Risk Assessment for Movement of Air Purifiers

This template is to be used with reference to the *OHS Risk Management Procedure* and the *Movement of Air Purifiers – Safe Work Procedure*

*NOTE: Staff are required to complete the* [*Manual Handling eLearning Module*](https://edupay.eduweb.vic.gov.au/psc/EDUPPRD1/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=DOE_ESS_LEARNING)*(login required) before moving / lifting air purifiers.*

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| **1. Background information** |
| **School/workplace:** |  | **Date:** |  |
| **Title of assessment:** | **Distribution / Movement of Air Purifiers (Samsung AX7500/AX90T model)**Transfer / movement of air purifiers from point of delivery to the point of use by school staff. | **Name of person conducting assessment:** |  |
| **2. Risk assessment** |
| **Identify and list hazards** | **Risk Controls** | **Risk rating\* (*this is an indicative rating. To be reviewed and tailored based on the circumstances at the school)*** | **List additional controls** *(if any - where current controls are not adequately managing the level of risk)* |
|  **Task**Task possibly too strenuous, awkward postures or movements**Individual**Work familiarity, experience, training/supervision, individual physical capability, previous known injuries.**Load** The weight of a packaged Samsung AX7500/AX90T model air purifier is 18.4 kg with packaged dimensions of 457mm Width x 1110mm Height x 377mm depth. Lifting would require the application of high force, potentially leading to musculoskeletal injuries**Environment** There may be doors, stairs and/or other obstructions in the path of travel when moving air purifiers to their point of use. | **Pre – Operation / task:** * Where possible, ensure the supplier delivers the boxes as close as possible to school buildings and in a safe place for unloading/handling boxes.
* Identify two or more staff members to move the boxes to a suitable area for placement and unboxing of air purifiers, and to move the air purifiers to the selected location in the school.
* Where possible, select staff for this task that do not have any pre-existing injuries or preconditions that may make this work difficult for them. Where possible, staff of a similar height and build should be selected for this task.
* Ensure those staff members have completed the [Manual Handling eLearning module](https://edupay.eduweb.vic.gov.au/psc/EDUPPRD1/EMPLOYEE/HRMS/c/PT_FLDASHBOARD.PT_FLDASHBOARD.GBL?Page=PT_LANDINGPAGE&DB=DOE_ESS_LEARNING) (or complete it as a refresher) prior to starting this work. A [Manual Handling Awareness Training](https://www.education.vic.gov.au/hrweb/Documents/OHS/ohsmanualhandlingtraining.pptx) presentation is also available to support staff to familiarise themselves with safe manual handling techniques.
* Ensure the trained staff are briefed about the route of travel for the air purifier and are supported to discuss how they will move the air purifiers. For example, staff should:
* Consider environmental factors before commencing the move e.g., avoid inclement weather / excessive heat where possible, as this may create additional slip / other hazards.
* Consider when the best time is to move the air purifier, taking into consideration student movements and break times.
* Ensure planned routes of travel are clear from trip hazards or obstructions (such as mats, cords, closed doors or furniture) prior to moving the air purifier, and consider how to navigate / avoid stairs, potentially slippery surfaces, etc. If needed and available, ask an extra person to help to open doors and clear pathways of travel, or ensure these are cleared / opened ahead or time.
* Ensure staff wear appropriate footwear (i.e., closed toed, non-slip shoes) when air purifiers are moved.
* Ensure a [S.M.A.R.T Lifting](https://www.education.vic.gov.au/hrweb/Documents/OHS/smartliftingposter.docx) process is used, and poster displayed around the workplace.
* Set realistic work rates/timeframes and rest breaks during the task.
* Where possible, rotate tasks / responsibilities between selected staff.

**Operation / task:** * It is preferable for staff to use a hand trolley and/or stair climbing trolley, if available, to assist with moving air purifiers.
* If a trolley is unavailable, use a two person lift, following the [S.M.A.R.T Lifting](https://www.education.vic.gov.au/hrweb/Documents/OHS/smartliftingposter.docx) process.
* Staff should ensure adequate space is available to place the air purifier in its intended location.
* When moving the air purifier, staff should avoid twisting and turning or sustained awkward body positions.

**Post operation / task:*** Staff should remove all packaging, box and associated materials and dispose in waste bin
* Retain Product Instruction/Operation Manual and file in an appropriate place
* Provide all key staff with instructions for correct use of the Air Purifier in accordance with the Product Instruction/Operation Manual.

**Movement of air purifiers (to a different location within the school)**Schools may wish to move the air purifiers to different locations around the school, based on risk / need / changes in class arrangements. To do this, staff should follow the steps in the ‘Pre-Operation / Task’ section above related to the movement of the air purifiers, including considering environmental factors. When the best time is to move the air purifier, ensuring planned routes of travel are clear from trip hazards or obstructions, wearing appropriate footwear (and using a [S.M.A.R.T Lifting](https://www.education.vic.gov.au/hrweb/Documents/OHS/smartliftingposter.docx) process. | **\*Medium** |  |

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| **Consequence** - Evaluate the **consequences** of a risk occurring according to the ratings in the top row

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| **Descriptor** | **Level** | **Definition** |
| **Insignificant** | **1** | No injury |
| **Minor** | **2** | Injury/ ill health requiring first aid |
| **Moderate** | **3** | Injury/ill health requiring medical attention |
| **Major** | **4** | Injury/ill health requiring hospital admission |
| **Severe** | **5** | Fatality |

 | **Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

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| **Descriptor** | **Level** | **Definition** |
| **Rare** | **1** | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |
| **Unlikely** | **2** | May occur somewhere within the Department over an extended period of time |
| **Possible** | **3** | May occur several times across the Department or a region over a period of time |
| **Likely** | **4** | May be anticipated multiple times over a period of timeMay occur once every few repetitions of the activity or event |
| **Almost Certain** | **5** | Prone to occur regularlyIt is anticipated for each repetition of the activity of event |

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| 3. Risk Matrix- Calculate the level of risk by finding the intersection between the likelihood and the consequences

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

 | **4. Risk Level/Rating and Actions**

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| **Descriptor** | **Definition** |
| **Extreme:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken immediately. Cease associated activity. |
| **High:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken within 48 hours of notification. |
| **Medium:** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days. |
| **Low** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time. |

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