

Department Of Environmental Sciences, UTS
GENERIC OH&S RISK ASSESSMENT for PROJECTS

This is an official dept document and must be signed by and filed with the Head of Department when completed

Name of academic supervisor:	Copies as needed to: -subject coordinator -course coordinator -excursion TO(s) -HOD (file) essential
Name of person completing the Risk assessment:	

STEP 1: DEFINITION OF PROJECT OR TASK:

General location of activities are: City -building 4 Thomas/Harris, St Leonards - Dunbar & Biology Annex, Kuring-gai - bird holding areas and field work anywhere in Australia.

Title of project:
Start / finish date (if known):
General location where project will carried out: (list labs, field sites)
Brief outline of project/tasks..
If this project is part of a grant has an OHS risk assessment been completed for the grant application?

STEP 2: IDENTIFY THE HAZARDS:

Specifically identify the hazards that you might encounter in this project:

If you are new and unfamiliar with this process your supervisor or the lab staff are able to help.

Are you using or does your project involve:

(Tick as many as applicable)

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| <ul style="list-style-type: none"> <input type="checkbox"/> plant/equipment (in lab/field/workshop) <input type="checkbox"/> use of equipment/tools with moving parts <input type="checkbox"/> lifts/hoists/crane (in glasshouse/lab/field)³ <input type="checkbox"/> Pressure vessels (autoclaves/pressure cooker)³ <input type="checkbox"/> compressed gases (lab/field/vehicle transport) <input type="checkbox"/> portable electrical appliances (lab/field)² <input type="checkbox"/> use of fixed electrical equipment (lab/field)² <input type="checkbox"/> construction of electronic/electric equip <input type="checkbox"/> noisy equipment, environments² <input type="checkbox"/> dust(dried soil)/fumes/vapours/gases <input type="checkbox"/> using ultra cold liquids/gases (-80C /liq N20) <input type="checkbox"/> extreme temps (freezers/extreme weather) <input type="checkbox"/> work in/around construction sites <input type="checkbox"/> hazardous substances (chemicals/cont'd soil)¹ <input type="checkbox"/> hazardous waste (biological/chemical) <input type="checkbox"/> ionising radiation, sources or equipment^{2,3} <input type="checkbox"/> use of lasers/microwaves/UV light/strong light <input type="checkbox"/> biological material (imported/plants/animals)² <input type="checkbox"/> sharps/needles <input type="checkbox"/> pathogens/infectious material (plant/animal)² <input type="checkbox"/> exposure to bodily fluids (animal/human) <input type="checkbox"/> animals insects etc (culture/collect) <input type="checkbox"/> bacteria/fungi/viruses (culture/collect) <input type="checkbox"/> importation of biological material (quarantine) | <ul style="list-style-type: none"> <input type="checkbox"/> animal bites - snakes/spiders <input type="checkbox"/> working alone/out of hours² (lab/field) <input type="checkbox"/> manual handling (lifting/carrying/lab/field) <input type="checkbox"/> work at heights (ladders/cherry pickers^{2,3}) <input type="checkbox"/> repetitive or awkward movements (eg a lot of keyboarding) <input type="checkbox"/> working outdoors - in the field <input type="checkbox"/> work in remote/isolated locations <input type="checkbox"/> work in confined/cramped spaces <input type="checkbox"/> use of glasshouses <input type="checkbox"/> use of aquaria and aquarium rooms <input type="checkbox"/> use of tissue culture facility <input type="checkbox"/> driving vehicles esp 4WD <input type="checkbox"/> remote 4WD <input type="checkbox"/> use of boats/power boats^{1,2,3} <input type="checkbox"/> diving^{1,2,3}, snorkelling, swimming
 <input type="checkbox"/> risk of fire explosion <input type="checkbox"/> slippery surfaces, trip hazards (lab/field) <input type="checkbox"/> poor ventilation, air quality issues <input type="checkbox"/> poorly designed work areas for the task <input type="checkbox"/> dealing with volatile or violent people <input type="checkbox"/> other..... |
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¹ Specific risk assessments must be completed for these hazards - see Step 4(b)

² Specific control measures must be put in place for these hazards - see Step 4(b)

³ Specific licences may be required for these hazards

STEP 3: ASSESSMENT OF RISK

Rate the likelihood of an injury/illness/loss presented by this project. Take into account the available controls to evaluate the severity of any illness/injury/loss, see next section.

		Severity				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	high	high	extreme	extreme	extreme
	Likely	medium	high	high	extreme	extreme
	Possible	low	medium	high	extreme	extreme
	Unlikely	low	low	medium	high	extreme
	Rare	low	low	medium	high	high

STEP 4: CONTROLLING THE RISK:

(a) Note how you will control any risks, following the priorities below. This may include controls like redesigning the workplace or the lab or field design, using protective equipment/guards, ensuring regular maintenance, further training/information or additional personal safety equipment above what is already available.

1. Eliminate the hazard
2. Keep hazard(s) and people apart
3. Change work methods
4. Use personal protection

STEP 5: IDENTIFY ANY ACTION REQUIRED TO FURTHER CONTROL RISK

Taking into account the above controls; are there adequate controls in place? If not list and take steps to complete - attach extra sheet if required.

Action required	Date completed	Signed

STEP 6: ARE THE RISKS CONTROLLED?

To be signed by the supervisor when all risks are controlled as noted in step 4 and any further required documentation as noted in Step 5 is completed.

Name:	Signed	date
Person completing assessment		
Supervisor		
Signed off by Head of Department		

*Current written risk assessments/guidelines available from laboratory staff - check with lab staff to see if more have recently been made available. Your supervisor may also have some local risk assessments and documentation for his/her research lab.

- Terrestrial field work guidelines and risk assessment
- Transport and Handling of nitrogen cylinders and liquid nitrogen in the field
- Digestion and analysis of samples for heavy metals
- Digestion and analysis of samples for N & P
- Use of herbarium, preparation/curation of specimens
- Use of Tissue Culture Facility
- Use of hoist on roof - Dunbar building
- Research Diving for students and staff at UTS - *in preparation*