



This register is to be used in conjunction with the EHS Manual Section 3.1.New. EHS Risk Management.

Aspect	Impact	Raw Risk Assessment			Raw Risk Rating	Legislation/Standards /Guidance	University Policies/ Procedures	Controls	Residual Risk Rating
		E	L	C					
Heritage listed buildings	Alteration or destruction of buildings	0.5	1	25	12.5 <b>(L)</b>	Heritage Act 1995, s 64, 66	Project Management and Design Standards Section 2: General Planning and Design, Appendix 2A: Registered Buildings	Procedures in place to ensure buildings are managed in accordance with the Heritage Act.	<b>L</b>
Disposal of <ul style="list-style-type: none"> <li>Batteries</li> <li>Toner cartridges</li> <li>Mobile telephones</li> </ul>	Contamination to landfill	1	1	1	(1) <b>L</b>	Environmental (Prescribed wastes) Regulations 1998. [Vic]	EHSM Chapter 11 11.31. New. EHS Waste	Battery disposal depot available via mail room and collected by EnviroChem.  University Approved Recycler – CartCollect.  Mobile telephone disposal bins located Student Union and EHS Unit	<b>L</b>
Use of paper, cardboard, paper towel and commingle waste	Excess waste to landfill	1	1	1	(1) <b>L</b>	N/A	EHSM Chapter 11 11.31. New. EHS Waste	Paper recycling bins located in all office areas. Commingle recycling bins located on grounds and in buildings. Use Sustainable Office/laboratory checklist.	<b>L</b>
Domestic and overseas air travel  <b>NOTE: The following areas do not require a risk assessment as they are an opportunity for improvement.</b>	Contribution to increase of greenhouse gasses	n/a	n/a	n/a	n/a	Energy Efficiency Opportunities Act 2006 and Energy Efficiency Opportunities Regulations 2006	Overseas Travel Policy	Field trip Risk Assessment and Plan	<b>N/A</b>
HVAC – Heating, Ventilation and Air-conditioning of University buildings.  <b>NOTE: The following areas do not require a risk assessment as they are an opportunity for improvement.</b>	Depletion of gas reserves and coal reserves.	n/a	n/a	n/a	n/a	Energy Efficiency Opportunities Act 2006 and Energy Efficiency Opportunities Regulations 2006	The University of Melbourne, Environmental Policy	Ensure all portable heating and/or cooling appliances are energy efficiency rated three star or higher.  All heating / cooling building systems are thermostat controlled.  Building systems are maintained and	<b>N/A</b>



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							inspected on a regular schedule.  The University of Melbourne registered to the Energy Efficiency Opportunities, Energy and Environment Division Department of Industry, Tourism & Resources on 19 February 2007.		
Materials used in events eg. flyers, bags, papers.  <b>NOTE: The following areas do not require a risk assessment as they are an opportunity for improvement.</b>	Resource depletion	n/a	n/a	n/a	n/a	N/A	The University of Melbourne, Environmental Policy	Assess the need to provide materials for events.	<b>N/A</b>
Lights, Computers, photocopiers (And other office equipment) left on when not in use  <b>NOTE: The following areas do not require a risk assessment as they are an opportunity for improvement.</b>	Resource depletion	n/a	n/a	n/a	n/a		The University of Melbourne, Environmental Policy	Appoint building wardens to turn off lights etc. each night.  Encourage and educate staff and students to turn electrical equipment off when not in use  Computers on sleep mode or switched off when not in use.  Photocopiers on sleep mode or switched off when not in use  Display signs to turn off lights and computers when not in use	<b>N/A</b>