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.

|  |
| --- |
| **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** |
| --- |
| **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  |  |   |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 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 |

 |
| 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. |

 |