Risk Assessment

This template is to be used with reference to the *OHS Risk Management Procedure*. For support in conducting a Risk Assessment, contact the OHS Advisory Service on 1300 074 715 or email [safety@edumail.vic.gov.au](mailto:safety@edumail.vic.gov.au).

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| **1. Background information** | | | |
| **School/workplace:** |  | **Date:** |  |
| **Title of assessment:** | **Transporting and storage of heavy and unstable books** | **Name of person conducting assessment:** |  |

| **2. Risk assessment** | | | | |
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| **Identify and list hazards** | | **List current risk controls** | **Risk rating** | **List additional controls** *(if any - where current controls are not adequately managing the level of risk)* |
| **1** | Task | * Mechanical aid is used e.g. book trolley * Frequently used items are stored between waist and shoulder height * S.M.A.R.T Lifting process is used * Weight of the load is checked by lifting one corner/side of the pile * Reducing the number of items picked up at any given time * Dimensions of the items are matched prior to lifting or carrying to create a stable load * Pathway is clear and with no obstructions * Item(s) is held close to the body * Item(s) in held in the centre of the body * Load is only carried for short distances * Task is not carried out continuously * Adequate rest breaks are taken * A good grip on the load can be maintained * Direction of travel is changed by turning the feet and not twisting the back * Load is lowered to the designated storage place, ideally between shoulder and waist height * Load, if placed lower than waist height, are lowered by bending the knees (squat position) * Manual Handling and Ergonomic eLearning modules have been completed * Manual Handling Awareness Training has been presented to all employees * S.M.A.R.T Lifting Poster is displayed throughout the workplace |  |  |
| **2** | Individual |  |  |
| **3** | Load |  |  |
| **4** | Environment |  |  |

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| **Consequence** - Evaluate the **consequences** of a risk occurring according to the ratings in the top row  |  |  |  | | --- | --- | --- | | **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  |  |  |  | | --- | --- | --- | | **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 time  May occur once every few repetitions of the activity or event | | **Almost Certain** | **5** | Prone to occur regularly  It is anticipated for each repetition of the activity of event | |
| 3. Risk Matrix - Calculate the level of risk by finding the intersection between the likelihood and the consequences   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | **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**   |  |  | | --- | --- | | **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. | |