

**OHS RISK ASSESSMENT AND CONTROL FORM**

Risk Assessment Completed by:  
Kate Dixon - School HSO  
Reviewed by: Karla Helbig

Faculty: **Science**School: **Molecular & Biomedical Science**

RMSS Number:

TBA

Initial Issue Date:

10th August 2009

Current Version:

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Current Version Date:

10th August 2009

Next Review Date:

10th August 2014

**Risk Assessment Title: FUME HOOD****Step 1: Identify the activity**

Describe the activity:

Using a fume hood when handling toxic and dangerous chemicals and solvents to remove any toxic fumes and particles.

Describe the location:

Various locations throughout the MLS building

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

All staff and students who use a fume hood, maintenance staff.

**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:		
		L	C	R		L	C	R
Chemical	Atmospheric contamination if hood malfunctions, exposing user to toxic chemicals or solvents.	R (Rare)	M (Major)	M (Medium)	<p>Safe Operating Procedure to be located on or near the Fume Hood.</p> <p>Training by an approved person to be conducted prior to use of a fume hood.</p> <p>Control system to be attached to the hood to detect any malfunctions.</p> <p>Gloves, Safety glasses &amp; lab coat to be worn during use (including face mask if needed).</p> <p>Maintenance of equipment to be conducted as per manufacturer's recommendations.</p> <p>Fume hood to be kept clear of waste chemicals and cluttered up with equipment.</p> <p>Where possible, sash of fume hood should be lowered when fume hood is in use.</p> <p>MSDS to be available and read prior to use.</p>			
Manual handling	Musculoskeletal injuries from repetitive movement.	R (Rare)	M (Moderate)	L (Low)	<p>Manual handling &amp; safe operating procedures training by an approved person to be conducted prior to use.</p> <p>Regular breaks from repetitive movement such as pipetting.</p> <p>Ergonomic apparatus to be used (e.g. Ergonomic, adjustable chair).</p>			
Fire/Explosion	A fire or explosion could be caused by flammable goods.	R (Rare)	M (Major)	M (Medium)	<p>Ignition sources to be kept out of fume hood.</p> <p>Containers of flammable liquids to be kept sealed except during decanting.</p> <p>Personnel to be familiar with emergency procedures.</p> <p>MSDS to be available prior to use.</p> <p>Safety glasses, gloves &amp; lab coat to be worn at all times (including face mask if needed)</p>			

Electricity	Electric shock from electrical components of plant.	R (Rare)	M (Major)	M (Medium)	Fume hood to be tested as per manufacturer's recommendations and as per the Australian Standards.			

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

Completed by: Kate Dixon	Signed: Kate Dixon	Authorised by: TBA	Date:
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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: