

OHS RISK ASSESSMENT AND CONTROL FORM

Risk Assessment Completed by:
Kate Dixon
Reviewed by Edwina Sutton,

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

RMSS Number:

Initial Issue Date:

27th July 2009

Current Version:

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Current Version Date:

23rd August 2010

Next Review Date:

23rd August 2011

Risk Assessment Title: MICROTOMES**Step 1: Identify the activity**

Describe the activity:

Use of Microtomes

Describe the location:

MLS 4.16, MLS 3rd floor, MLS 1.33

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

Staff and students who use this piece of equipment. Contractors who maintain the equipment.

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

red writing indicates a change from last version

Hazards	Associated Risks	Risk Rating with current controls:			Controls	Risk Rating with Additional Controls:		
		C	L	R		C	L	R
Mechanical - sharp blade	Severe lacerations, finger amputations	M (Major)	U (Unlikely)	M (Medium)	No person may operate a microtome without first receiving instruction in the safe use of that particular model by an accredited instructor. Training must be documented and records kept. Cut resistant gloves must be worn. Use appropriate cleaning techniques to clean non-disposable blades. Where possible, cleaning of blades is to be done by the manufacturer. Knife guarding must be in place. Machine must be unplugged when the blade is being handled. Safety signs must be displayed on or near the microtome.			
Biomechanical - Manual handling	Musculoskeletal injury from prolonged use.	M (Moderate)	U (Unlikely)	M (Medium)	Microtome is to be positioned where the arms are kept close to the body. The length of time spent in one position should be minimised. An ergonomically designed chair must be used.			
Electricity	Electric shock from power	U (Unlikely)	M (Major)	M (Medium)	Tested in accordance with electrical safety testing standards. Maintained as per manufacturers recommendations.			

Step 4: Documentation and initial approval:

Completed by: Kate Dixon	Signed: Kate Dixon	Authorised by:	Date: 23rd August 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: