

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

RMSS Number:

TBA

Initial Issue Date:

2nd September 2009

Current Version:

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Current Version Date:

2nd September 2009

Next Review Date:

2nd September 2014

Risk Assessment Title: COMPUTER WORKSTATION**Step 1: Identify the activity**

Describe the activity:

Working at a computer workstation.

Describe the location:

Various locations within the School

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

Staff and students who sit at a workstation and use a computer in the course of their work/study.

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
Electricity	Electric shock from cabling	M (Major)	R (Rare)	M (Medium)	All electrical items to be tested as per AS3760. Workplace inspections to identify worn and damaged electrical items.			
Manual handling	Repetitive strain injury, strains caused by inappropriate workstation setup.	M (Moderate)	U (Unlikely)	M (Medium)	Take regular rest breaks. School manual handling guidelines. Adjustable monitor height/workstation where possible. Workstations to be set up ergonomically. Manual handling to be included in induction and ongoing training programs. Ergonomic assessments available.			
Light/Computer monitor	eye strain caused by computer monitors.	M (Moderate)	R (Rare)	L (Low)	Take regular rest breaks. School manual handling guidelines. Monitor to have brightness controls. Workstations to be set up ergonomically.			

Step 4: Documentation and initial approval:

Completed by: Kate Dixon	Signed: Kate Dixon	Subject Matter Expert: Kate Dixon	Date: 2/09/2009
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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:
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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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