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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 workshop-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 |
| Use of fixed plant e.g.:   * lathe * guillotine * press * pedestal drill * pedestal grinder * linisher * band saw * bench saw | Lack of operator competency/training  Risks associated with plant and its operation unassessed/unidentified  Lack of/inappropriate safety features such as guarding and emergency stops  Unrestricted access by unauthorised workers  Poorly maintained plant  Electrocution/shock from electrical equipment and plant  Manual handling injuries from poor posture, lifting and interaction with plant  Difficult access to plant or equipment due to poor housekeeping arrangements  Noise exposure | Possible | Major | High | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.2 Noise * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.5 Plant * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.6 High Risk Work | * *Health & Safety: Regulated plant requirements* * *Health & Safety: Personal protective equipment requirements* * *Health & Safety: Risk management requirements* * *Health & Safety: Noise management requirements* | * ERMS/Plant hazard and risk assessments (include manual handling requirements for the plant and associated activities) * Guarding and engineering controls * Emergency stops * Training * Level of supervision appropriate to level of operator training and skill * Restricted access * Scheduled maintenance * Preoperational checks * Standard Operating Procedures * Plant Registers * Prepurchasing checklist – plant and equipment * Personal protective equipment * Testing and tagging of electrical equipment * Scheduled workshop inspections * Workshop cleaning and housekeeping rules * Signage * ERMS/Noise risk assessments * Audiometric testing for operators | Medium |
| Using mobile plant such as pallet lifter or forklift | Lack of operator competency/training  Risks associated with plant and its operation unassessed/unidentified  Unrestricted access by unauthorised workers  Poorly maintained plant  Fumes from mobile plant in closed areas | Possible | Major | High | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.5 Plant * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.6 High Risk Work | * *Health & Safety: Regulated plant requirements* * *Health & Safety: Personal protective equipment requirements* * *Health & Safety: Risk management requirements* | * ERMS/Plant risk assessments Preoperational checks and log book * Training (Licensed operators for forklifts and some other mobile plant) * Level of supervision appropriate to level of operator training and skill * Restricted access (keys held by authorised person when not in use) * Traffic management plan * Scheduled maintenance * Standard Operating Procedures * Plant Registers * Prepurchasing checklist – plant and equipment:   + include purchase of appropriate plant for the area and tasks (eg electric forklift in enclosed area) | Low |
| Using mobile plant such as an overhead crane and other lifting devices | Lack of operator competency/training  Risks associated with plant and its operation unassessed/unidentified  Lack of/inappropriate safety features such as emergency stops  Unrestricted access by unauthorised workers  Poorly maintained plant  Manual handling injuries associated with setting up slings and rigging equipment  Loss of load due to:   * failure of plant * failure of rigging equipment * poorly rigged/tied equipment | Rare | Major | Medium | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.5 Plant * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.6 High Risk Work * AS 1353 (series) Flat Synthetic-Webbing Slings * AS 1380 (series) Fibre-Rope Slings * AS 1438 (series) Wire-Coil Flat Slings * AS 4497 (series) Round Slings—Synthetic Fibre * AS 1418 (series) Cranes, Hoists and Winches | * *Health & Safety: Regulated plant requirements* * *Health & Safety: Personal protective equipment requirements* * *Health & Safety: Risk management requirements* | * ERMS/Plant risk assessments * Preoperational checks and log book * Emergency stops * Training (Licensed riggers and dogging for some lifting equipment and operations) * Level of supervision appropriate to level of operator training and skill * Restricted access * Scheduled maintenance for mobile plant * Scheduled maintenance and appropriate storage for slings and lifting gear * Slings and lifting gear that meet Australian Standards * Standard Operating Procedures * Plant Registers * Prepurchasing checklist – plant and equipment * Personal protective equipment | Low |
| Maintenance of plant – routine preventative and repair | Lack of maintenance workers competency/training  Risks associated with working on unguarded parts of plant (eg entrapment)  Unrestricted access by unauthorised workers | Rare | Major | Medium | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.5 Plant * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.6 High Risk Work | * *Health & Safety: Regulated plant requirements* * *Health & Safety: Personal protective equipment requirements* * *Health & Safety: Risk management requirements* | * ERMS/Plant risk assessments * Isolation/lock out procedures * Standard maintenance procedures * Level of supervision appropriate to level of operator training and skill | Low |
| Using chemicals (e.g.: lubricants, coolants, degreasers)   * purchasing * storage * handling * disposal | Incompatible chemicals stored together:   * to fire * explosion * release of toxic fumes   Increased risk of unsafe atmosphere where gas cylinders are used  Damaged, removed, or incorrect labels  Chemicals used in inappropriate containers  Fire and explosion during decanting  Physical contact with a chemical  Manual handling hazards associated with large heavy containers of chemical  Manual handling injuries from moving and setting up gas cylinders | Rare | Major | Medium | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.1 Hazardous Manual Handling * *Occupational Health and Safety Regulations 2017* (Vic) Part 4.1 Hazardous Substances and Materials * *Dangerous Goods Act 1985* (Vic) * *Dangerous Goods (Storage and Handling) Regulations 2012* (Vic) | * *Health & Safety: Chemical requirements* * *Health & Safety: Personal protective equipment requirements* * *Health & Safety: Risk management requirements* | * SDS obtained prior to purchase/order of chemical(s) * Risk assessment of area where chemicals are delivered * Risk assessments to determine chemical properties and appropriate handling arrangements * Gas cylinders secured * Chemicals in small sized containers to reduce weight * Chemicals labeled * Use lifting aids and trolleys for larger items * Use personal protective equipment described in the SDS * Training for workers using chemicals * Access to chemical storage restricted to authorised workers only * Adequate supervision with regards to level of training and experience * Cylinder trolleys * Manual handling training for gas cylinders * Local induction and emergency training * Emergency procedures in place * Spill kits available * First aid kits * Trained first aiders * Chemicals labeled and disposed of in appropriate containers * Removed by EPA licensed contractor | Low |
| Welding | Manual handling injuries from moving welding equipment/cylinders  Fumes  Burns from hot metal  Welding arc – flash  Gas leak from welding hoses  Flashback  Electrocution | Unlikely | Moderate | Low | * *Occupational Health and Safety Act 2004* (Vic) * *Occupational Health and Safety Regulations 2017* (Vic) Part 3.1 Hazardous Manual Handling * *Occupational Health and Safety Regulations 2017* (Vic) Part 4.1 Hazardous Substances and Materials | * *Health & Safety: Hot work requirements* * *Health & Safety: Personal protective equipment requirements* * *Health & Safety: Risk management requirements* | * Risk assessment to determine if activity is defined as “hot work” * SDS for welding rods and other chemicals * Dedicated welding bay * Mechanical extraction * Welding equipment secured and cylinders on trolley * Welding equipment checked and maintained * Hoses checked and maintained * Flashback arrestors attached to both * Welding activity earthed * Trained operator * Use PPE | Low |