

OHS RISK ASSESSMENT AND CONTROL FORM

Risk Assessment Completed by:
Tony Richardson - School Safety Co-ordinator
Reviewed by: Kate Dixon - School HSO



Faculty: Science		School: Molecular & Biomedical Science		
RMSS Number: TBA	Initial Issue Date: 28/03/2008	Current Version: 2	Current Version Date: 2nd September 2009	Next Review Date: 2nd September 2014

Risk Assessment Title: 500KG LIFTING TROLLEY

Step 1: Identify the activity

Describe the activity:
Using the 500kg Lifting Trolley for movement of objects only.

Describe the location:
Trolley located on Ground Floor store area in MLS building

Step 2: Identify who may be at risk by the activity

Those using the lifting trolley

Step 3: Identify the hazards, risks, and rate the risks

a. Using the following table, identify the risks and hazards associated with the particular plant, chemical or process.
b. List existing controls and determine a risk rating using MBS Risk Rating Procedure.
c. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional controls are required.

C: Consequence L: Likelihood R: Rating L - VH

Hazards	Associated Risks	Risk Rating with current controls:			Controls	Risk Rating with Additional Controls:		
		C	L	R		C	L	R
Mechanical	Injury caused by collapse of hydraulic mechanisms.	M (Moderate)	R (Rare)	L (Low)	SOP available. Training must be conducted by a competent person prior to using the trolley. Regular servicing and inspection as per SPE and service use document. Limit number of users.			
Mechanical	Strike by descending tray	M (Moderate)	R (Rare)	L (Low)	SOP available. Training must be conducted by a competent person prior to using the trolley. Regular servicing and inspection as per SPE and service use document. Limit number of users.			
Manual Handling	Strain caused by pushing trolley with heavy equipment loaded on it around corners.	M (Moderate)	S (Unlikely)	M (Medium)	Use multiple people to assist in moving large, heavy and/or bulky objects. Signage on the trolley stating must not be used to move people. Wheel locks must be engaged when trolley is stationary.	M (Moderate)	R (Rare)	L (Low)

Step 4: Documentation and initial approval:

Completed by: Tony Richardson	Signed: Tony Richardson	Subject Matter Expert: Tony Richardson	Date: 28/03/2008
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Step 5: Implement the controls/any additional controls identified

Indicate briefly any additional controls that have been implemented, when and by whom.		
Risk Control: Installation of second set of rotating wheels	Date: 26/10/2009	Implemented by: Steve Tupper
Risk Control:	Date:	Implemented by:

Risk Control:	Date:	Implemented by:
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Step 6: Monitor and review the risk controls

It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. If the risk assessment has substantially changed, a new risk assessment is warranted.

Review Date: 31/08/2009	Reviewed by: Kate Dixon	Authorised by: Kate Dixon
Review Date:	Reviewed by:	Authorised by:
Review Date:	Reviewed by:	Authorised by:
Review Date:	Reviewed by:	Authorised by:
Review Date:	Reviewed by:	Authorised by:

Step 7: Add to Hazard Register

If the identified risk is medium or above after controls have been implemented, the Activity should be signed of by the Head of School and then transferred to the Hazard Register.

Date entered onto Hazard Register:	Head of School Signature:
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