

### RISK ASSESSMENT FORM

|  |   |
|--|---|
| Department & Exact Location Of The Work Performed: | Project / Work Description: Use of Lifting accessories and lift measuring devices . |
| Risk Assessment Team (Name/s):                     | Approved By Supervisor / Reporting Officer:<br>(Name, Date & Signature)             |
| Date Conducted:                                    |   |

| Hazard Identification |   |   |   | Risk Evaluation  |          |            |      | Risk Control   |          |            |      |                            |         |
|-----------------------|---|---|---|--|----------|------------|------|--|----------|------------|------|----------------------------|---------|
| 1a.                   | 1b.   | 1c.   | 1d.   | 2a.  | 2b.      | 2c.        | 2d.  | 3a.  | 3b.      | 3c.        | 3d.  | 3e.                        | 3f.     |
| S/N                   | Work activity   | Hazard  | Possible Accident/ Ill health to persons, fire or property loss | Existing Risk Control  | Severity | Likelihood | RPN* | Additional Risk Control Measures   | Severity | Likelihood | RPN* | Follow up by (name) & date | Remarks |
| 1                     | Using lifting accessories and lift measuring devices. | Physical Hazard<br>Entrapment of fingers or body parts between device and other components. | Finger or tissue Injuries.                                      | Only authorised and trained users are allowed to handle the furniture. | 2        | 2          | 4    | Regular checking by staff<br>Only authorised and trained users are allow to use the devices. | NA       | NA         | NA   | NA                         | NA      |

\*RPN - Risk Prioritization Number

# Risk Assessment Matrix

**Risk Prioritisation Number = Severity x Likelihood**

**Severity Table**

| Pt | Severity level | Workplace Safety   | Workplace Health   | Environment  | Fire Damage                    | Downtime Incurred                          |
|----|----------------|--|--|--|--------------------------------|--|
| 5  | Critical       | Fatality, single or multiple   | Acute Poisoning, Failure of Major Bodily Functions                                       | Spills to Outside Campus                                   | More Than \$10 million damages | More than 1 year for full re instatement   |
|    |                | Permanent Body Injury or Loss of Use for more than 30 days                           | Infection with No Known Cure   | Infection outside Campus area                              |                                |  |
| 4  | Very Serious   | Injury requiring 30 days of hospitalisation and/or medical leave                     | Moderate exposure, Reversible injury to Bodily Functions on prolong recovery             | Spills to Outside Building                                 | More Than \$1 million damages  | More than 3 months for full re instatement |
|    |                | Temporary Body Injury or Loss of Use for more than 10 days but not exceeding 30 days | Infection with Known Cure but extensive treatment  | Infection outside Building area but within Campus          |                                |  |
| 3  | Serious        | Injury requiring 10 days of hospitalisation and/or medical leave                     | Mild exposure, Reversible injury to Bodily Functions with less than 30 days recovery     | Spills to Outside Laboratory/Room                          | More Than \$100k damages       | More than 1 month for full re instatement  |
|    |                | Temporary Body Injury or Loss of Use for up to 10 days                               | Infection with Known Cure but extensive treatment  | Infection outside Laboratory area but within building      |                                |  |
| 2  | Marginal       | Injury requiring maximum of 3 days of medical leave only                             | Very Mild exposure, Reversible injury to Bodily Functions with less than 3 days recovery | Spills to Outside Workplace but within laboratory          | More Than \$10k damages        | More than 5 days for full re instatement   |
|    |                | Temporary Body Injury or Loss of Use for 3 days or less                              | Infection with Known Cure but treatment needed   | Infection outside workplace but within Laboratory          |                                |  |
| 1  | Negligible     | First aid treatment only   | Very Mild exposure, Reversible injury to Bodily Functions with less than 3 days recovery | Spills within Workplace only                               | Less than \$5k damages         | No significant downtime                    |
|    |                | No or superficial injury   | No Exposure  | No Infection or infection with no effects within workplace |                                |  |

**Likelihood Table**

| Pt | Likelihood level | Likelihood of Occurrence / Exposure Criteria |
|----|------------------|--|
| 5  | Frequent         | Likely to occur many times per year          |
| 4  | Moderate         | Likely to occur once per year                |
| 3  | Occasional       | Might occur once in three years              |
| 2  | Remote           | Might occur once in five years               |
| 1  | Unlikely         | Might occur once in ten years                |

**Risk level Determination - 5 x 5 Matrix**

|            |                   | SEVERITY                         |                                 |                                 |                                  |                      |
|------------|-------------------|----------------------------------|---------------------------------|---------------------------------|----------------------------------|----------------------|
|            |                   | Critical<br>(5)                  | Very Serious<br>(4)             | Serious<br>(3)                  | Marginal<br>(2)                  | Negligible<br>(1)    |
| LIKELIHOOD | Frequent<br>(5)   | 25<br>Operation not permissible  | 20<br>Operation not permissible | 15<br>High priority             | 10<br>Review at appropriate time | 5<br>Risk acceptable |
|            | Moderate<br>(4)   | 20<br>Operation not permissible  | 16<br>Operation not permissible | 12<br>High priority             | 8<br>Review at appropriate time  | 4<br>Risk acceptable |
|            | Occasional<br>(3) | 15<br>High priority              | 12<br>High priority             | 9<br>Review at appropriate time | 6<br>Risk acceptable             | 3<br>Risk acceptable |
|            | Remote<br>(2)     | 10<br>Review at appropriate time | 8<br>Review at appropriate time | 6<br>Risk acceptable            | 4<br>Risk acceptable             | 2<br>Risk acceptable |
|            | Unlikely<br>(1)   | 5<br>Risk acceptable             | 4<br>Risk acceptable            | 3<br>Risk acceptable            | 2<br>Risk acceptable             | 1<br>Risk acceptable |

Review the risk assessment records every year or whenever there are changes in processes, work activities or upon any incident occurrence, whichever is earlier.

**Action Table**

| Colour | Score   | Risks   | Action  |
|--------|---------|---------|---|
|        | 16 - 25 | High    | <p>Operation not Permissible</p> <p>Stop operation &amp; review controls. If necessary abort experimentation.</p>   |
|        |         |         |   |
|        | 12 - 15 | Warning | <p>High priority remedial action</p> <p>Proceed with extreme caution with PI present at all times. Implement additional (secondary) controls immediately. Review within 7 days. Emergency control measures shall be in place.</p>                                 |
|        |         |         |   |
|        | 8 -10   | Medium  | <p>Take remedial action at appropriate time</p> <p>Proceed with care. Additional control is advised. Review shall be implemented within 30 days.</p>  |
|        |         |         |   |
|        | 1 - 6   | Warning | <p>Risk acceptable: Residual risk</p> <p>If possible, risk reduction should be further considered, particularly severity.</p> <p>There are no imminent dangers. Frequent review shall be in place especially changes in procedures, materials or environment.</p> |
|        |         |         |   |

## Instructions for using the Risk Assessment form

|           |   |
|-----------|---|
| Header    | <p>Fill up all sections in the header of the RA form. <span style="float: right;"><b>Note 1:</b> Discuss with your supervisor/reporting officer on the next review date for the RA. Normally the next review date is up to one year ahead.</span></p> <p>(1) When there are changes in work processes/activities accidents/incidents <span style="float: right;">(2) After any</span></p> <p>rules about team or individual submission for RA <span style="float: right;"><b>Note 2:</b> Check your Division</span></p>   |
| Column 1b | <p>Describe the work activity to be carried out. <span style="float: right;"><b>Note:</b> Please do not fill in names of machines/equipment to be used. Therefore, a computer is not an activity, but working on a computer is</span></p>   |
| Column 1c | <p>Identify hazard(s) associated with the activity to be carried out. <span style="float: right;">Examples of hazards include chemical, biological, electrical, mechanical, physical, ergonomics, psychosocial, slip &amp; fall etc.</span></p>   |
| Column 1d | <p>Identify possible accidents/ill health associated with each identified hazard. <span style="float: right;">Examples of possible accidents/ill health include fires, explosions, cuts, burns, frost bites, fractures etc.</span></p>  |
| Column 2a | <p>Indicate risk control measures that are already in place to eliminate or minimise risks. <span style="float: right;">Methods to control risks may be analysed according to the Hierarchy of Controls: Elimination, Substitution, Engineering Controls, Administrative Controls and Personal Protective Equipment (PPE). Elimination of the hazard should take first priority while PPE should be the last line of defence.</span></p> <p><b>Elimination</b></p> <p>Example: Use water based solvents instead of organic based solvents <span style="float: right;"><b>Substitution</b></span></p> <p>Example: Use a less toxic solvent</p> <p><b>Engineering Controls</b></p> <p>Example: Use of fume cupboard or gloves boxes <span style="float: right;"><b>Administrative</b></span></p> <p><b>Controls</b></p> <p>instructions. Good laboratory practices. Training on proper use of chemicals <span style="float: right;">Example: Work</span></p> <p>Example: Use of safety eyewear plus respiratory protection, use of gloves <span style="float: right;"><b>PPE</b></span></p> |

|           |  |   |
|-----------|--|---|
| Column 2b | S=Severity<br>or extent of injury or harm caused by the hazards, or as a result of an accident. Choose the most likely severity from a value between 1 and 5, rather than the most extreme. Refer to the <b>Risk Matrix tab</b> for the severity table   | Severity is the degree                        |
| Column 2c | L=Likelihood<br>of an accident, incident or ill health is defined as the probability that the said accident, incident or ill health will happen. Choose the likelihood from a value between 1 and 5. Consider the records of such events happening in the past when deciding on the likelihood. Refer to the <b>Risk Matrix tab</b> for the likelihood table | Likelihood of occurrence                      |
| Column 2d | RPN=Risk Prioritisation Number<br>Likelihood<br>than 6   | RPN=Severity X<br>All RPNs should not be more |
| Column 3a | Additional risk control measures are required when the RPN indicated in column 2d exceeds 6. If the RPN is 6 or less, enter "NA" in the column   |   |
| Column 3b | S=Severity<br>upon introduction of additional control measures   | S may reduce                                  |
| Column 3c | L=Likelihood<br>L may reduce upon introduction of additional control measures  |   |
| Column 3d | RPN=Risk Prioritisation Number<br>RPN will reduce upon introduction of additional control measures   |   |
| Column 3e | Enter the name of the person appointed to oversee the implementation of the additional control measures. Enter the follow-up date.   |   |
| Column 3f | Enter any remarks  |   |