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| **HS Form Number**: CPHCE\_HS\_ OW01 |

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| **HS Risk Management for Office work, off-site Meetings/conferences/exhibitions ONLY and delivering training and marking** | | | | | | | | |
| **Identify the activity and the location of the activity** | | | | **Identify who may be at risk from the activity** | | | | |
| **Description of activity**  **Description of location** | * Working in an office environment * Visits to Conferences, Exhibitions and meetings * Note:- A separate risk assessment must be completed for activities that are not applicable to the above. * Teaching, Training and marking activities   Offices within UNSW and Off site locations | | | **Persons at risk**  **How they are consulted on the activity** | | General staff; Part-time/ Casual staff; Academic staff; PhD students; Visitors to the school  By supervisors and by signing the bottom of this document | | |
| **List legislation, standards, codes of practice, manufacturer’s guidance etc used to determine control measures necessary** | | | | | | | | |
| Work Health and Safety Act 2011  Work Health and Safety Regulation 2011 | | | Code of Practice for management of workplace environments  Code of Practice for Hazardous Manual tasks | | | | | |
| Task/Scenario | | Hazard | Associated harm | | Existing controls | | Any additional controls required? | Risk Rating |
| Working with computers | | 1.Ergonomic:   * Poor posture * Excessive duration in a seated position * Incorrect setup of workstation * Glare * Repetitive movements | * Physical injury to the wrists, arms, neck, shoulder or back. * Eye strain | | * All staff is provided with the UNSW Setting up your Workstation guide ([HS705](http://www.ohs.unsw.edu.au/hs_procedures_forms/guides/HS705_Guide_to_setting_up_your_workstation.pdf)) and Workstation Checklist ([HS114](http://www.ohs.unsw.edu.au/hs_procedures_forms/checklists/HS114_Workstation_Checklist.doc)) to conduct their own workstation assessment. Please ensure you look through the following   [Work Station Setup](http://www.ohs.unsw.edu.au/officesafety/workstation_setup.html), [Office Safety Tool Kit](http://www.ohs.unsw.edu.au/officesafety/index.html), [Office Hazards, Precautions and Controls](http://www.ohs.unsw.edu.au/officesafety/office_hazards.html)   * All new staff complete online ergonomics course * Adjustable chairs, desks and ergonomic accessories available to staff * Individual staff are responsible for taking breaks and doing stretches * Staff are advised to report any symptoms ASAP | | N | M |
| Working with computers | | 2. Electrical | * Electric shock, fire, burn * Physical injury from tripping over cords | | * Testing and tagging program by Frank Jones * Regular workplace inspections * Staff encouraged to do a regular visual check of equipment. | | N | M |
| Working with other office equipment e.g. photocopiers, printers, binder, electronic stapler, Scanner, etc. | | * Exposure to Toner * Electrical * Equipment Hazards/ Sharp edges/ Hot surfaces | * Irritation to skin, eyes * Electrical shock * Cuts * Physical injury | | * Ensure photocopiers are located in well ventilated areas * Testing and tagging program by Frank Jones * Regular workplace inspections * Staff encouraged to do regular visual checks of equipment | | N | L |
| Working with shredders, laminators, guillotines | | * Sharp edges * Moving parts * Pinch points * Hot parts | * Cuts * Entanglement * Physical injury | | * Ensure covers prevent people access to moving parts during operation * Do not insert items other than those allowed by the operating manual * Do not operate with loose clothing or jewellery. People with long hair must tie it back. * Follow any instructions given or available to read * Hazard posters on display: <http://www.ohs.unsw.edu.au/officesafety/safe_work_procedures.html> | | N | M |
| Using compactus | | * Collisions with moving shelves * Moving shelves * Falling items | * Physical injury | | * Never place objects on top of the unit * Always place heavy objects on the lower shelves * Check that aisles are clear * Always use the hand wheel to move bays along if available * Only move one bay a time * Hazard posters on display: <http://www.ohs.unsw.edu.au/officesafety/safe_work_procedures.html> * Follow any instructions given or available to read | | N | L |
| Meetings/ face to face dealings with staff and students | | * Physical /emotional intimidation * Aggression towards staff members * Cultural Differences | * Physical or emotional injury to staff’ * Malicious damage | | * Consultation with staff * Procedures to minimise risk * Workplace bullying policy communicated to all staff * Equity unit advice and policies sought if necessary * Conflict resolution training * Security staff * Policy | | N | L |
| Telephone and email enquiries and communication | | * Aggression towards staff members * Intimidation and harassment issues | * Emotional injury to staff | | * Consultation with staff * Procedures to minimise risk * Workplace bullying policy communicated to all staff * Equity unit advice and policies * Conflict resolution training | | N | L |
| Working inside a building | | * Slips, trips and falls * Fire in building * Working after hours/ working alone * [Electrical](https://cms.unsw.edu.au/ohs_hazards/electrical.html) * Poor Housekeeping * Equipment Hazards/ Sharp edges/ Hot surfaces * Trailing Cables * Staff unaware of emergency procedures * Poor ventilation * Poor lighting | * Physical injury * Burns and smoke inhalation * Personal assault | | * Building floor wardens * Building fire safety * Compliance with Emergency drills ( conducted every 6 months) * Making sure staff are aware of emergency procedures * Workplace inspections to identify slip and trip hazards * Report any damaged power cords or power points * Minimise the use of power boards and extension cables and ensure they are not across walkways. Do not attach numerous extension cords or power boards together. Ask for more power points to be installed. * Ensure that floors/walkways/stairs/storage areas are free from obstructions * Check that emergency exits are not blocked * Ensure that all floor surfaces are properly maintained and, if required, covered with non-slip material * Provide adequate lighting in all areas * Use step stools/ladders to reach items above shoulder level ONLY * Stabilise filing cabinets and bookcases to prevent their falling over * Do not stack files or equipment on top of high cupboards or cabinets * Regularly maintain all equipment to the manufacturers specification * Do not overload bookshelves and store heavy items at a low levels * Ensure employees are aware of the emergency procedures * Ensure employees receive appropriate training for tasks they perform | | N | L |
| Using kitchen appliances for preparing food & drinks | | * Boiling water from urn * Hot surfaces (sandwich maker/toaster) * Food getting caught in toaster * Overheating food in microwave * Using cleaning chemicals * Leaving uneaten food on benchtops * Leaving food in fridge past the used by date * Leaving dirty dishes in sink * Not cleaning up food/liquid * Impacts with cupboards and benchtops | * Burns from hot water or touching hot surfaces * Severe scalding from superheated food & fluids * Irritation to skin, eyes, chemical burns. * Sickness | | * Signage put up in kitchen to remind people e.g. “Caution: Hot Water” * Follow instructions on label for cleaning chemicals * Microwaves should not be placed at high levels * Ensure the area is kept clean and tidy * Ensure all spills are cleaned up immediately * All electrical appliances are tested and tagged * Procedures are in place for the cleaning of refrigerators and signs are in place to remind staff to throw away their items if they are out of date | | N | M |
| Thermal comfort in offices | | * Excessive heat * Lack of ventilation/air flow | * Heat exhaustion * Dehydration * Headaches * Fainting * Dizziness | | * Air-condition building * Providing fans and opening doors, windows and vents where practical, heaters in offices; * Drinking water available * Wearing lighter and loose fitting clothing during hot weather * Wearing warmer clothing during cold weather * Monitor staff for signs of heat distress | | N | L |
| Working after business hours or working alone | | Walking to and from your vehicle /transport alone or in the dark | * Risk of being physically assaulted * Poor access to emergency services | | * Use well-lit areas like the University Walk to access car/bus * Try to walk in groups or pairs * Contact Unibeat for Security Escort from lift phone or Uni Help Points * Use free Security Shuttle Bus Service * Staff are provided with the [HS3322](http://www.ohs.unsw.edu.au/hs_procedures_forms/guidelines/HS322_Working_After_Hours_Guideline.pdf) Working alone or after hours guide to ensure safe work | | N | M |
| Travel to and from venue | | Slips, Trips and Falls | Physical injury | | Ensuring staff/ students wear appropriate footwear and are watchful of potential out door hazards  * Carry a mobile phone in bag or pocket in case of an emergency | | N | L |
| Travel to and from venue | | Handling equipment/ Luggage | Physical injury | | Use appropriate manual handling aids to carry heavy equipment and luggage (trolleys, roller-suitcases) | | N | L |
| Travel to and from venue | | Vehicle accident | Physical injury | | Ensuring the UNSW travel policy is followed  * Ensuring your vehicle is fully insured * Ensuring that you are licensed to drive the vehicle | | N | M |
| Travel to and from venue | | Vehicle or pedestrian accident | Physical injury | | Ensure students travel in groups.Ensure staff and students carry a mobile phone. | | N | M |
| Working or visits to public areas | | Encounter with violent person/s or animal | Physical InjuryTheft of personal possessionsPsychological injury | | Ensure students travel in groupsEnsure staff and students and carry a mobile phone  * Avoid displaying jewellery, portable electronic equipment or other signs of wealth (e.g. use cheap bags, hide jewellery | | N | L |
| Working outdoors | | UV exposure Contact/ inhalation of biological elements | DehydrationSunburn  * Allergic reactions | | Ensure students and staff wear appropriate clothing and have water and complete fieldwork medical questionnaire  * Sunscreen and Insect repellent | | N | L |
| Transporting teaching materials | | * Slips, trips and falls * Carrying or transporting large amounts of materials | * Physical injury | | * Schedule classes in building where possible * Provide trolley * UNSW Hazardous manual task risk management form available to be completed - <http://www.ohs.unsw.edu.au/hs_hazards/ergonomics.html> * Manual handling training | | N | L |
| Delivering training, lectures and seminars | | * Speaking and standing for long periods * Nervous about presenting to new or large group | * Fatigue * Short term anxiety | | * Timetable courses with breaks * Use microphone * Being well prepared and organised * Having a training plan | | N | L |
| Using computer and audio-visual equipment | | * Not knowing how to operate equipment * Electrical fault in equipment | * Acute stress or anxiety * Electric shock | | * Induction on how to operate equipment * Scheduled inspection and testing program for electrical equipment * Hazard reporting system for reporting faults to equipment or venue * Check electrical testing tags are current | | N | L |
| Marking and assessments | | Unrealistic deadlines | Stress related disorders | | * Regular workload monitoring * Casual assistance with marking | | N | L |
| Teaching a new subject | | Inexperience in subject | Stress related disorders | | * Ensure trainer has sufficient competency to deliver course by having sufficient training | | N | L |

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| Risk Rating | |
| Risk Level | Required action |
| **Very high**  **(VH)** | Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls |
| **High (H)** | Act today: The proposed activity can only proceed, provided that:  (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and  (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and  (iii) the document has been reviewed and approved by the Supervisor and  (iv) a Safe Working Procedure or Safe Work Method has been prepared and  (v) the supervisor must review and document the effectiveness of the implemented risk control |
| **Medium (M)** | Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and  (ii) the document has been reviewed and approved by the Supervisor and  (iii) a Safe Working Procedure or Safe Work Method has been prepared. |
| **Low (L)** | Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls |

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| Review |  |
| Next Scheduled review date | November 2015 |
| Are all control measures in place? | Yes |
| Are controls eliminating or minimising risk? | Yes |
| Are there any new risks? | No |
| Reviewed by and date of review | Kristina C 6/11/2013 |