurring radioactive material (NORM) (Cth)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Health &amp; Safety: Ionising radiation requirements</i></li> <li>• <i>University of Melbourne Radiation Management Plan</i></li> <li>• <i>Health &amp; Safety: Risk management requirements</i></li> <li>• <i>Health &amp; Safety: Waste management requirements</i></li> </ul> <p>Refer to <b>Plant</b> category for University plant policies/procedures</p> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling University policies/procedures</p>	<ul style="list-style-type: none"> <li>• University of Melbourne Management Licence</li> <li>• School/Division Radiation Management Plan</li> <li>• Register Ionising Radiation Sources</li> <li>• University Radiation Advisor and subject matter expert</li> <li>• Departmental Radiation Safety Officers</li> <li>• Secured radiation storage area(s)</li> <li>• Personal monitoring (badges)</li> <li>• Risk assessments</li> <li>• Standard operating procedures</li> <li>• Local area induction and training</li> <li>• Ionising Radiation training</li> <li>• Use licences</li> <li>• Security Plan</li> <li>• Certificate of Compliance</li> <li>• Contamination environmental monitoring</li> <li>• Hazardous waste removal procedures and processes</li> <li>• Personal protective equipment</li> <li>• Laboratory certification</li> </ul> <p>Refer to <b>Plant</b> category for plant controls</p> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling controls</p>	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
						<ul style="list-style-type: none"> <li>Safety guide for the predisposal management of radioactive waste (Cth)</li> <li>Code of Practice and safety guide for radiation protection in veterinary medicine (Cth)</li> <li>Code of practice for radiation protection in the application of ionizing radiation by chiropractors (Cth)</li> </ul> <p>Refer to <b>Plant</b> category for plant Standards/codes/guidance</p> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling Standards/codes/guides</p>			
24. Laboratories	<ul style="list-style-type: none"> <li>Hazards associated with the work/research undertaken in the laboratory <ul style="list-style-type: none"> <li>chemical</li> <li>biological (and other pathogens)</li> <li>ionising radiation</li> <li>non-ionising radiation</li> <li>mechanical aspects</li> <li>electrical aspects</li> <li>biomechanical</li> </ul> </li> <li>Hazards associated with plant and equipment. For example: <ul style="list-style-type: none"> <li>centrifuge</li> <li>autoclave</li> <li>microscope</li> <li>pipette</li> <li>fume hoods</li> <li>biological cabinets</li> <li>refrigerators/freezers</li> <li>cage washer</li> </ul> </li> <li>Generation of wastes as per specific hazard category <ul style="list-style-type: none"> <li>chemical</li> <li>biological (and other pathogens)</li> <li>radiological</li> <li>infectious diseases</li> </ul> </li> </ul> <p>Refer to specific hazard category for hazards/risks including:</p> <ul style="list-style-type: none"> <li>chemical</li> <li>biological (and other pathogens)</li> <li>ionising radiation</li> <li>non-ionising radiation</li> <li>plant and equipment</li> <li>electrical aspects</li> </ul>	Unlikely	Major	High	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> </ul> <p>Refer to specific hazard category for legislation including:</p> <ul style="list-style-type: none"> <li>chemical</li> <li>biological (and other pathogens)</li> <li>ionising radiation</li> <li>non-ionising radiation</li> <li>plant and equipment</li> <li>electrical aspects</li> </ul>	<ul style="list-style-type: none"> <li>AS 1319 Safety signs for the occupational environment</li> <li>AS 2982 Laboratory design and construction</li> <li>AS 4775 Emergency eyewash and shower equipment</li> <li>AS 2243 (series) Safety in laboratories</li> </ul> <p>Refer to specific hazard category for Standards/codes/guidance including:</p> <ul style="list-style-type: none"> <li>chemical</li> <li>biological (and other pathogens)</li> <li>ionising radiation</li> <li>non-ionising radiation</li> <li>plant and equipment</li> <li>electrical aspects</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Laboratory requirements</li> <li>Health &amp; Safety: Personal protective equipment requirements</li> <li>Health &amp; Safety: Risk management requirements</li> <li>Health &amp; Safety: Workplace inspection requirements</li> <li>Health &amp; Safety: Signage requirements</li> <li>Health &amp; Safety: Waste management requirements</li> <li>Health &amp; Safety: Spill management requirements</li> </ul> <p>Refer to specific hazard category for University policies/procedures</p> <ul style="list-style-type: none"> <li>chemical</li> <li>biological (and other pathogens)</li> <li>ionising radiation</li> <li>non-ionising radiation</li> <li>plant and equipment</li> <li>electrical aspects</li> </ul>	<ul style="list-style-type: none"> <li>Laboratory risk assessments</li> <li>Local area standard operating procedures</li> <li>Restricted access</li> <li>Area (laboratory) inductions</li> <li>Scheduled laboratory inspections</li> <li>Personal protective equipment</li> <li>Refer to specific hazard category for required controls</li> <li>Hazardous waste removal procedures and processes</li> </ul> <p>Refer to specific hazard category for controls:</p> <ul style="list-style-type: none"> <li>chemical</li> <li>biological (and other pathogens)</li> <li>ionising radiation</li> <li>non-ionising radiation</li> <li>plant and equipment</li> <li>electrical aspects</li> </ul>	Low
25. Noise/Sound Pressure	<ul style="list-style-type: none"> <li>Noise greater than the exposure standards</li> <li>Distracting/nuisance noise</li> <li>Noise impact on surrounding work areas</li> <li>Deafness</li> </ul>	Possible	Moderate	Medium	<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004 (Vic)</li> <li>Occupational Health and Safety Regulations 2017 (Vic) Part 3.2 Noise</li> </ul>	<ul style="list-style-type: none"> <li>AS 1055 (series) Acoustics – Description and measurement of environmental noise</li> <li>AS/NZS 1269 (series) Occupational noise management</li> <li>AS 2822 Acoustics – Methods of assessing and producing speech privacy and speech intelligibility</li> <li>AS/NZS 2107 Acoustics – Recommended design sound levels and reverberation times for building interiors</li> <li>Compliance code. Noise</li> </ul>	<ul style="list-style-type: none"> <li>Health &amp; Safety: Personal protective equipment requirements</li> <li>Health &amp; Safety: Non-ionising radiation requirements</li> <li>Health &amp; Safety: Risk management requirements</li> <li>Health &amp; Safety: Signage requirements</li> </ul>	<ul style="list-style-type: none"> <li>Purchasing less noisy plant and equipment</li> <li>Pre-purchase assessment</li> <li>Acoustic engineering controls</li> <li>Noise risk assessments</li> <li>Audiometric screening</li> <li>Personal protective equipment</li> <li>Hearing protection training</li> <li>Signage</li> </ul>	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
						<ul style="list-style-type: none"> <li>Noise problems at work – Guide for assessing and fixing (Vic)</li> <li>Noise – Buy quiet guidelines (Vic)</li> <li>Model code of practice: Managing noise and preventing hearing loss at work</li> <li>OfficeWise A Guide to health and safety in offices (Vic)</li> <li>Sound practice – Health handbook for orchestra/musicians (University of Sydney)</li> </ul>			
26. Non-Ionising Radiation (excluding outdoors)	<ul style="list-style-type: none"> <li>Excessive exposure to non-ionising radiation</li> <li>Hazards associated different types of non-ionising radiation including: <ul style="list-style-type: none"> <li>UV</li> <li>lasers</li> <li>microwaves</li> <li>infrared</li> <li>magnetic resonance</li> <li>high frequency</li> <li>low frequency</li> </ul> </li> <li>Laser pointers <ul style="list-style-type: none"> <li>possible prohibited weapon (&gt;1 mW)</li> </ul> </li> </ul> <p>Refer to <b>Plant</b> category for plant hazards/risks</p>	<b>Unlikely</b>	<b>Major</b>	<b>High</b>	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.5 Plant</li> <li><i>Telecommunications Act 1997</i> (Cth)</li> <li><i>Control of Weapons Regulations 2011</i> (Vic)</li> </ul> <p>Refer to <b>Plant</b> category for plant legislation</p>	<ul style="list-style-type: none"> <li>AS 1337 (series) Personal eye protection</li> <li>AS 2243.5 Safety in laboratories – Non-ionising radiations – Electromagnetic, sound and ultrasound</li> <li>AS 2397 Safe Use of lasers in the building and construction industry</li> <li>AS/NZS 1337 (series) Eye and face protection - Lasers</li> <li>AS/NZS 1338.2 Filters for eye protectors - Filters for protection against ultraviolet radiation</li> <li>AS/NZS IEC 60825.1 Safety of laser products – Equipment classification and requirements</li> <li>AS/NZS Safety of laser products – A user's guide</li> <li>Radiation protection standard for maximum exposure levels to radiofrequency fields – 3kHz to 300GHz (Cth)</li> <li>Radiation protection standard for occupational exposure to ultraviolet radiation (Cth)</li> </ul> <p>Refer to <b>Plant</b> category for plant Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Non-ionising radiation requirements</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> </ul> <p>Refer to <b>Plant</b> category for plant University policies/procedures</p>	<ul style="list-style-type: none"> <li>University Radiation Advisor and subject matter expert</li> <li>Local Laser Safety Officers</li> <li>Risk assessments</li> <li>Local area standard operating procedures</li> <li>Local area induction and training</li> <li>Laser training</li> <li>Non-Ionising Radiation training</li> <li>Non-ionising radiation plant register</li> <li>Standard operating procedures</li> <li>Personal protective equipment</li> </ul> <p>Refer to <b>Plant</b> category for plant controls</p>	<b>Low</b>
27. Plant and Equipment	<ul style="list-style-type: none"> <li>Lack of operator competency/training</li> <li>Unassessed plant and equipment</li> <li>Lack of/inappropriate guarding</li> <li>Unrestricted access</li> <li>Poor management of registrable plant</li> <li>Poorly maintained plant</li> <li>Plant maintenance and other non-routine activities: <ul style="list-style-type: none"> <li>stored energy</li> <li>entrapment</li> <li>malfunction</li> </ul> </li> <li>Poor ergonomic design <ul style="list-style-type: none"> <li>unintuitive operational control</li> <li>difficult to operate</li> <li>noisy</li> <li>awkward postures when operating</li> <li>high force exertion</li> </ul> </li> <li>Inappropriately used</li> <li>Inappropriately located</li> </ul>	<b>Unlikely</b>	<b>Major</b>	<b>High</b>	<ul style="list-style-type: none"> <li><i>Occupational Health and Safety Act 2004</i> (Vic)</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic Part 3.5 Plant)</li> <li><i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.6 High Risk Work</li> <li><i>Equipment (Public Safety) Regulations 2017</i> (Vic)</li> </ul> <p>Refer to <b>Electrical</b> category for electrical legislation</p> <p>Refer to <b>Ionising Radiation</b> category for ionising radiation legislation</p> <p>Refer to <b>Non-Ionising Radiation</b> category for non-ionising radiation legislation</p>	<ul style="list-style-type: none"> <li>AS 3892 Pressure equipment – Installation</li> <li>AS 4024 (series) Safety of Machinery</li> <li>AS 1200 Pressure equipment</li> <li>AS 2243.6 Safety in laboratories – Mechanical aspects</li> <li>AS 2971: Serially produced pressure vessels</li> <li>AS 1893 Code of Practice for the guarding and safe use of metal and paper cutting guillotines</li> <li>AS 1418 (series) Cranes, Hoists and winches</li> <li>AS 1353 (series) Flat synthetic-webbing slings</li> <li>AS 1380 (series) Fibre-rope slings</li> <li>AS 1438 (series) Wire-coil flat slings</li> <li>AS 4497 (series) Round slings—Synthetic fibre</li> <li>AS 1473 (series) Guarding and safe use of woodworking machinery</li> <li>AS/NZS 1576 (series) Scaffolding</li> </ul>	<ul style="list-style-type: none"> <li><i>Health &amp; Safety: Regulated plant requirements</i></li> <li><i>Health &amp; Safety: Personal protective equipment requirements</i></li> <li><i>Health &amp; Safety: Risk management requirements</i></li> <li><i>Health &amp; Safety: Lock out, tagging and isolation requirements</i></li> <li><i>Health &amp; Safety: Unsafe plant and equipment requirements</i></li> <li><i>Health &amp; Safety: Waste management requirements</i></li> </ul> <p>Refer to <b>Electrical</b> category for electrical University policies/procedures</p> <p>Refer to <b>Ionising Radiation</b> category for ionising radiation University policies/procedures</p>	<ul style="list-style-type: none"> <li>Plant risk assessments</li> <li>Guarding and engineering controls</li> <li>Emergency stops</li> <li>Training and supervision</li> <li>Restricted access</li> <li>Scheduled maintenance</li> <li>Standard operating procedures</li> <li>Plant registers</li> <li>Pre-purchase assessment – plant and equipment</li> <li>Personal protective equipment</li> <li>Hazardous waste removal procedures and processes</li> <li>Removal of decommissioned plant</li> <li>Plant Safety training</li> </ul>	<b>Low</b>

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
	<ul style="list-style-type: none"> <li>– dark area – difficult to see</li> <li>– impacting adversely on surrounding activities</li> <li>– unstable footing</li> </ul> <ul style="list-style-type: none"> <li>• Operated in inappropriate environment</li> <li>• Falling objects (including unpiloted craft eg drones)</li> </ul> <p>Refer to <b>Electrical</b> category for hazards/risks with using electrical equipment</p> <p>Refer to <b>Ionising Radiation</b> for hazards/risks information</p> <p>Refer to <b>Non-Ionising Radiation</b> for hazards/risks information</p>					<ul style="list-style-type: none"> <li>• Model code of practice. Managing risks of plant in the workplace</li> <li>• Compliance code. Plant (Vic)</li> <li>• Machinery and equipment safety – an introduction (Vic)</li> <li>• Clearing sales – Improving safety in used agricultural machinery and equipment sales (WorkSafe Vic website)</li> <li>• Flying drones/remotely piloted aircraft in Australia (Civil Aviation Safety Authority website)</li> </ul> <p>Refer to <b>Electrical</b> category for electrical Standards/codes/guidance</p> <p>Refer to <b>Ionising Radiation</b> category for ionising radiation Standards/codes/guidance</p> <p>Refer to <b>Non-Ionising Radiation</b> category for non-ionising radiation Standards/codes/guidance</p>	Refer to <b>Non-Ionising Radiation</b> category for non-ionising radiation University policies/procedures	<p>Refer to <b>Electrical</b> category for electrical controls</p> <p>Refer to <b>Ionising Radiation</b> category for ionising radiation controls</p> <p>Refer to <b>Non-Ionising Radiation</b> category for non-ionising radiation controls</p>	
28. Procurement of Goods and Services	<ul style="list-style-type: none"> <li>• Introducing new or uncontrolled hazards into the workplace: <ul style="list-style-type: none"> <li>– personal protective equipment</li> <li>– office furniture and equipment</li> <li>– chemicals and substances</li> <li>– radiation sources</li> <li>– plant and equipment (including electrical)</li> </ul> </li> <li>• Introducing new and/or uncontrolled wastes</li> </ul> <p>Refer to specific hazard category for hazards/risks including:</p> <ul style="list-style-type: none"> <li>– chemical</li> <li>– biological (and other pathogens)</li> <li>– ionising radiation</li> <li>– working with animals</li> </ul> <p>Refer to <b>Contractors</b> category for contractor hazards/risks</p>	Possible	Minor	Medium	<ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004</i> (Vic)</li> </ul> <p>Refer to specific hazard category for legislation including:</p> <ul style="list-style-type: none"> <li>– chemical</li> <li>– biological (and other pathogens)</li> <li>– ionising radiation</li> <li>– working with animals</li> </ul> <p>Refer to <b>Contractors</b> category for contractor legislation</p>	<p>Refer to specific hazard category for Standards/codes/guidance including:</p> <ul style="list-style-type: none"> <li>– chemical</li> <li>– biological (and other pathogens)</li> <li>– ionising radiation</li> <li>– working with animals</li> </ul> <p>Refer to <b>Contractors</b> category for contractor Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li>• <i>Health &amp; Safety: Risk management requirements</i></li> <li>• <i>Health &amp; Safety: Purchasing requirements</i></li> </ul> <p>Refer to specific hazard category for University policies/procedures including:</p> <ul style="list-style-type: none"> <li>– chemical</li> <li>– biological (and other pathogens)</li> <li>– ionising radiation</li> <li>– working with animals</li> </ul> <p>Refer to <b>Contractors</b> category for contractor policies/procedures</p>	<ul style="list-style-type: none"> <li>• Pre-purchasing assessments for: <ul style="list-style-type: none"> <li>– personal protective equipment</li> <li>– office furniture and equipment</li> <li>– chemicals and substances</li> <li>– radiation sources</li> <li>– plant and equipment (including electrical)</li> </ul> </li> <li>• Preapproved University provider(s)</li> <li>• Hazardous waste removal procedures and processes</li> </ul> <p>Refer to specific hazard category for controls including:</p> <ul style="list-style-type: none"> <li>– chemical</li> <li>– biological (and other pathogens)</li> <li>– ionising radiation</li> <li>– working with animals</li> </ul> <p>Refer to <b>Contractors</b> category for contractor controls</p>	Low
29. Psychosocial	<ul style="list-style-type: none"> <li>• Factors leading to psychosocial injury: <ul style="list-style-type: none"> <li>– workplace bullying and harassment</li> <li>– occupational violence</li> <li>– fatigue</li> <li>– workloads</li> <li>– poor workplace relationships</li> <li>– low recognition and reward</li> <li>– poor environmental conditions</li> <li>– changed workplace conditions</li> </ul> </li> <li>• Working remotely (eg working from home): <ul style="list-style-type: none"> <li>– isolation and loneliness</li> <li>– separation from team members</li> <li>– loss of routine</li> <li>– reduced control of work routine</li> <li>– preexisting condition affecting ability to communicate through virtual meetings etc.</li> <li>– decreased inclusion/accessibility</li> <li>– fatigue</li> </ul> </li> </ul>	Rare	Severe	High	<ul style="list-style-type: none"> <li>• <i>Occupational Health and Safety Act 2004</i> (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>• Stresswise - Preventing work-related stress a guide for employers in the public sector (Vic)</li> <li>• Workplace bullying – prevention and response (Vic)</li> <li>• A guide to employer: Preventing and responding to work-related violence (Vic)</li> <li>• Compliance code workplace amenities and work environment (Vic)</li> <li>• Code of practice. Working hours (WA)</li> <li>• Mental health safety basic (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>• <i>Health &amp; Safety: Risk management requirements</i></li> <li>• <i>Appropriate workplace behaviour (MPF1328)</i></li> <li>• <i>Work hours and related conditions (MPF1173)</i></li> <li>• <i>Workplace relations policy (MPF1179)</i></li> <li>• <i>Student conduct policy (MPF1324)</i></li> <li>• <i>Student complaints and grievances policy (MPF1066)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Staff Assist Hotline</li> <li>• Counseling services</li> <li>• Employee Assistance Program</li> <li>• Conditions of employment</li> <li>• <i>Diversity and inclusion</i> University website</li> <li>• <i>Wellbeing</i> University website</li> <li>• Risk assessments</li> <li>• Virtual risk assessments and assistance</li> <li>• Working from workstation assessments and checklists</li> <li>• Working from home and remotely University website</li> <li>• Mental health training</li> </ul>	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
								<ul style="list-style-type: none"> <li>• Safer Community Program</li> </ul>	
30. Smoking	<ul style="list-style-type: none"> <li>• Passive smoking</li> <li>• Continued smoking on campus</li> <li>• Fires</li> </ul>	Rare	Minor	Low	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Act 2004 (Vic)</li> <li>• Tobacco Act 1987 (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>• Smoke-free areas (DHHS Vic website)</li> <li>• Smoking (WorkSafe Vic website )</li> <li>• National Hazard Exposure Worker Surveillance: Exposure to dust, gases, vapours, smoke and fumes and the provision of controls for these airborne hazards in Australian workplaces (Cth)</li> <li>• Quit Victoria website</li> </ul>	<ul style="list-style-type: none"> <li>• Smoke-free and tobacco-free campus policy (MPF1260)</li> <li>• Health &amp; Safety: Risk management requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Smoke-free campuses</li> <li>• No smoking in vehicles</li> <li>• No smoking signs</li> <li>• Conditions of employment</li> <li>• Designated smoking zones in rural campuses</li> </ul>	Low
31. Working alone	<ul style="list-style-type: none"> <li>• Absence of availability of others for assistance and support: <ul style="list-style-type: none"> <li>– during an activity</li> <li>– for first aid and emergencies</li> </ul> </li> <li>• Increased severity/consequence from an incident</li> <li>• Reduction in emergency assistance and support</li> <li>• Absence of or distant supervision</li> </ul>	Rare	Major	Medium	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Act 2004 (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>• Guidance note. Working alone (WA)</li> <li>• Code of practice. Working hours (WA)</li> <li>• Working alone (WorkSafe Vic website)</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety: Working alone requirements</li> <li>• Health &amp; Safety: Risk management requirements</li> <li>• Health &amp; Safety: Signage requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Risk assessments</li> <li>• Local area standard operating procedures</li> <li>• Restricted access to University buildings and property</li> <li>• After hours sign in books</li> <li>• 24-hour security support</li> <li>• Working alone guidance</li> <li>• Duress alarms</li> <li>• Security monitoring/cameras</li> </ul>	Low
32. Workplace Design and Construction	<ul style="list-style-type: none"> <li>• Hazards/Risks associated with construction works: <ul style="list-style-type: none"> <li>– electrical</li> <li>– plant</li> <li>– fall from heights</li> <li>– chemicals</li> <li>– manual handling</li> <li>– noise</li> <li>– changing environment</li> <li>– unauthorised access</li> </ul> </li> <li>• Hazardous materials removal</li> <li>• Impact on campus traffic management plan</li> <li>• Introduction hazards/risks at design that don't take into account safe design of structures</li> <li>• Poor application of ergonomic and universal design principles</li> <li>• Design faults</li> </ul> <p>Refer to <b>Contractors</b> category for contractor hazard/risks</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Act 2004 (Vic)</li> <li>• Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work</li> <li>• Occupational Health and Safety Regulations 2017 (Vic) Part 5.1 Construction</li> </ul> <p>Refer to <b>Contractors</b> category for contractor legislation</p>	<ul style="list-style-type: none"> <li>• AS 1345 Identification of the contents of pipes, conduits and ducts</li> <li>• AS/NZS 3017 Electrical Installations – Verification guidelines</li> <li>• AS/NZS 3019 Electrical Installations – Periodic guidelines</li> <li>• AS/NZS 1576 (series) Scaffolding</li> <li>• AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation</li> <li>• AS 2436 Guide to noise control on construction, maintenance and demolition sites</li> <li>• Building Code of Australia (Cth)</li> <li>• Construction (SafeWork Australia website)</li> <li>• Safe design (SafeWork Australia website)</li> <li>• Model code of practice; Safe design of structures</li> </ul> <p>Refer to <b>Contractors</b> category for contractor Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li>• University of Melbourne Design Standards</li> <li>• Section 2: Occupational Health and Safety</li> <li>• Health &amp; Safety: Risk management requirements</li> <li>• Health &amp; Safety: Signage requirements</li> <li>• Health &amp; Safety: Ergonomic requirements</li> </ul> <p>Refer to <b>Contractors</b> category for contractor University policies/procedures</p>	<ul style="list-style-type: none"> <li>• Design standards University website</li> <li>• Project managers</li> <li>• Project management</li> <li>• Risk assessments</li> <li>• Restricted/authorised access: <ul style="list-style-type: none"> <li>– temporary fencing</li> <li>– signage</li> </ul> </li> <li>• Site and contractor induction</li> <li>• Preferred contractors</li> <li>• Hazardous waste removal procedures and processes</li> </ul> <p>Refer to <b>Contractors</b> category for contractor controls</p>	Low
33. Workplace Environment and Facilities	<ul style="list-style-type: none"> <li>• Poor floor plan design, layout and circulation space</li> <li>• Poor design of work station and furniture</li> <li>• Poor storage design</li> <li>• Poor environmental characteristics: <ul style="list-style-type: none"> <li>– thermal discomfort</li> <li>– nuisance noise</li> <li>– inadequate lighting</li> <li>– glare</li> </ul> </li> </ul>	Rare	Moderate	Low	<ul style="list-style-type: none"> <li>• Occupational Health and Safety Act 2004 (Vic)</li> <li>• Occupational Health and Safety Regulations 2017 (Vic)</li> <li>• Disability Discrimination Act 1992 (Vic)</li> </ul> <p>Refer to <b>Electrical</b> category for electrical legislation</p>	<ul style="list-style-type: none"> <li>• AS 1680 (series) Interior lighting</li> <li>• AS/NZS 2107 Acoustics - Recommended design sound levels and reverberation times for building interiors</li> <li>• AS/NZS 1668 (series) The use of ventilation and air conditioning in buildings</li> <li>• AS/NZS 4438 Height Adjustable swivel chairs</li> <li>• AS/NZS 4442 Office desks, office workstations and tables intended to be used as office desks</li> </ul>	<ul style="list-style-type: none"> <li>• Health &amp; Safety: Housekeeping requirements</li> <li>• Health &amp; Safety: Temperature extremes requirements</li> <li>• Health &amp; Safety: Facilities and amenities requirements</li> <li>• Health &amp; Safety: Risk management requirements</li> <li>• Health &amp; Safety: Waste management requirements</li> </ul>	<ul style="list-style-type: none"> <li>• Scheduled workplace inspections</li> <li>• Work station ergonomic assessments</li> <li>• Preapproved University Providers</li> <li>• Provision of facilities: <ul style="list-style-type: none"> <li>– toilets</li> <li>– washing facilities</li> <li>– eating and drinking facilities</li> </ul> </li> <li>• Risk assessments</li> </ul>	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
	<ul style="list-style-type: none"> <li>Poorly maintained equipment</li> <li>Office waste</li> <li>Access to facilities including: <ul style="list-style-type: none"> <li>toilets</li> <li>washing facilities</li> <li>drinking water</li> <li>dining facilities</li> </ul> </li> <li>Poor housekeeping: <ul style="list-style-type: none"> <li>blocked emergency exits</li> <li>blocked emergency equipment</li> <li>waste accumulation</li> <li>electrical cable trip hazards</li> <li>trip hazards</li> <li>slips, trips and falls</li> </ul> </li> <li>Working remotely (eg from home or in a hotel) with poor human interface with work environment (musculoskeletal and other adverse physical outcomes) <ul style="list-style-type: none"> <li>inadequate workstation/ergonomic set up</li> <li>unavailable designated working space</li> <li>family and other unplanned interruptions</li> <li>unreliable/inadequate technologies (eg internet connections)</li> </ul> </li> </ul> <p>Refer to <b>Electrical</b> category for electrical hazards/risks</p>					<ul style="list-style-type: none"> <li>Mechanical, dimensional and general requirements and test methods</li> <li>AS 3755: Acoustics - Measurement of airborne noise emitted by computer and business equipment</li> <li>AS 3756: Acoustics - Measurement of high-frequency noise emitted by computer and business equipment</li> <li>AS 3757: Acoustics - Declared noise emission values of computers and business equipment</li> <li>AS/NZ 2982: Laboratory design and construction</li> <li>AS 4775: Emergency eyewash and shower equipment</li> <li>OfficeWise A guide to health and safety in offices (Vic)</li> <li>Compliance code. Workplace amenities and work environment (Vic)</li> <li>Safe design (SafeWork Australia website)</li> <li>Building Code of Australia (Cth)</li> </ul> <p>Refer to <b>Electrical</b> category for electrical Standards/codes/guidance</p>	<ul style="list-style-type: none"> <li><b>Health &amp; Safety: Hazardous manual handling requirements</b></li> <li><b>Health &amp; Safety: Ergonomic requirements</b></li> <li><b>Recruitment and appointment policy (MPF1152)</b></li> <li><b>Disability, Accessibility and Inclusion Policy (MPFxxxx)</b></li> </ul> <p>Refer to <b>Electrical</b> category for electrical University policies/procedures</p>	<ul style="list-style-type: none"> <li>Virtual risk assessments</li> <li>Office waste removal and recycling initiatives</li> <li>Health and Safety Services ergonomic and manual handling subject matter expert</li> <li><b>Get ready to work and onboarding</b> University website</li> <li>Local area induction</li> <li>Working from workstation assessments and checklists</li> <li>Working from home and remotely University website</li> <li>Hazardous waste removal procedures and processes</li> <li>Equipment such as ladders, stepstools, anti-slip mats, handrails, anti-slip paints, cable conduits.</li> <li>Safety signage: <ul style="list-style-type: none"> <li>wet surface</li> <li>cleaning in progress</li> <li>rerouting for emergency exits</li> </ul> </li> <li>Reasonable adjustments</li> </ul> <p>Refer to <b>Electrical</b> category for electrical controls</p>	
34. Working Outdoors	<ul style="list-style-type: none"> <li>Exposure to adverse weather conditions: <ul style="list-style-type: none"> <li>thermal (heat cold)</li> <li>rain</li> <li>ultraviolet light exposure</li> <li>wind</li> <li>uncontrolled environment</li> </ul> </li> </ul>	Rare	Minor	Low	<ul style="list-style-type: none"> <li><b>Occupational Health and Safety Act 2004</b> (Vic)</li> </ul>	<ul style="list-style-type: none"> <li>AS/NZS 1338.2: Filters for eye protectors- Filters for protection against ultraviolet radiation</li> <li>AS/NZS 4399: Sun protective clothing - Evaluation and classification</li> <li>AS/NZS 4501.2: Occupational protective clothing - General requirements</li> <li>AS/NZS 1067.1: Eye and face protection - Sunglasses and fashion spectacles - Requirements</li> <li>Radiation protection standard for occupational exposure to ultraviolet radiation (Cth)</li> <li>Sun protection for construction and other outdoor workers (Vic)</li> <li>Working in heat (Vic)</li> </ul>	<ul style="list-style-type: none"> <li><b>Health &amp; Safety: Risk management requirements</b></li> <li><b>Health &amp; Safety: Personal protective equipment requirements</b></li> </ul>	<ul style="list-style-type: none"> <li>Risk assessments</li> <li>Scheduled work at appropriate times, seasons and weather conditions</li> <li>Local area standard operating procedures</li> <li>Personal protective equipment: <ul style="list-style-type: none"> <li>wet weather gear</li> <li>long sleeved summer clothing</li> <li>sunhats</li> <li>sunglasses</li> </ul> </li> <li>Sunscreen</li> </ul>	Low
35. Working with Animals	<ul style="list-style-type: none"> <li>Infectious animals</li> <li>Animals escaping enclosures</li> <li>Hazardous manual handling</li> <li>Animal and infectious wastes</li> <li>Assistance/companion animals</li> <li>Therapy animals</li> </ul> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling hazards/risks</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <li><b>Occupational Health and Safety Act 2004</b> (Vic)</li> <li><b>Disability Discrimination Act 1992</b> (Vic)</li> </ul> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling legislation</p>	<ul style="list-style-type: none"> <li>Australian and New Zealand Council for the care of animals in research and teaching website</li> <li>Alert preventing asthma in animal handlers (NIOSH)</li> <li>Assistance animals and the Disability Discrimination Act 1992 (Australian Human Rights Commission website)</li> </ul> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling Standards/codes/guides</p>	<ul style="list-style-type: none"> <li><b>Health &amp; Safety: Risk management requirements</b></li> <li><b>Health &amp; Safety: Personal protective equipment requirements</b></li> <li><b>Health &amp; Safety: Waste management requirements</b></li> <li><b>Health &amp; Safety: Hazardous manual handling requirements</b></li> </ul> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling policies /procedures</p>	<ul style="list-style-type: none"> <li>Risk assessments</li> <li>Local area standard operating procedures</li> <li>Immunisation</li> <li>Animal immunisation</li> <li>Restricted access</li> <li>Quarantine areas</li> <li>Appropriate animal housing/farming</li> <li>Standard operating procedures</li> <li>Health screening and monitoring</li> </ul>	Low



Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
								<ul style="list-style-type: none"> <li>• Personal protective equipment</li> <li>• Animal ethics and welfare</li> <li>• Hazardous waste removal procedures and processes</li> </ul> <p>Refer to <b>Hazardous Manual Handling</b> category for hazardous manual handling controls</p>	