

# HEALTH & SAFETY GENERAL RISK ASSESSMENT FORM

Ra No.:	Event Date : <b>xxxx</b>	Version No.: <b>001</b>	Review Date: <b>xxxxx</b>	Authorized by: <b>XXXXXXXXXXXX</b>
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**STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT**

<b>Location name:</b> Glyn Davies Building Parkville Campus	<b>Building No.:</b> 133	<b>Room No.:</b> XXXXXXXXXXXX	<b>Date:</b> XXXXXXXXXXXX	<b>Assessed by:</b> STUDIO LEADER :  TUTOR :
<b>Description of activity/task:</b> Installation and presentation of studio display as part of MSDx at APB MSD  Display of <b>xxxxxxx xxxxxxxx</b> exhibition elements in the Glyn Davies Building Parkville Campus including <b>XXXXXXXXXXXX</b>				
<b>Workplace conditions (Describe layout and physical conditions - including access and egress)</b> All spaces can be accessed via stairs and lift access points with three primary access and exit points for the building at 133				
<b>List systems of work for the activity/task:</b> <ul style="list-style-type: none"> <li>● Training</li> <li>● SOPs</li> <li>● Emergency situations</li> </ul>		All MSD Staff are trained in appropriate OHS modules through UOM internal procedures via TrainMe. Internal SOP's are in place to support this exhibition.  MSD Staff will be supporting the installation of this the exhibition supporting students. Installation and working processes will follow existing UOM guides outlined by MSD Events and Exhibitions and UOM OHS Guidelines. Link to and reference SOP documents  <a href="smb://unimelb.edu.au/UoM/ABP/Administration/Restricted/Marketing/Events/OHS/MSD Events SOP Equipment">smb://unimelb.edu.au/UoM/ABP/Administration/Restricted/Marketing/Events/OHS/MSD Events SOP Equipment</a>		
<b>Is there past experience with the activity/task that may assist in the assessment?</b> <ul style="list-style-type: none"> <li>● Existing controls</li> <li>● Industry standards</li> <li>● Training</li> </ul>		As Above		

**STEP 2: RISK RATING – RISK MATRIX AND DEFINITIONS**

		Consequence				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost certain	Medium	High	High	Extreme	Extreme
	Likely	Medium	Medium	High	Extreme	Extreme
	Possible	Low	Medium	Medium	High	Extreme
	Unlikely	Low	Low	Medium	High	High
	Rare	Low	Low	Low	Medium	High

Likelihood
Almost certain – will occur in most circumstances when the activity is undertaken (greater than 90% chance of occurring)
Likely - will probably occur in most circumstances when the activity is undertaken (51 to 90% chance of occurring)
Possible – might occur when the activity is undertaken (21 to 50% chance of occurring)
Unlikely – could happen at some time when the activity is undertaken (1 to 20% chance of occurring)
Rare – may happen only in exceptional circumstances when the activity is undertaken (less than 1% chance of occurring)

Consequence
Insignificant – First aid treatment, minor injury, no time off work
Minor – Single occurrence of medical treatment, minor injury, no time off work
Moderate – Multiple medical treatments, non-permanent injury, less than 10 days off work
Major – Extensive injuries requiring medical treatment (e.g. surgery), serious or permanent injury/illness, greater than 10 days off work
Severe – Severe injury/illness requiring life support, actual or potential fatality, greater than 250 days off work

Risk Rating Priority for Action			
	Risk acceptance guide	Action	Recommended action time frame
Extreme	Not acceptable	Cease or isolate source of risk	Immediate
		Implement further risk controls	Up to 1 month
High	Generally (in most circumstances) not acceptable	Monitor, review and document controls	Ongoing
		Implement risk controls if reasonably practicable	1 to 3 months
Medium	Generally (in most circumstances) acceptable	Monitor, review and document controls	Ongoing
		Implement risk controls if reasonably practicable	3 to 6 months
Low	Acceptable	Monitor and review	Ongoing

**STEP 3 – IDENTIFY HAZARDS AND ASSOCIATED RISK RATINGS AND CONTROLS**

For each of the following prompts:

- **Review the prompts/examples** for each hazard that may potentially exist for the activity/task;
- Determine and record an **inherent risk score** by using the risk matrix;
- In the **comments** box, describe when and where the hazard is present;
- Specify the risk **control type**, for each current or proposed risk control;
- Provide a **control description** for each inherent or proposed risk control;
- Where **proposed risk control(s)** have been identified complete an [Health & Safety: Action plan](#);
- Determine the **residual risk score** using the risk matrix

**Hierarchy of Control (Control Type)**

- El – Elimination
- S – Substitution
- En – Engineering      Is – Isolation      G – Guarding
- Sh – Shielding
- A – Administrative      T – Training      In – Inspection
- M – Monitoring      H – Health Monitoring
- P – PPE

Category	Inherent Risk Score	Comments (when/where hazard is present)	Control Type	Control Description (Current and Proposed)	Residual Risk Score
<b>Physical hazard identification</b> <b>Is there potential for?</b> <ul style="list-style-type: none"> <li>• Being cut or stabbed</li> <li>• Shearing or friction</li> <li>• Manual handling/ergonomics</li> <li>• Other</li> </ul> <ul style="list-style-type: none"> <li>• Struck, crushed or entangled</li> <li>• Slip, trip or fall</li> <li>• Vibration</li> </ul>	xx	<b>Installation</b> – xxxxxxxxxxxxxxxxxxxx Installation of xxxxxxxxxxxxxxxxxxxx	El, S, En, Is, G, Sh, A, T, In, M, H, P	Follow Guidelines in Hanging and Adhesion, Branch Ladder, Manual handling, Gallery Guidelines, Trolley, PPE SOP	xx
	xx	<b>Installation</b> – xxxxxxxxxxxxxxxxxxxx Installation of xxxxxxxxxxxxxxxxxxxx	El, S, En, Is, G, Sh, A, T, In, M, H, P	Follow Guidelines in Hanging and Adhesion, Branch Ladder, Manual handling, Gallery Guidelines, Trolley, PPE SOP	xx
	BII	<b>Manual Handling</b> Hazards include <ul style="list-style-type: none"> <li>• Strains and sprains damaging operator or audience from the following undertakings</li> </ul>	En, A, T, M,	<ul style="list-style-type: none"> <li>• Safe manual handling techniques, will be implemented during installation. Participants and staff will be advised to take care when lifting, particularly heavy items All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>• Monitoring and supervision of movements and lifts to prevent twisting, strains sprains or muscle tears</li> </ul> Outlined in manual handling, Gallery Guidelines SOP	CII

	CII	<p><b>Manual handling</b> Hazards Include</p> <ul style="list-style-type: none"> <li>Lifting objects under strain damaging operator or audience</li> <li>Over reaching to access objects or spaces damaging operator or audience</li> </ul>	En, A, T, M,	<ul style="list-style-type: none"> <li>Safe manual handling techniques will be implemented during installation. Participants and staff will be advised to take care when lifting, particularly heavy items All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>Monitoring and supervision of movements and lifts to prevent twisting, strains sprains or muscle tears</li> </ul> <p>Outlined in manual handling, Gallery Guidelines SOP</p>	DII
	CII	<p><b>Manual handling</b> Hazards Include</p> <ul style="list-style-type: none"> <li>Transporting heavy or bulky objects unsafely damaging operator or audience</li> <li>Moving heavy or bulky objects unsafely damaging operator or audience</li> </ul>	EI,En, A, T, M,	<ul style="list-style-type: none"> <li>Staff and Students are to be supervised and instructed in appropriate manual handling techniques. All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>Use of lifting aids and trolleys when transporting heavy or awkward items such as TVs, plinths, and display x-board. Participants are to seek assistance when lifting items over 10kg</li> <li>Two person lifts for all heavy items under 20 kg any items.</li> <li>Heavier items to be negotiated with MSD Events Staff prior to lifting for appropriate support</li> <li>Outlined in trolley SOP</li> </ul> <p>Closed shoes are to be worn at all times by all participants</p>	DII
	CIII	<p><b>Manual handling</b> Hazards Include</p> <ul style="list-style-type: none"> <li>Dropping items damaging operator or audience when lifting or transporting</li> </ul>	EI,En, A, T, M,	<ul style="list-style-type: none"> <li>Supervision and management of workspaces. Two person lifts for heavy objects, safe loading of trolley, closed shoes at all times All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Trolley SOP, manual handling, Gallery Guidelines SOP</p>	DII

CII	<p><b>Manual handling</b> Hazards Include</p> <ul style="list-style-type: none"> <li>Cuts and abrasions related to pinning works</li> <li>Pin injuries – hand, mouth, feet</li> <li>Cuts and apparitions</li> </ul>	EI,En, A, T, M,PPE	<ul style="list-style-type: none"> <li>All MSD Staff are to complete Online OHS Training via UOM OHS.</li> <li>Participants and staff are to take care not to stab fingers with pins by carrying in small containers</li> <li>Participants and staff are not to carry a quantity of pins in mouth or hand to prevent pin injuries</li> <li>Only pin on surfaces meant for pinning.</li> <li>Utilize small hammer to seat pins if applying pin meets resistance into approved display purposes</li> <li>Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in Hanging and Adhesion, Gallery Guidelines SOP</p>	DI
CIII	<p><b>Working at Heights</b> Hazards Include</p> <p>dropping object damaging space, operator or audience</p>	EI, En, A, T, M,PPE	<ul style="list-style-type: none"> <li>All participants and staff are to use either small two step-ladders for work spaces just out of arms reach or rated Branach yellow safety platform ladders for working at heights</li> <li>Outlined in Ladder Usage SOP</li> <li>Use of non-Safety ladders are not permitted within UOM or MSD (participants and staff not stand on chairs, plinths, tables etc. as a substitute)</li> <li>Any use of ladders will be undertaken in pairs under support by or solely by MSD Events Staff. All MSD Events staff are to support ladder usage</li> <li>Over reaching on the ladder is to be avoided at all times. Participants and staff are required to move the ladder to the workspace directly rather than over reach.</li> <li>Ladder must always be on a stable surface</li> <li>Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in Manual Handling SOP, Gallery Guidelines SOP</p>	DII

	CIII	<p><b>Working at Heights Hazards Include</b></p> <ul style="list-style-type: none"> <li>operator falling from heights damaging space, operator or audience</li> </ul>	EI, En, A, T, M,PPE	<ul style="list-style-type: none"> <li>To prevent falls and trips :</li> <li>Participants and staff will be instructed to use the safety ladders with two people present at all times.</li> <li>Two people must carry and set up safety ladders.</li> <li>No more than one person on a ladder at all times.</li> <li>Any use of ladders will be undertaken in pairs under support by or solely by MSD Events Staff. All MSD Events staff are to support ladder usage</li> <li>Over reaching on the ladder is to be avoided at all times. Participants and staff are required to move the ladder to the workspace directly rather than over reach.</li> <li>Ladder must always be on a stable surface</li> <li>Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in Manual Handling, Safety Ladders, Gallery Guidelines SOP</p>	DII
	CIII	<p><b>Working at Heights Hazards Include</b></p> <p>Falling equipment damaging space, operator or audience</p>	EI, En, A, T, M,PPE	<ul style="list-style-type: none"> <li>To prevent dropping items from height :</li> <li>Participants are to avoid over reaching, carrying heavy loads up the ladder.</li> <li>Any use of ladders will be undertaken in pairs under support by or solely by MSD Events Staff. All MSD Events staff are to support ladder usage</li> <li>Over reaching on the ladder is to be avoided at all times. Participants and staff are required to move the ladder to the workspace directly rather than over reach.</li> <li>Ladder must always be on a stable surface</li> <li>Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in Manual Handling, Yellow Ladders, Gallery Guidelines SOP</p>	DII

	CII	<p><b>Slips trips or falls</b> Hazards Include</p> <ul style="list-style-type: none"> <li>• Strains and sprains damaging operator or audience from a fall or trip</li> <li>• Breakages damaging operator or audience from a fall or trip</li> </ul> <p>Lacerations or cuts damaging operator or audience from a fall or trip</p>	El, En, A, T, M	<ul style="list-style-type: none"> <li>• All UOM Staff are to undertake online OHS training to identify trip hazards. Participants and staff will be instructed to take care and be on the lookout for possible trip hazards and/or spills.</li> <li>• Work spaces must be kept clean and clear at all times with appropriate walkways maintained as thoroughfares through the venue at all times.</li> <li>• Doorways must be kept clear at all times</li> <li>• Participants and staff will be instructed to report any trip hazards and/spills immediately to other participants and staff.</li> <li>• Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in Gallery Guidelines SOP</p>	DI
	CII	<p><b>Slips trips or falls</b> Hazards Include</p> <ul style="list-style-type: none"> <li>• Minor to serious injuries damaging operator or audience from a fall or trip</li> </ul>	El, En, A, T, M	<ul style="list-style-type: none"> <li>• All UOM Staff are to undertake online OHS training to identify trip hazards Trip hazards and spills will be cleared immediately.</li> <li>• Any cables will be taped down with cloth based Gaffers Tape and/or covered in a yellow cable walkway cap as soon as possible.</li> <li>• MSD Event Staff will secure or induct users where appropriate</li> <li>• Closed shoes are available on request from Events and Exhibitions team</li> <li>• Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in Gallery Guidelines</p>	DI

	BII	<p><b>Running leads and cable across public thoroughfare</b>  <b>Hazards Include</b></p> <ul style="list-style-type: none"> <li>• Strains and sprains damaging operator or audience from a fall or trip</li> <li>• Breakages damaging operator or audience from a fall or trip</li> <li>• Lacerations or cuts damaging operator or audience from a fall or trip</li> </ul> <p>Serious injuries damaging operator or audience from a fall or trip</p>	EI, En, A, T, M, In	<ul style="list-style-type: none"> <li>• All UOM Staff are to undertake online OHS training to identify trip hazards. All electrical leads and cables will be secured down with industrial gaffer's tape and/or covered in a yellow cable walkway cap as soon as possible.</li> <li>• MSD Event Staff will secure or induct users where appropriate</li> <li>• Cables are to be run along the edges of the space or away from thoroughfares to negate trip and slip hazards</li> </ul> <p>Follow Guidelines in Gallery Guidelines SOP</p>	DI
	DI	<p><b>Installation – Posters</b>  Display of poster elements</p> <ul style="list-style-type: none"> <li>• Falling items creating trip hazard</li> <li>• Trip hazards in public thoroughfare</li> <li>• Injury from dropping. falling items during installation off small step ladders</li> <li>• Damage to walls during display</li> <li>• Falling from or dropping items from step ladder</li> </ul>		<ul style="list-style-type: none"> <li>• Staff are to instructed in appropriate manual handling techniques. All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>• Use of small step ladders to prevent working at greater heights and reduce strain hanging posters in space</li> <li>• Supervision and management of workspaces. Two person lifts for heavy objects, safe loading of trolley, closed shoes at all times All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>• Closed shoes are to be worn at all times by all participants</li> <li>• Use of pins and Blutac only, no power tools or adhesives/ tapes are to be used to protect gallery walls</li> </ul> <p>Follow Guidelines in Hanging and Adhesion, Branch Ladder, Manual handling, Gallery Guidelines, Trolley, , SOP,</p>	EI
	CI	<p><b>Hand Tools</b>  Hazards Include</p> <ul style="list-style-type: none"> <li>• Injury resulting from using non-electrical tools</li> <li>• Strains and sprains damaging operator or audience</li> <li>• Impact damaging operator or audience</li> </ul>	EI, A, T, M, In	<ul style="list-style-type: none"> <li>• Hammers, mallets and screw drivers are regularly used for installations and caution must be exercised when using them</li> <li>• Appropriate instruction is to be given to all participants using any hand tools</li> </ul>	DI

				<ul style="list-style-type: none"> <li>MSD Event Staff will use or induct users and participants in tool usage where appropriate</li> <li>Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in PPE, manual handling</p>	
	CI	<p><b>Handling Tools</b> Hazards Include</p> <ul style="list-style-type: none"> <li>Dropping items damaging operator or audience</li> <li>Cuts or lacerations damaging operator or audience</li> </ul>	EI, En, A, T, M, PPE	<ul style="list-style-type: none"> <li>Ensuing enough free space for work areas care of fingers and appendages,</li> <li>PPE including gloves, eye protection, dust mask and closed shoes are available on request from MSD Events and Exhibitions team located in the Events Store</li> <li>MSD Event Staff will use or induct users in tool usage where appropriate</li> <li>Closed shoes are to be worn at all times by all participants</li> </ul> <p>Follow Guidelines in Gallery Guidelines, Hanging and Adhesion SOP</p>	DI
	CI	<p><b>Crowding - awareness of surroundings</b> Hazards Include</p> <ul style="list-style-type: none"> <li>Strains and sprains damaging operator or audience</li> <li>Impact damaging operator or audience</li> <li>Dropping items damaging operator or audience</li> <li>Cuts or lacerations damaging operator or audience</li> </ul>	EI, A, T, M,	<ul style="list-style-type: none"> <li>Ensure appropriate space between all displays and plinths in walkways, and that plinths and models are not blocking any doors / fire escapes.</li> <li>A walkway of 900mm is to be minted at all times between fixtures, displays, objects etc. to allow thoroughfare and wheelchair access</li> <li>MSD Events staff to support and negotiate walkway spaces and layout.</li> </ul> <p>Follow Guidelines in Hanging and Adhesion SOP</p>	DI
	B1	<p><b>De-Installation – Disposal of Models into dumpster bins</b></p> <p>Removal, dismantling and disposal of models by disassembly and crushing</p> <p>Hazards include</p> <ul style="list-style-type: none"> <li>scratches, strains, sprains and or scratches</li> </ul>	A, T, In, M, P	<ul style="list-style-type: none"> <li>Supervision and management of workspaces. Two person lifts for heavy objects, safe loading of trolley, closed shoes at all times All MSD Staff are to complete Online OHS Training via UOM OHS</li> </ul>	DI

		<p>from debris</p> <p>Manual handling concern</p>		<ul style="list-style-type: none"> <li>• Closed shoes are to be worn at all times by all participants</li> <li>• Models will be dismantled by MSD Events Team utilizing PPE where appropriate as well as safe lifting and manual handling techniques</li> <li>• Use of lifting aids and trolleys when transporting heavy or awkward items like the TVs, plinths, and display x-board. Participants are to seek assistance when lifting items over 10kg for two person lifts</li> <li>• Four person lifts for all heavy items over 30 kg. Heavier items such as this to be negotiated with MSD Events Staff prior to lifting for appropriate support</li> <li>• Supervision and management of workspaces. Two person lifts for heavy objects, safe loading of trolley, closed shoes at all times All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>•</li> </ul> <p>Follow Guidelines trolley SOP, manual handling, PPE, Gallery Guidelines SOP</p>	
	CII	<p><b>Installation and display posters on the cardboard Ex Board System</b></p> <p>Hazards include</p> <ul style="list-style-type: none"> <li>• Dropping displays during transport</li> <li>• Strains, sprains and or bruises from bumps and knocks during transport due to inefficient transport</li> <li>• Display falling from not being extended properly</li> <li>• Moving board with items on board resulting in falling items scratches or bruises from debris</li> <li>• Placing display in thoroughfare restricting traffic flow</li> <li>• Damage to board from use of adhesives and or tapes</li> </ul>	EI , En, A, T, In, M	<ul style="list-style-type: none"> <li>• Boards are to be moved to display location by Campus Assist Staff or MSD Events Staff on panel trolley via elevator only. Boards are not to be carried up any stairs due to size</li> <li>• Boards are to be transported to location, placed in display location and then unfolded for display</li> <li>• During display boards are to be expanded fully for stability</li> <li>• Use push pins to display light items only/ no glue, nails, tape or adhesives are to be used on surface No bluetac, double sided tape, gaff or glues</li> <li>• Boards are not to be placed in public thoroughfare</li> <li>• Items pinned to surface are not extrude out from structure</li> </ul> <p>Follow Guidelines in Hanging and Adhesion, Gallery Guidelines, EX Board, Manual Handling SOP</p>	EI

	CII	<p><b>Installation – Displays</b> Posters and light displays</p> <ul style="list-style-type: none"> <li>• Falling items creating trip hazard</li> <li>• Damage to building from use of tapes, screws and adhesives</li> <li>• Trip hazards in public thoroughfare</li> <li>• Strains, sprains, lacerations and bruises from improper movement and manual handling practice</li> <li>• Injury from dropping. falling items during installation</li> <li>• Injury from dropping item falling during display</li> <li>• Falling from or dropping items from small 1 step ladder</li> </ul>		<ul style="list-style-type: none"> <li>• Staff are to instructed in appropriate manual handling techniques. All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>• Participants are to seek assistance when lifting items over 10kg for two person lifts</li> <li>• Supervision and management of workspaces. closed shoes at all times All MSD Staff are to complete Online OHS Training via UOM OHS</li> <li>• Strict limitation to magnets pins and blutac for any and all displays to hand items. Any other display hangs to be consulted with MSD Events prior to installation for separate risk assesment</li> <li>• Students are to limit heavy lifting, larger display installation and setup for support by UOM staff, teachers and ABP technical staff</li> <li>• All larger displays are to be consulted with MSD Events prior to setup</li> </ul> <p>Follow Guidelines in Hanging and Adhesion, Branch Ladder, Manual handling, Gallery Guidelines, Trolley, PPE, SOP,</p> <ul style="list-style-type: none"> <li>•</li> </ul>	EI
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	CI	<p><b>Trolley : Improper loading of Trolley</b></p> <p>Hazards include</p> <ul style="list-style-type: none"> <li>• Items falling off trolley in transit putting operator and public at risk from falls, obstructions, trip hazards, spills</li> <li>• Overloading weight limit of trolley causing strain to operator from improper manual handling</li> <li>• Overloading extremities of trolley causing obstructions in door ways or damage to building</li> <li>• Improper use of trolley to transport awkward loads damaging items</li> </ul>	EI, A, T	<ul style="list-style-type: none"> <li>• Secure all loads where appropriate with loading straps</li> <li>• Remain within the weight constraints of all trolleys</li> <li>• Don't overload beyond the bed size of trolley units</li> <li>• Always manage and monitor pathways</li> <li>• Adhere to SOP for all Trolley types</li> <li>• Consult with MSD Events for appropriate lifting trolley on a case by case stock movement basis</li> <li>• Refer to operating manual when in doubt of capabilities of trolley</li> <li>• Always undertake safe manual handling processes. All staff are to undertake online manual handling training</li> <li>• Always ensure equipment is in good working order with sound loading bed, handling and all wheels in good operating order</li> </ul> <p>Follow Guidelines in manual handling and relevant trolley SOP</p> <ul style="list-style-type: none"> <li>•</li> </ul>	EI
	CIII	<p><b>Ladders</b></p> <p><b>Incorrect use of ladder resulting in falls. Injury, damage to unit or others</b></p> <p>Hazards include</p> <ul style="list-style-type: none"> <li>• Items falling from height</li> <li>• Users mistepping on unit</li> <li>• Users unbalancing unit</li> <li>• Users over reaching</li> <li>• Ladders striking structures damaging building</li> </ul>	A T M  In	<ul style="list-style-type: none"> <li>• Follow ladder SOP and instruction manual for Branach safety ladders</li> <li>• Refer to load limits on ladder and follow accordingly</li> <li>• Refer to users manual and SOP for correct setup, operation and packdown</li> <li>• Induct users in use of ladder before each new use</li> <li>• Induct users in safe use and operation of ladder at MSD referring to Ladder SOP</li> </ul>	EI

		<p>or ladder</p> <p>Incoorect setup of ladder cusing infury from spran strain or incorrect manual handling</p>		<ul style="list-style-type: none"> <li>Supervise and restrict any more advanced high level work in 1.8m ladder to MSD Events Staff only</li> </ul> <p>Refer to Safety ladder SOP and Manual Handling SOP</p>	
	CII	<p><b>Ladders</b></p> <p>Repetitive strain When using the ladder and moving things up and down for a long time</p> <ul style="list-style-type: none"> <li>Stains and sprains</li> <li>Trips and falls</li> </ul>	A T M  In	<ul style="list-style-type: none"> <li>Take Regular breaks</li> <li>Take tasks slowly</li> <li>Work along side others to spot work</li> <li>Follow ladder SOP</li> <li>Adhere to instructions in operations Manual</li> <li>All users will recive ladder induction from MSD Events</li> </ul> <p>Refer to Safety ladder SOP and Manual Handling SOP</p>	EI
<b>Environmental conditions hazard identification</b>	na	na	na	na	na
<b>Other hazard identification</b>					
<p>Is there potential for?</p> <ul style="list-style-type: none"> <li>Noise</li> <li>Infectious agents or materials</li> <li>Radiation</li> <li>Animals</li> <li>Other</li> </ul>		<p><b>Electric shocks</b> Hazards Include</p> <ul style="list-style-type: none"> <li>Electrocution or injury resulting in damage to the operator or audience</li> </ul>	EI, En, A, T, In, M, H	<ul style="list-style-type: none"> <li>Any potentially faulty electrical equipment is to be isolated, tagged and stored away from use until checked or repaired.</li> <li>Students and staff are not to use or bring onto UOM grounds any electrical items that have be wired, assembled or terminated by a non-approved electrical contractor.</li> <li>MSD Events Staff to ensure tagging processes are supported by approved UOM contractor</li> <li>Electrical equipment used and owned by MSD will is to be regularly tested and tagged by approved UOM Electrical Contractors to allow for offsite usage</li> <li>MSD and ABP building has an inbuilt circuit breaker to protect against shorting or electrical failure</li> </ul> <p>Follow Guidelines in Gallery Guidelines. SOP</p>	EI

	DIII	<p><b>Electric shocks</b> Hazards Include</p> <ul style="list-style-type: none"> <li>• Electrocutation damaging operator or audience from shock, impact, burns etc</li> </ul>	EI, En, A, T, In, M, H	<ul style="list-style-type: none"> <li>• Any potentially faulty electrical equipment is to be isolated, tagged and stored away from use until checked or repaired.</li> <li>• Students and staff are not to use or bring onto UOM grounds any electrical items that have be wired, assembled or terminated by a non-approved electrical contractor.</li> <li>• MSD Events Staff to ensure tagging processes are supported by approved UOM contractor</li> <li>• Electrical equipment used and owned by MSD will is to be regularly tested and tagged by approved UOM Electrical Contractors to allow for offsite usage</li> <li>• MSD and ABP building has an inbuilt circuit breaker to protect against shorting or electrical failure</li> </ul> <p>Follow Guidelines in Gallery Guidelines. Manual Handling and PPE SOP</p>	EI

**STEP 4 – IMPLEMENTATION AND CONSULTATION PROCESS**

Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a [Health & Safety: Action plan](#) has been completed, reviewed and signed off where proposed controls have been identified.

Obtain the authorisation of the management representative.

Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted.

**Record below the names of the persons consulted.**

Management representative	XXXXXXXXXX	HSR/Employee representative	XXXXXXXXXX
Employee(s)	XXXXXXXXXX	Employee(s)	
Employee(s)		Employee(s)	
Person Responsible for implementation or escalation			

**Extra writing room - use this page to enter extended comments or descriptions**

For use in conjunction with the [Health & Safety: Risk management requirements](#).  
 For further information, refer to <http://safety.unimelb.edu.au/management/implement> or contact your [Health and Safety Business Partner](#).