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| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safety risk register (example of a risk register for office-based activities) |

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| For use in conjunction with the [Health & Safety: Risk management requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0009/4708161/health-and-safety-risk-management-requirements.pdf)*.* For more information, refer to <https://safety.unimelb.edu.au/safety-topics/management-systems/implement>. |

| Activity | Associated Hazards/Risks | Inherent Risk Analysis | | Inherent Risk Rating | Legislation/Standards/ Guidance | University Policies and Requirements | Controls | Residual Risk Rating |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| Word processing/data entry | Musculoskeletal disorders/injuries, including overuse injuries, due to:   * inappropriate workstation layout and design * unsuitable computer-based equipment and/or office furniture * long periods of data entry without breaks | Unlikely | Moderate | Medium | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.1 Hazardous Manual Handling * OfficeWise (Vic) | * *Health & Safety: Risk management requirements* | * Scheduled workplace inspections * Workstation self-assessments * Purchase and use of suitable equipment and office furniture * Task variety and regular short defined breaks during data entry * Additional support and resources during increased workloads | Low |
| Use of mobile & fixed shelving | Manual handling injuries from inappropriately stored items such as:   * frequently used items difficult to access * heavy items stored at head height and above   Slipping, falling from a step ladder (or inappropriate use of standing on a chair) that may be used to access items  Accumulation of items/documentation that takes up storage space and begins to impinge on non-storage areas (eg leaving items in corridors/walkways. | Unlikely | Moderate | Medium | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.1 Hazardous Manual Handling | * *Health & Safety: Risk management requirements* * *Health & Safety: Hazardous manual handling requirements* * *Health & Safety: Ergonomics requirements* | * Risk assessment of available storage space to prioritise office items and place most used items at most accessible level (eg between shoulder and waste * Discard and/or remove any unnecessary equipment and storage items * Archive documentation * Purchase and use a platform ladder purpose built for office environment * Training and instruction for worker on correct methods for accessing stored items | Low |
| Use and storage in compactus | Manual handling injuries from inappropriately stored items such as:   * frequently used items difficult to access * heavy items stored at head height and above   Being trapped/crushed in compactus  Over storage of compactus making it difficult to move  Compactus doesn’t glide easily/appropriately | Unlikely | Moderate | Medium | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.1 Hazardous Manual Handling | * *Health & Safety: Risk management requirements* * *Health & Safety: Hazardous manual handling requirements* * *Health & Safety: Ergonomics requirements* | * Risk assessment * Ensure functioning appropriately during workplace inspection * Discard and/or remove any unnecessary equipment and storage items * System indicating workers are sing compactus | Low |
| Moving and arranging office  furniture and equipment | Manual handling injuries from lifting, pushing, and pulling | Unlikely | Minor | Low | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.1 Hazardous Manual Handling | * *Health & Safety: Risk management requirements* * *Health & Safety: Hazardous manual handling requirements* * *Health & Safety: Ergonomics requirements* | * Workstation self assessments * Use of trolleys and other lifting aids * Risk assessment * Worker training | Low |
| Receipt of office supplies such as paper | Manual handling injuries from lifting  Inappropriate storage areas when first delivered | Possible | Moderate | Medium | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.1 Hazardous Manual Handling | * *Health & Safety: Risk management requirements* * *Health & Safety: Hazardous manual handling requirements* * *Health & Safety: Ergonomics requirements* | * Risk assessment * Ordering appropriate quantities of supplies as required * Use of trolley to move supplies | Low |
| General office environment | Poor housekeeping and storage arrangements (also listed above):   * accumulation of rubbish * tripping of inappropriately place items (eg electrical power cords) * damaged power cords * blocked emergency exits * overloaded shelving * bumping/walking into opened cupboards and drawers | Unlikely | Minor | Low | * *Occupational Health and Safety Act 2004* (Vic) * OfficeWise (Vic) | * *Health & Safety: Risk management requirements* * *Health & Safety: Hazardous manual handling requirements* * *Health & Safety: Ergonomics requirements* | * Scheduled office workplace inspections * Regular rubbish removal * Worker training * Running electrical power cords away from walkways * Testing and tagging of electrical equipment | Low |
| Accessing the office | Unknown individual enters office:   * theft * property damage * psychological or physical injuries | Unlikely | Minor | Low | * *Occupational Health and Safety Act 2004* (Vic) * OfficeWise (Vic) | * *Health & Safety: Risk management requirements* | * Risk assessment * Electronic access e.g., swipe card system * Worker training and induction that includes local emergency procedures | Low |
| Use of kitchen facilities | Poor housekeeping  Burns from boiling water  Cuts from kitchen cutlery  Liquid spills  Electrocution/electric shock from electrical appliances  Kitchen fire  Cleaning chemicals | Unlikely | Major | High | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 4.1 Hazardous Substances | * *Health & Safety: Risk management requirements* * *Health & Safety: Workplace inspection requirements* | * Include kitchen facilities in scheduled office workplace inspections * Place boiling water appliances at working height * Non-drip taps on boiling water appliances * Testing and tagging of electrical equipment * Fire extinguisher * First aid kit * Trained first aider * Floor warden * Worker training and induction that includes local emergency procedures * Clean up kitchen spills immediately * SDS for cleaning chemicals | Low |
| Use of office equipment such as:   * staplers, hole punch * photocopiers * fax machines | Manual handling injuries from repetitive tasks  Manual handling injuries from lifting/loading paper  Cuts from sharp objects (e.g., staples) | Possible | Moderate | Medium | * *Occupational Health and Safety Act 2004* (Vic) | * *Health & Safety: Risk management requirements* | * Risk assessment * Purchase and use of suitable equipment * Vary tasks * Use automated/motorised equipment for large volumes of work | Low |