|  |  |
| --- | --- |
| C:\Users\susanb\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Word\PRIMARY_A_Vertical_Housed_RGB.PNG | health & safetyrisk 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 |
| --- | --- | --- | --- | --- | --- | --- | --- |
| L | C |
| 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 itemsAccumulation 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 compactusOver storage of compactus making it difficult to moveCompactus 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 liftingInappropriate 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 housekeepingBurns from boiling waterCuts from kitchen cutleryLiquid spillsElectrocution/electric shock from electrical appliancesKitchen fireCleaning 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 tasksManual handling injuries from lifting/loading paperCuts 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 |