

**OHS RISK ASSESSMENT AND CONTROL FORM**Risk Assessment Completed by:  
Kate DixonFaculty: **Science**School: **Molecular & Biomedical Science**

RMSS Number:

Initial Issue Date:

Current Version:

Current Version Date:

Next Review Date:

31st March 2010

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31st Marh 2010

31st March 2015

**Risk Assessment Title:** ACETIC ANHYDRIDE Class 8, Sub risk: 3**Step 1: Identify the activity**

Describe the activity:

Using/storing acetic anhydride

Describe the location:

Corrosives Store MLS G26 &amp; various locations within the School.

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

Staff and students using and handling the substance.

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

- Using the following table, identify the risks and hazards associated with the particular plant, chemical or process.
- List existing controls and determine a risk rating using MBS Risk Rating Procedure.
- 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
Chemical	Burns/illness due to exposure to substance. Serious damage to eyes.	M (Major)	U (Unlikely)	Me (Medium)	<p>Appropriate spill kits available.</p> <p>Appropriate eye wash and safety showers available.</p> <p>Appropriate PPE must be worn at all times - PVC/neoprene gloves, full length lab coat, closed shoes, safety goggles or full face shield depending on usage (see MSDS)</p> <p>SOP for activities where substance is used must be available.</p> <p>Dedicated store available for excess product.</p> <p>When mixing with water, always add material to water, never water to material (to avoid violent reaction)</p> <p>Ensure segregation when stored in lab.</p> <p>Use only in a well ventilated area.</p> <p>Read MSDS prior to use.</p> <p>Ensure empty bottles are attributed the same safety controls and waste is disposed of immediately (empty bottles can still present a hazard).</p> <p>Empty containers can be decontaminated with 5% aqueous sodium hydroxide or soda ash, followed by water. Observe all safety requirements until containers are cleaned and/or destroyed.</p>			



**Step 4: Documentation and initial approval:**

Completed by: Kate Dixon	Signed: Kate Dixon	Subject Matter Expert:	Date: 31st March 2010
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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:	Date:	Implemented by:
Risk Control:	Date:	Implemented by:
Risk Control:	Date:	Implemented by:

**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:	Reviewed by:	Authorised by:
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: