



This form is to be used in conjunction with the Environment Health and Safety Manual Procedure 3.1.New. EHS Risk Management

Activity	Associated Hazards/Risks	Raw Risk Assessment			Raw Risk Rating	Legislation/Standards/Guidance	University Procedures	Controls	Residual Risk Rating
		E	L	C					
Using a laptop computer	Poor posture from hunching over to view the screen and reaching forward to type; Risk of musculo-skeletal injury.	10	6	15	900 VH	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> EHSM Chapter 8 Section 8.3 Manual Handling EHSM Chapter 3 Section 3.1 new EHS Risk Management Keyboard Workstation Assessment checklist Home-based Workstation Assessment checklist	Conduct a workstation assessment Use ergonomic aids e.g. laptop stand Use a separate keyboard and mouse when using for extended periods	M
Using a computer at a workstation	Repetitive/sustained use of computer with poor posture; risk of musculo-skeletal injury.	10	3	15	450 H	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	Keyboard Workstation Assessment checklist Home-based Workstation Assessment checklist	Conduct a workstation assessment. Follow up issues with referral to Safety Officer and possible ergonomic assessment. Use an ergonomic chair. Use ergonomic aids as required. E.g. document holder, headset (phone), footstool; Take regular breaks.	M
Use of step ladders	Risk of losing balance or falling; awkward movements	0.5	0.5	15	3.75 L	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> EHSM Chapter 8 Section 8.3 Manual Handling EHSM Chapter 3 Section 3.1 new EHS Risk Management 	Guidelines and appropriate communication. [Ensure clear path for movement of step ladder to location of use. Do not store heavy items above 1.5 metres. Engage a second person to assist at ground level if	L

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								possible. Position ladder so no reaching is required. Ensure ladder is fully opened and locked. Ensure whole foot remains engaged with the ladder platform at all times (Do not step on the tip of your toes). Use the handrail for support. Avoid twisting and turning. Do not use the ladder to move/lift heavy items.]	
Undertaking written work	Poor posture and insufficient breaks	10	1	15	150 M	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> • EHSM Chapter 8 Section 8.3 Manual Handling • EHSM Chapter 3 Section 3.1 new EHS Risk Management Keyboard Workstation Assessment checklist Home-based Workstation Assessment checklist	Ensure lighting is adequate; take regular breaks every 30 minutes; use ergonomic chair adjusted for comfort; sit directly facing work	L
Moving items such as computers and associated equipment	Manual Handling/Ergonomics	6	3	15	270 M	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> • EHSM Chapter 8 Section 8.3 Manual Handling • EHSM Chapter 3 Section 3.1 new EHS Risk Management 	Break the equipment down into components that can be transported separately. Plan the move by ensuring there is clear access. Use a trolley on castors where possible.	L
Moving boxes	Manual Handling/Ergonomics	3	0.5	15	22.5 L	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> • EHSM Chapter 8 Section 8.3 Manual Handling • EHSM Chapter 3 Section 3.1 new EHS Risk Management 	Use The Ruxxac-cart for heavy loads or when items need to be moved long distances.	L

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Receiving deliveries	Manual Handling/Ergonomics	6	1	15	90 M	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> • EHSM Chapter 8 Section 8.3 Manual Handling • EHSM Chapter 3 Section 3.1 new EHS Risk Management 	Use mechanical aids such as Ruxxac-cart or flat-bed trolley. Two person activity when required.	L
Use of trolleys for catering and heavy items	Manual Handling/Ergonomics	3	0.5	15	22.5 L	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> • EHSM Chapter 8 Section 8.3 Manual Handling • EHSM Chapter 3 Section 3.1 new EHS Risk Management 	Do not overload trolley. Plan the move and ensure a path with clear access. Use lifting posture (bent knees/straight back) when required. Two person activity when required.	L
Storing items on shelves	Manual Handling/Ergonomics	10	0.5	15	75 L	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> • EHSM Chapter 8 Section 8.3 Manual Handling • EHSM Chapter 3 Section 3.1 new EHS Risk Management 	Heavy items at waist height or below; Often used items between 1.0 – 1.5 m; Access with step ladder over 1.5 m; Use trolleys when required; Observe load limits if applicable.	L
Using a file cabinet	Manual Handling/Ergonomics	10	3	15	450 H	Occupational Health and Safety Act 2004 [Vic] Part 3.1 Manual Handling Occupational Health and Safety Regulations 2007 [Vic]	<ul style="list-style-type: none"> • EHSM Chapter 8 Section 8.3 Manual Handling • EHSM Chapter 3 Section 3.1 new EHS Risk Management 	Store frequently used items at your workstation; store files that are heavy or accessed regularly between knee and shoulder height; open one drawer at a time; organise files so that the cabinet is not top heavy.	M
Travel and Off campus Activities	Domestic travel Overseas travel Remote locations Driving and travel arrangements Inadequate communication	3	3	50	450 H	Occupational Health and Safety Act 2004 [Vic] • DFAT web site [Commonwealth]	<ul style="list-style-type: none"> • EHSM Chapter 7 Section 7.1 Off Campus and Work Policy • Chapter 7 Section 7.4 Driving Safely 	<ul style="list-style-type: none"> • Domestic Travel Risk Assessment and Plan • International Travel Risk Assessment and 	M

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	Unexpected events/emergencies						<ul style="list-style-type: none"> • EHSM Chapter 3 Section 3.1 new EHS Risk Management • Overseas Travel Policy 	Plan <ul style="list-style-type: none"> • Field trip Risk Assessment and Plan • Weekly DFAT updates on University Staff news • Travel Authorising Officers • University of Melbourne Occupational Health Services • Adverse environmental impact is managed under the EMS (see Environmental Aspects Register) 	
Security	Suspicious packages, bomb threats and aggressive behavior	1	0.5	50	25 L	<ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 [Vic] 	<ul style="list-style-type: none"> • EHSM Chapter 12 Section 12.1 new Emergency Preparedness and response Emergency Management web site: http://www.pb.unimelb.edu.au/emergency/index.html 	Ensure all staff are aware of contact details for Security (x 46666) and location of duress alarms	L