

Risk Assessment for task or process

Date: 28/5/04	School / Dept: BMSF	Assessment completed by: Lydia Morris	Contact No.: x58702
What is the task? Routine Analysis of Samples by 1100 LC/MS.		Location where task is being conducted: Room M307 Wallace Wurth Bld	
Briefly explain the procedure for this task. Samples are loaded onto the instrument and the instrument analyses each sample by the programmed method. The data collected is then interpreted by the operator using computer software.			

Step in Process	Hazards in carrying out this step eg.	Risk (Harm) eg	EXISTING CONTROLS	Risk Rating with existing controls? <i>See next page</i>			ADDITIONAL CONTROLS REQUIRED	Risk Rating with additional controls?		
				consequences	Likelihood	rating		consequences	likelihood	rating
List major steps or tasks in process eg – Blood collection – Centrifugation – Loading truck – Stacking shelf	– Noise – Dust/fumes/Vapours etc. – Heat/cold – Electrical – Moving Parts	– Electric shock – Eye infection – Fire / explosion – Physical injury – Cut / graze – Chemical burn	List all current controls that are already in place or that will be used to undertake the task eg – List of Personal Protective Equipment (PPE) – Identify types facility, location – Existing safety measurers – Existing emergency procedures				Additional controls may be required to reduce risk rating eg – Greater containment (PC2) – Additional PPE – gloves safety glasses – Specific induction / training			
1. Check the correct column is attached. If not, replace with required column.	None.									
2. Check solvent levels in reservoirs & fill if required.	Splash/spill hazard when filling reservoirs with chemicals.	Physical Injury (eye & body)	None.	3	C	H	PPE (safety glasses, lab coat & gloves) should be worn when working with solvents.	2	D	L
3. Load & start method. (Equilibrate column)	None.									
3. Place samples in sample tray.	Moving parts.	Physical Injury (hand)	None.	2	D	L	Remove tray before loading samples. (Training)	1	E	L
4. Type in Sample List.	None.									
5. Run standards &/or samples.	Moving parts.	Physical Injury (hand)	None.	2	D	L	Do not access samples while the instrument is running. (Training)	2	D	L
6. Interpret results.	None.									

Risk Assessment for task or process

Please complete if any of the items below are applicable.

<i>Is there a requirement for safe storage?</i>
<i>How is access prevented except to authorised persons?</i>
<i>In the event of an emergency you will.....</i> Contact the First Aid Officer (Lydia Morris (x58702, M302B) Contain and clean spill with absorbent material and cleaning equipment (M305).

OTHER ACTION REQUIRED TO ENSURE THE SAFETY OF PERSONS INVOLVED, EQUIPMENT, ENVIRONMENT, MEMBERS OF THE PUBLIC

The task should not proceed if the risk rating after the controls are implemented is still either HIGH or EXTREME.

Supervisor or designated officer Sign off: _____ Date: _____

Name: _____ Contact No. _____

Risk Rating extract from Appendix E: AS 4360 –1999 Risk Management

The severity of a risk is established by assessing the consequences of the risk and its likelihood of occurring.

Consequence

Level	Descriptor	Example detail description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on-site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on-site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects, major financial loss
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

Likelihood

Level	Descriptor	Description
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

Risk Rating

Likelihood	Consequence				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H	H	E	E	E
B (likely)	M	H	H	E	E
C (possible)	L	M	H	E	E
D (unlikely)	L	L	M	H	E
E (rare)	L	L	M	H	H

LEGEND

Extrême risk; immediate action required

High risk; senior management attention needed

Moderate risk; management responsibility must be specified

Low risk; manage by routine procedures