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|  | Health & Safety plant risk assessment Form |



| Ra No./ERMS Ref:       | Date:       | Version No.:       | Review Date:       | Authorised by:       |
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| STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT |
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| Location name:       | Building No.:       | Room No.:      | Date:      | Assessed by:      | HSR/Employee representative:      |
| Users of the plant:      | Plant (Manufacturer’s name and model no.):      Serial No.:       |
| Purpose of plant:       | **Does the plant require licensing/registration?** | Yes [ ]  No [ ]  | Licensing/Registration No.:       |
| **Additional information for pressure vessels.**(Refer to AS 4343) | Design approval no.:       | Date of manufacture:       |
| Class (A, B, C, D E):       | Number of pressure chambers:       |
| Description of how plant is used:       |
| Does the operator require a licence or competency? | [ ]  External licence | Specify:       |
| [ ]  Internal competency | Specify:       |
| [ ]  No specific competency |       |

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| Workplace conditions (Describe layout and physical conditions - including access and egress)       |
| Consider operation outside of normal conditions● Cleaning ● Non-standard use ● Breakdown & repair ● Maintenance ● Commissioning ● Decommissioning● Emergency situations |       |
| List systems of work for using the plant:● Training ● SOPs● Manufacturer’s information and instructions ● Inspections● Emergency situations |       |
| Is there past experience with the activity/task that may assist in the assessment?● Existing controls ● SOPs ● Standards● Industry standards ● Incidents & near-hits ● Legislation & Codes● Training ● Incident Investigation ● Guidance material |       |

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| Step 2: RISK RATING – RISK MATRIX AND DEFINITIONS |

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| **Likelihood** | **Consequence** |
|  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost certain** | Medium | High | High | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | High | High |
| **Rare** | Low | Low | Low | Medium | High |

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| **Likelihood** |  | **Consequence** |
| Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring) |  | Insignificant –First aid treatment, minor injury, no time off work |
| Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring) |  | Minor – Single occurrence of medical treatment, minor injury, no time off work |
| Possible – might occur when the activity is undertaken (21 to 50% chance of occurring) |  | Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work |
| Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring) |  | Major – Extensive injuries requiring medical treatment (e.g., surgery), serious or permanent injury/illness, greater than 10 days off work |
| Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring) |  | Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work |

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| **Risk Rating Priority for Action** |
|  | **Risk acceptance guide** | **Action** | **Recommended action time frame** |
| **Extreme** | Not acceptable | Cease or isolate source of riskImplement further risk controlsMonitor, review, and document controls | ImmediateUp to 1 monthOngoing |
| **High** | Generally (in most circumstances) not acceptable | Implement risk controls if reasonably practicableMonitor, review, and document controls | 1 to 3 monthsOngoing |
| **Medium** | Generally (in most circumstances) acceptable | Implement risk controls if reasonably practicableMonitor, review, and document controls | 3 to 6 monthsOngoing |
| **Low** | Acceptable | Monitor and review | Ongoing |

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| STEP 3 – Identify hazards and associated risk Scores and controls |
| For each of the following prompts:* **Review the prompts/examples** for each hazard category that may potentially exist for the activity/task.
* Determine and record an **inherent risk score** by using the risk matrix.
* In the **comments** box, describe when and where the hazard is present.
* Specify the risk **control type**, for each current or proposed risk control.
* Provide a **control description** for each current or proposed risk control.
* Where **proposed risk control(s)** have been identified complete a [Health & Safety: Action plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4698680/health-and-safety-action-plan.docx);
* Determine the **residual risk score** using the risk matrix
 | Hierarchy of Control (Control Type)El – EliminationS – SubstitutionEn – Engineering Is – Isolation G – GuardingSh – ShieldingA – Administrative T – Training In – InspectionM – Monitoring H – Health MonitoringP – PPE |

| Category | InherentRisk score | Comments (when and where hazard is present) | Control type | Control description(Current and Proposed) | Residual Risk Score |
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| Can the following items become ENTANGLED with moving parts of the plant, or materials in motion: |       |       |       |       |       |
| ● Hair  ● Jewellery  ● Rags● Gloves ● Clothing● Other |
| Can anyone be CRUSHED due to: |       |       |       |       |       |
| ● Falling, uncontrolled or unexpected movement of plant or load● Lack of capacity to slow, stop or immobilise the plant● Under or trapped between plant and materials or fixed structure● Contact with moving parts during testing, inspection, maintenance, cleaning, or repair ● Being thrown off ● Tipping or rolling over ● Parts of plant collapsing● Other |
| Can anyone be CUT, STABBED or PUNCTURED by coming in contact with: |       |       |       |       |       |
| ● Moving plant or parts ● Work pieces disintegrated● Sharp or flying objects ● Work pieces ejected● Other |
| SHEARING – Can anyone’s body parts be cut off between: |       |       |       |       |       |
| ● Two parts of the plant● A part of the plan and a work piece or structure● Other |
| Can anyone be STRUCK by moving objects due to:  |       |       |       |       |       |
| ● Plant or work pieces being ejected or disintegrated● Uncontrolled or unexpected plant movement● Mobility ● Other |
| Can anyone using the plant or in the vicinity of the plant, SLIP, TRIP or FALL due to:  |       |       |       |       |       |
| ● The working environment ● Uneven work surface● Lack of guardrails ● Poor housekeeping● Slippery work surfaces● Other |
| FRICTION - Can anyone be burnt due to: |       |       |       |       |       |
| ● Contact with moving parts or surfaces of the plant● Material handled by the plant● Other |
| Can anyone be injured by ELECTRICAL shock or burnt due to: |       |       |       |       |       |
| ● Damaged/poorly maintained leads or switch ● Working near or contact with live electrical conductors● Water near electrical equipment ● Lack of isolation procedures● Other |
| EMERGENCY STOP BUTTONS - can injury from interaction with the plant be caused by:  |       |       |       |       |       |
| ● Lack of prominence of emergency stop● Emergency stop not red in colour ● Stored energy being released slowly or at a sequent time● Lack of clarity of emergency stop markings● Restarting plant by resetting the emergency stop button● Emergency stop not being fail to safe ● Other |
| Can anyone be injured by an EXPLOSION of the following items triggered by plant operation |       |       |       |       |       |
| ● Gas  ● Dust● Vapours  ● Liquids● Other |
| Can anyone be SUFFOCATED due to:  |       |       |       |       |       |
| ● Lack of oxygen ● Atmospheric contamination● Other |
| ENVIRONMENTAL CONDITIONS – Can anyone suffer ill health due to:  |       |       |       |       |       |
| ● Exposure to high temperatures● Exposure to low temperatures● Rain ● Sun ● Flora ● Fauna● Other |
| HIGH TEMPERATURE or FIRE – Can anyone:  |       |       |       |       |       |
| ● Come into contact with objects at high temperature● Be injured by fire● Other |
| Can anyone come into contact with FLUIDS or GASES under HIGH PRESSURE due to: |       |       |       |       |       |
| ● Failure of the plant?● Misuse of the plant?● Other |
| ERGONOMIC (incl manual handling) - Can anyone be injured due to:  |       |       |       |       |       |
| ● Seating design ● Excessive effort ● Poor lighting● Repetitive body movement or posture● Poor workplace or plant design ● Controls layout and design● Lack of consideration for human behaviour causing mental or physical stress● Other |
| RADIATION Can anyone be injured/suffer ill health due to:  |       |       |       |       |       |
| ● Ionising radiation ● Lasers ● Ultraviolet light● Microwaves ● Radio waves● Infrared ● Magnetic resonance● Other |
| Can anyone be injured or suffer ill health from exposure to OTHER HAZARDS:  |       |       |       |       |       |
| ● Chemicals ● Fumes ● Dusts● Vibration ● Noise ● Biologicals● Lighting ● Toxic gases or vapours ● Engineered nanoparticles● Other |

| STEP 4 – ImpleMEntation and consultation process |
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| Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a [Health & Safety: Action plan](https://safety.unimelb.edu.au/__data/assets/word_doc/0005/4698680/health-and-safety-action-plan.docx); has been completed, reviewed and signed off where proposed controls have been identified.Obtain the authorisation of the management representative.Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted. **Record below the names of the persons consulted.** |
| Management representative |       | HSR/Employee representative |       |
| Employee(s) |       | Employee(s) |       |
| Employee(s) |       | Employee(s) |       |
| Person Responsible for implementation or escalation |       |

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| Extra writing room - use this page to enter extended comments or descriptions |
|       |

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) and the [Health & Safety: Regulated plant requirements](https://safety.unimelb.edu.au/__data/assets/pdf_file/0010/4680685/Regulated-plant-requirements.pdf).

For further information, refer to <https://safety.unimelb.edu.au/safety-topics/management-systems/implement> or contact your [Health and Safety Business Partner](https://safety.unimelb.edu.au/health-and-safety-contacts).