

GENERAL UNIVERSITY CAMPUS

Hazard Management

Hazard Identification and Analysis							Action		
Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Poor workstation design	12	Y	Y	N	Y	<ul style="list-style-type: none"> ▪ Provide adjustable furniture (especially the chair), so that the person can work in a comfortable and well-supported posture. 	Manager & staff	Ongoing	
Poor work organisation	12	Y	Y	N	Y	<ul style="list-style-type: none"> ▪ Train staff how to move safely, and change work practices where practicable. ▪ Allow time to carry out the job safely (without rushing). ▪ Monitor workload, and insist on early reporting of pain or other symptoms. 	Manager & staff	Ongoing	
Lack of micro pauses and longer breaks.	12	Y	Y	N	Y	<ul style="list-style-type: none"> ▪ Train staff how to move safely, and change work practices where practicable. ▪ Allow time to carry out the job safely (without rushing). ▪ Monitor workload, and insist on early reporting of pain or other symptoms. 	Manager & staff	Ongoing	
Fixed, sustained, static or prolonged postures	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Train staff how to move safely, and change work practices where practicable. ▪ Allow time to carry out the job safely (without rushing). ▪ Monitor workload, and insist on early reporting of pain or other symptoms. 	Manager & staff	Ongoing	
Handling or reaching away from the body	12	Y	Y	N	Y	<ul style="list-style-type: none"> ▪ Re arrange work areas to allow for a comfortable posture with no over-stretching or prolonged muscle tension. 	Manager & staff	Ongoing	

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Poor housekeeping	8	Y	Y	Y	Y	<ul style="list-style-type: none"> ▪ Floors and work areas kept clean and free of clutter. ▪ Supplies stored safely ▪ Loose cables and cords bundled together and kept off areas where persons walk. 	Manager & staff	Ongoing	
Tripping/falls/slips	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Flooring non-slip, uncluttered ▪ Suitable footwear worn ▪ Spills wiped up immediately. ▪ Equipment/other items are placed in safe positions away from any thoroughfare. ▪ There are no protruding items ▪ Loose cords/cables placed safely(off the floor in passageways) ▪ Non slip mats for slippery surfaces ▪ Handrail by steps and stairs is used. 	Manager & staff	Ongoing	
Lifting	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Use the Manual Handling Hazard Control Record from the OSH/ACC Code of Practice to identify and assess risks, and to document the controls. ▪ Provide training for staff on safe lifting techniques. ▪ Use 2 people if lifting more than 25kg. Use trolleys for very heavy or awkward loads. Check trolley maintenance regularly - e.g. tyre pressure. 	Manager & staff	Ongoing	
Twisted, stooped, awkward, asymmetrical postures	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Train staff how to move safely, and change work practices where practicable. ▪ Provide for frequent breaks and changes of position. 	Manager & staff	Ongoing	
Working in constricted places	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Train staff how to move safely, and change work practices where practicable. ▪ Allow time to carry out the job safely (without rushing). 	Manager & staff	Ongoing	

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Handling heavy or awkward loads.	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Match employee's physical fitness to the task. ▪ Use mechanical lifting devices and arrange procedures for handling smaller loads whenever practicable. ▪ Call for assistance from the porters ▪ Wedge doors open ▪ Do not attempt to lift over 25kgs 	Manager & staff	Ongoing	
Sharp edges or protruding items	6	N	Y	Y	Y	<ul style="list-style-type: none"> ▪ Allow enough time to plan how to do the job safely. ▪ Check item carefully before attempting to move it. 	Staff	Ongoing	
Poor ergonomics	12	Y	Y	N	Y	<ul style="list-style-type: none"> ▪ Re arrange work areas to allow for a comfortable posture with no over-stretching or prolonged muscle tension. ▪ Provide for frequent breaks and changes of position. 	Manager & staff	Ongoing	
Non-adjustable, old or uncomfortable chairs	8	Y	Y	N	N	<ul style="list-style-type: none"> ▪ Budget for the regular replacement of inappropriate chairs with fully adjustable chairs 	Manager	Ongoing	
Contact with moving or sharp parts (lacerations cuts, amputation)	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Proper guards provided. ▪ Equipment well maintained ▪ Safe operating procedures known and used. 	Manager. Operator	Ongoing	
Fire	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Emergency procedures known and practiced ▪ Proper signage for emergency action ▪ Fire extinguishers available ▪ Cleaning rags and other flammable was disposed of promptly 	Manager Security Staff	Ongoing	
Solo Work	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Cell phones/phone access ▪ Let other staff in building know if on your own ▪ Contact Security 4444 ▪ Ensure building is secure 	Manager Security Staff	Ongoing	
Poor Lighting	4	N	Y	N	N	<ul style="list-style-type: none"> ▪ Adequate general lighting ▪ Building audits ▪ Workstation reports 	Manager Staff	Ongoing	

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Falling items (e.g. unsecured bookshelves or heavy items stored at height)	6	N	Y	N	N	<ul style="list-style-type: none"> ▪ Arrange for bookshelves to be secured to walls. ▪ Train staff to store heavy items at waist level or below 	Manager	Ongoing	
Ladders	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Rungs and trends secure ▪ Rubber feet to stop slipping ▪ Safe Operating procedures known and used 	Staff FMD Contractor	Ongoing	

UNIVERSITY WORKSHOPS, FMD, SCIENCE

HAZARD MANAGEMENT

Hazard Identification and Analysis							Action		
<i>Woodworking Machinery</i>									
Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Contact with moving or sharp parts (lacerations cuts, amputation)	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Proper guards provided. ▪ Equipment well maintained ▪ Safe operating procedures known and used. 	Workshop Manager. Operator	Ongoing	
Electrocution	8	Y	N	Y	Y	<ul style="list-style-type: none"> ▪ RCDs or transformers used when portable tools used that are not doubly insulated. ▪ Leads checked regularly and replaced if worn, damaged or faulty (see safety tags). ▪ Cords secured and protected if on the floor. 	Workshop Manager & School's Electrical Safety Officer	Ongoing	
Poor housekeeping	8	Y	Y	Y	Y	<ul style="list-style-type: none"> ▪ Floors and workbenches kept clean and free of clutter. ▪ Wood supplies stored safely 	Workshop Manager	Ongoing	
Fire	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Build-up of wood dust minimised ▪ Emergency procedures known and practiced ▪ Baghouses emptied regularly 	Workshop Manager	Ongoing	
Tripping/falls/slips	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Flooring non-slip, uncluttered ▪ Safety shoes provided and worn ▪ Oil or other spills wiped up immediately. 	Workshop Manager & staff	Ongoing	
Being struck by material ejected from machinery (Eye injury, penetrating wound)	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Protective clothing and eye-wear provided ▪ Safe operating procedures known and used. 	Workshop Manager Operator	Ongoing	

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Noise (intermittent depending on machinery and tools in use at time).	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ As per Noise Survey March 2000 ▪ Hazard warning signage. Regular hearing tests ▪ Hearing protection (at least Grade 3 muffs) worn when using buzzer and Trojan saw. 	Workshop Manager Operator	Ongoing	
Wood dust (inhalation)	6	Y	N	Y	Y	<ul style="list-style-type: none"> ▪ Mechanical extraction system maintained ▪ Protective dust masks provided ▪ Protective dust masks worn as needed 	Workshop Manager. Operator	Ongoing	
Vapours/dust from cut plastic	6	Y	N	Y	Y	<ul style="list-style-type: none"> ▪ Good general ventilation. Respiratory protection provided ▪ Mechanical extraction system used ▪ Respiratory protection worn 	Workshop Manager Operator	Ongoing	

UNIVERSITY WORKSHOPS, FMD, SCIENCE HAZARD MANAGEMENT

Hazard Identification and Analysis									
<i>Welding equipment</i>									
Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)		Date of Action	Completed by
Hot work (burns, sparks)	12	Y	N	Y	Y	<ul style="list-style-type: none"> ▪ Welding area separate from main workshop ▪ Protective clothing & gloves/gauntlets available. ▪ Safe operating procedures known and used. 	Workshop Manager Operator	Ongoing	
Noise (grinders)	9	Y	N	N	Y	<ul style="list-style-type: none"> ▪ At least Grade3 HP available. ▪ Regular audiometry ▪ Hazard warning signage ▪ At least Grade 3 Hearing protection worn 	Workshop Manager Operator	Ongoing	
Explosion/fire (gas cylinders)	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Safe use & storage of cylinders. ▪ Emergency procedures known and practiced ▪ Combustible material removed from area or shielded. ▪ Fire extinguishers available ▪ Emergency signage in place ▪ 	Workshop Manager	Ongoing	
Sharp edges	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Suitable protective gloves available. ▪ Protective gloves worn 	Workshop Manager Operator	Ongoing	
Arc flash (welders)	6	Y	N	Y	Y	<ul style="list-style-type: none"> ▪ Proper helmets/eye protection provided and worn. ▪ Welding screens used to protect others in workshop 	Workshop Manager & Operator	Ongoing	

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Metal fumes, vapours or particles	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Self-ventilated helmets ▪ Local ventilation in good working order ▪ General ventilation sufficient 	Workshop Manager	Ongoing	
Heavy items falling	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Gas cylinders securely chained when in use and moved on proper trolleys ▪ Steel and metal stored safely ▪ Safety shoes worn at all times in workshop 	Workshop Manager Operator	Ongoing	

UNIVERSITY WORKSHOPS, FMD, SCIENCE

HAZARD MANAGEMENT

Hazard Identification and Analysis							Action		
<i>Hand Tools (Metal and Wood)</i>									
Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Contact with moving, sharp or hot parts or surfaces (lacerations cuts, amputation, burns)	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Proper guards provided. ▪ Equipment well maintained ▪ Safe operating procedures known and used. 	Workshop Manager Operator	Ongoing	
Electrocution	8	Y	N	Y	Y	<ul style="list-style-type: none"> ▪ RCD or isolating transformer used in wet or outside areas even when using double insulated tools. ▪ Leads checked regularly and replaced if worn, damaged or faulty. ▪ Formal electrical check by electronics Dept regularly (see safety tags) ▪ Cords secured and protected if on the floor 	Workshop Manager and School's Electrical Safety Officer	Ongoing	
Being struck by material ejected from equipment (Eye injury, penetrating wounds, burns)	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Protective clothing and eye-wear provided ▪ Safe operating procedures known and used when using nail gun, grinders, saws etc. 	Workshop Manager Operator	Ongoing	
Noise (intermittent depending on tools in use at time).	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ As per Noise Survey March 2000 ▪ Hearing protection (at least Grade 3 muffs) when using grinder. Regular audiometry ▪ Hazard warning signage 	Workshop Manager	Ongoing	

Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Vibration	4	N	N	N	Y	<ul style="list-style-type: none"> ▪ Maintain tools to minimise vibration during operation. ▪ Use tools that vibrate (e.g. electric chainsaw, angle grinder, hammer drill, etc.) maximum 15 minutes then take a break 	Workshop Manager Operator	Ongoing	

UNIVERSITY WORKSHOPS, FMD, SCIENCE

HAZARD MANAGEMENT

Hazard Identification and Analysis							Action		
<i>General (whole area) Regular workshop safety check using checklist to be done.</i>									
Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Electrocution	8	Y	N	Y	Y	<ul style="list-style-type: none"> ▪ RCD or isolating transformer used in wet or outside areas even when using double insulated tools) ▪ Leads checked regularly and replaced if worn, damaged or faulty. ▪ Formal electrical check by electronics Dept regularly (see safety tags) ▪ Cords secured and protected if on the floor. 	Workshop Manager and School's Electrical Safety Officer.	Ongoing	
Poor housekeeping	8	Y	Y	Y	Y	<ul style="list-style-type: none"> ▪ Floors and workbenches kept clean and free of clutter. Spills wiped up immediately. ▪ Materials stock and hardware items stored safely, esp. steel and wood 	Workshop Manager	Ongoing	
Noise (intermittent depending on machinery and tools in use at time).	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ As per Noise Survey March 2000 ▪ Regular audiometry ▪ Hazard warning signage ▪ Hearing protection (at least Grade 3 muffs) worn when using buzzer, Trojan saw or grinder 	Workshop Manager Operator	Ongoing	

Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Chemicals	6	N	N	Y	Y	<ul style="list-style-type: none"> ▪ Safely stored in separate area. ▪ Incompatibles stored separately ▪ MSDS available for all chemicals used. ▪ Containers properly labeled ▪ PPE when appropriate 	Workshop Manager	Ongoing	
Ladders	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Rungs and treads secure ▪ Rubber feet to stop slipping ▪ Safe operating procedures known and used. 	Workshop Manager Operator	Ongoing	
Lifting	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Use safe lifting techniques ▪ Use 2 people if lifting more than 25kg ▪ Use trolleys, engine hoist etc to move heavy items 	Workshop Manager	Ongoing	
Fire	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Emergency procedures known and practiced ▪ Proper signage for emergency action ▪ Fire extinguishers available ▪ Cleaning rags and other flammable waste disposed of promptly 	Workshop Manager	Ongoing	
Solo work	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Cellphones/phone access ▪ Emergency buttons or isolating switches or foot stops on machinery are operational. ▪ Let other staff in building know if on own 	Workshop Manager Operator	Ongoing	
Compressed air	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Equipment sound, properly stored, well maintained and not misused ▪ Safe operating procedures known and used. 	Workshop Manager Operator	Ongoing	
Poor Lighting	4	N	Y	N	N	<ul style="list-style-type: none"> ▪ Adequate general lighting. Good local lighting for precision work. 	Workshop Manager	Ongoing	

UNIVERSITY WORKSHOPS, FMD, SCIENCE

HAZARD MANAGEMENT

Hazard Identification and Analysis							Action		
<i>Metalwork machinery</i>									
Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
In-running nips of belt and pulleys, revolving shafts and spindles or projections on revolving parts	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Proper guards in place ▪ Emergency off buttons/isolating switches or foot stops operational ▪ Safe operating procedures known and used. 	Workshop Manager Operator	As needed	
Contact with hot parts or surfaces	9	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Protective clothing and eyewear provided including Leather apron and Kevlar gloves for furnace work or foundry work. ▪ Equipment well maintained ▪ Safe operating procedures known and used. 	Workshop Manager Operator	Ongoing	
Contact with sharp material (including swarf)	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Protective gloves/gauntlets provided ▪ Safe operating procedures known and used 	Workshop Manager Operator	Ongoing	
Being struck by material ejected from equipment (Eye injury, penetrating wounds, burns)	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Protective clothing and eye-wear provided ▪ Safe operating procedures known and used. 	Workshop Manager Operator	Ongoing	
Crushing hazard	6	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Safe operating procedures known and used. (e.g. press) 	Workshop Manager & operator	Ongoing	

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Noise	4	N	N	Y	Y	<ul style="list-style-type: none"> ▪ Lathes etc less than 70dbA so hearing protection only needed if grinders or woodworking machinery in use nearby 	Workshop Manager & staff	Ongoing	

PORTERS AND CENTRAL STORAGE

Hazard Management

Hazard Identification and Analysis							Action		
Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Staff from other areas using store as a thoroughfare	20	Y	N	Y	N	<ul style="list-style-type: none"> ▪ Ensuring marked pathways for pedestrian use are kept clear. ▪ Providing warning signs about forklift operation 	Manager & staff	Ongoing	
Unsafe forklift operation amongst pallets and goods in store	16	Y	N	N	Y	<ul style="list-style-type: none"> ▪ All staff using forklift have valid Operator's certificate or are directly supervised by person who has. ▪ Designated storage areas for pallets and other items are used 	Manager & staff	Ongoing	
Cluttered store area	6	Y	Y	N	N	<ul style="list-style-type: none"> ▪ Keep all items properly stored to provide safe access and space for movement. 	Manager & staff	Ongoing	
Insufficient door height clearance for forklift if in highest position	4	Y	N	N	y	<ul style="list-style-type: none"> ▪ Train staff. ▪ Warning sign in short term and raise door height (long term) 	Manager & staff	Ongoing	
Awkward postures when gaining access through doors when moving loads	12	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Wedge doors open. Back through doors when appropriate. ▪ Obtain assistance. ▪ Use trolleys 	Manager & staff	Ongoing	
Objects falling or landing on feet	9	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Safety footwear provided and used by all portering and stores staff 	Manager & staff	Ongoing	
Protruding and moving parts of items being shifted	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Removing protruding nails screws etc. Taping (or locking) drawers and doors of items being moved 	Manager & staff	Ongoing	
Slips, trips and falls	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Notify appropriate grounds or carpentry staff immediately unsafe surfaces are identified, so they can be rectified. 	Manager & staff	Ongoing	
Moving unstable items	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Secure the load 	Manager & staff	Ongoing	
Poorly stored items SOE basement	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Train staff to store items safely. ▪ Regular housekeeping/tidy up . 	Manager & staff	Ongoing	

Hazard	Risk Score	Significant Hazard? Yes/No	Practicable to eliminate? Yes/No	Practicable to isolate? Yes/No	Practicable to minimise? Yes/No	Controls required (including existing)	Person Responsible	Date of Action	Completed by
Lifting and shifting large, heavy and awkward items i.e. desks	4	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Do not attempt to lift items over 25kg on own. ▪ Call for assistance. ▪ Use correct trolleys and vehicles. ▪ Wedge doors. ▪ Training on safe lifting and moving 	Manager & staff	Ongoing	
Insecure footing	8	Y	N	N	Y	<ul style="list-style-type: none"> ▪ Install all-weather non-slip carpet on ramp. Secure ramp and place ramp on inside of door 	Manager & staff	Ongoing	
Obstructions in passageways (rubbish bins)	1	N	N	N	Y	<ul style="list-style-type: none"> ▪ Ensure sufficient clear space before moving goods down passages 	Manager & staff	Ongoing	

"Hazard" means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, or substance (whether arising or caused within or outside a place of work) that is an actual or potential cause or source of harm. In effect a hazard can be interpreted as anything that can cause harm in terms of human injury or ill health, damage to property, damage to the environment or a combination of all these.

"Significant hazard" means a hazard that is an actual or potential cause or source of

- (a) Serious harm; or
- (b) Harm (that is more than trivial) the severity of whose effects on any person depend on the extent or frequency of the person's exposure to the hazard; or
- (c) Harm that does not usually occur, or is not easily detectable, until a significant time after exposure to the hazard.

"Serious Harm" is essentially a work-related injury, illness or condition that will result in admission to hospital for 48 hours or more or being off work for more than one week.

RISK ASSESSMENT is the process of estimating the magnitude of the risk and deciding what actions to take. The following questions are asked to establish the risk.

<p>(a) A potential Severity Rating What degree of injury or illness could occur?</p> <p>1 Negligible 2 Minor 3 Major (includes possible long term disabling effects) 4 Fatality</p>	<p>(b) A probable Frequency Rating With this hazard how likely is it that an injury or illness will occur?</p> <p>1 Remotely possible 2 Known to have happened in the past 3 Strong possibility of it happening 4 Has happened before within the company 5 Happens all the time</p>
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A risk assessment number for each hazard is compiled by using the table below. Hazards with the highest rating are given priority.

		Severity			
		4	3	2	1
Frequency	5	20	15	10	5
	4	16	12	8	4
	3	12	9	6	3
	2	8	6	4	2
	1	4	3	2	1

The numbers are entered into the Risk Score column beside the hazard on the Hazard Management form. "Significant Hazards" are identified according to the definition above. Where a significant hazard is to be controlled, this must, if practicable, be by elimination. Where elimination is not practicable then the hazard must be isolated. Only where both elimination and isolation are not practicable are methods of minimisation to be applied.