Stage Setup Risk Assessment

This template is recommended to be completed using the [Manual Handling Procedure](https://www2.education.vic.gov.au/pal/manual-handling/procedure) and the [OHS Risk Planning and Management Policy](https://www2.education.vic.gov.au/pal/occupational-health-and-safety-ohs-risk-management/policy) for guidance. For further support in conducting a risk assessment, contact the OHS Advisory Service on 1300 074 715 or email safety@education.vic.gov.au.

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| **1. Background information** |
| **School** |  | **Date:** |  |
| **Person/s conducting risk assessment** |  | **HSR:** |  |

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|  | **Assessment of T.I.L.E:****Task****Individual** **Load****Environment** | **Based on the information gathered from the T.I.L.E assessment, where is there a risk? i.e. what could go wrong?** | **What controls should be put in place?****(add or remove controls as needed)** | **Considering the controls in place, are you satisfied that the risk is low or medium?** **See risk matrix below.**  |
| **1** | **Task**/s to be undertaken | Stage setup |  | * Awkward, large and bulky shaped items are lifted/carried one piece at a time
* Backdrops, amplifiers and props etc. are placed on trolleys or dollies and moved to the designated location
* Coordinate multiple persons to lift/carry large and bulky items
* Weight of the item is known before lifting ie on the label or box
* [S.M.A.R.T Lifting Poster](https://eduvic-my.sharepoint.com/personal/nicole_christians_education_vic_gov_au/Documents/OHSMS/Manual%20handling/For%20ED%20reviwe%20and%20approval/S.M.A.R.T%20Lifting%20Poster) is displayed
* S.M.A.R.T Lifting process is used
* Items are held close and central to the body when lifted
* Pulley system is installed to assist with lifting props and backdrops, where possible
* Weight-rated stepladder is used to hang items, where required
* Three points of contact are maintained on the stepladder, where practical
* Employees and volunteer workers do not step on furniture e.g., tables, chairs
* The stepladder is placed on an even ground/surface
* Stepladder is in good condition
* Manual Handling elearn has been completed
* Area is clear of items that may be tripped over
* Lighting is adequate for the task
* [A safe work procedure](https://www.education.vic.gov.au/hrweb/Documents/OHS/safeworkproceduretemplate.docx) has been developed and can be followed
* Wear solid non slip shoes or boots
* Training has been provided
* Supervision will be provided
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| **2** | **Individual**/sPerson/s who will undertake the task* are you familiar with the task?
* what is your physical capacity to undertake the task?
* do you have any previous or existing injuries that may be exacerbated by the task?
* is supervision required?
* What positions/postures are required to undertake the task?
* is more than one person required?
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| **3** | **Load** Consider:* weight
* dimensions
* rigid or unstable
* fixed or moving
* direction and distance
* if there is repeated exposure to loading or force.
* if a mechanical aid can be used to assist and if it is fit for purpose (wheels move smoothly over the surface, it can easily support the weight of the load and the load is stable?)
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| **4** | **Environment** Consider where the task will be undertaken and what in the surrounding area may be a hazard:* what space the task will occur in
* whether the task occurs in or between different locations
* the surface condition I.e. carpet will require more force to move trollies across
* any obstacles that may be in the way
* climate (heat and cold can change the way a person moves and performs)
* ventilation
* lighting.
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