

Risk Assessment for task or process

Date: 4/8/2005	School / Dept: Medicine?BMSF	Assessment completed by: Dr Valerie Wasinger	Contact No.: x51678
What is the task? Denaturing plasma		Location where task is being conducted: M312	
Briefly explain the procedure for this task (incl. Ref to other procedures) Once plasma has been fractionated using MF10 (See RA and SOP for MF10), fractionated samples are then buffer exchanged into rehydration buffer for isoelectric focusing using Microcon tubes.			

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	3	D	M	Additional controls may be required to reduce risk rating eg – Greater containment (PC2) – Additional PPE – gloves safety glasses – Specific induction / training	1	D	L
400ul Fractionated plasma is pipetted from chambers into Microcon YM-3 tubes 14,000 x g 100min	Plasma spillage Moving parts	Infection if contact with cuts and grazes Physical injury	Gloves, lab coat, glasses Immunisation against HepB Eye wash station available and shower	2	D	L	Training on instrument use and induction to lab by Dr V. Wasinger, also Biol. Haz training as required by OHS	1	D	L
Prepare rehydration buffer: contains CHAPS 0.1M, Urea 8M, Tris 35mM. Make up 10 mL	Dust	inhalation	Gloves, lab coat, glasses, Dust mask	2	D	L	Training and induction	1	D	L

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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?		
Remove reservoir chamber and vortex in new microcon tube with rehydration buffer (up to 400ul) Centrifuge 1,000 x g, 10min Store at -20C	Aerosol, electrical Moving parts	Physical injury	Gloves, lab coat, glasses Eye wash station available and shower	2	D	L	Training and induction	1	D	L

Please complete if any of the items below are applicable.

<i>Is there a requirement for safe storage? Denatured plasma is stored at -20C in eppendorf tubes, PPE available</i>
<i>How is access prevented except to authorised persons? Access out of working hours requires permission and card swipe access, induction and close working relationship to BMSF staff. Lab is monitored during working hours. Camera monitors entry after hours</i>
<i>In the event of an emergency you will..... (include first aid provisions, procedure if spills/leaks/accident/fire/injury Eye wash station is available in M312, shower also available in next lab. Spill kit in M305</i>

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

Risk Assessment for task or process

Name: _____ Contact No. _____

UNSW RISK RATING ADAPTED FROM AS4360:1999 APPENDIX E

Note: In estimating the level of risk, initially estimate the risk with existing controls and then review risk controls if risk level arising from the risks is not minimal

TABLE 1 - CONSEQUENCE

Level	Descriptor	Examples of Description
1	Insignificant	No injuries. Minor delays. Little financial loss. \$0 - \$4,999*
2	Minor	First aid required. Small spill/gas release easily contained within work area. Nil environmental impact. Financial loss \$5,000 - \$49,999*
3	Moderate	Medical treatment required. Large spill/gas release contained on campus with help of emergency services. Nil environmental impact. Financial loss \$50,000 - \$99,999*
4	Major	Extensive or multiple injuries. Hospitalisation required. Permanent severe health effects. Spill/gas release spreads outside campus area. Minimal environmental impact. Financial loss \$100,000 - \$250,000*
5	Catastrophic	Death of one or more people. Toxic substance or toxic gas release spreads outside campus area. Release of genetically modified organism (s) (GMO). Major environmental impact. Financial loss greater than \$250,000*

* Financial loss includes direct costs eg workers compensation and property damage and indirect costs, eg impact of loss of research data and accident investigation time.

TABLE 2 - PROBABILITY

Level	Descriptor	Examples of Description
A	Almost certain	The event is expected to occur in most circumstances. Common or repetitive occurrence at UNSW. Constant exposure to hazard. Very high probability of damage.
B	Likely	The event will probably occur in most circumstances. Known history of occurrence at UNSW. Frequent exposure to hazard. High probability of damage.
C	Possible	The event could occur at some time. History of single occurrence at UNSW. Regular or occasional exposure to hazard. Moderate probability of damage.
D	Unlikely	The event is not likely to occur. Known occurrence in industry. Infrequent exposure to hazard. Low probability of damage.
E	Rare	The event may occur only in exceptional circumstances. No reported occurrence globally. Rare exposure to hazard. Very low probability of damage. Requires multiple system failures.

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TABLE 3 – RISK RATING

Probability	Consequence				
	Insignificant <i>1</i>	Minor <i>2</i>	Moderate <i>3</i>	Major <i>4</i>	Catastrophic <i>5</i>
<i>A (Almost certain)</i>	<i>M</i>	<i>H</i>	<i>E</i>	<i>E</i>	<i>E</i>
<i>B (Likely)</i>	<i>M</i>	<i>H</i>	<i>H</i>	<i>E</i>	<i>E</i>
<i>C (Possible)</i>	<i>L</i>	<i>M</i>	<i>H</i>	<i>E</i>	<i>E</i>
<i>D (Unlikely)</i>	<i>L</i>	<i>L</i>	<i>M</i>	<i>H</i>	<i>E</i>
<i>E (Rare)</i>	<i>L</i>	<i>L</i>	<i>M</i>	<i>H</i>	<i>H</i>

Recommended Action Guide:

Abbrev	Action Level	Descriptor
E	Extreme	The proposed task or process activity MUST NOT proceed until the supervisor has reviewed the task or process design and risk controls. They must take steps to firstly eliminate the risk and if this is not possible to introduce measures to control the risk by reducing the level of risk to the lowest level achievable. In the case of an existing hazard that is identified, controls must be put in place immediately.
H	High	Urgent action is required to eliminate or reduce the foreseeable risk arising from the task or process. The supervisor must be made aware of the hazard. However, the supervisor may give special permission for staff to undertake some high risk activities provided that system of work is clearly documented, specific training has been given in the required procedure and an adequate review of the task and risk controls has been undertaken. This includes providing risk controls identified in Legislation, Australian Standards, Codes of Practice etc.* A detailed Standard Operating Procedure is required. * and monitoring of its implementation must occur to check the risk level
M	Moderate	Action to eliminate or reduce the risk is required within a specified period. The supervisor should approve all moderate risk task or process activities. A Standard Operating Procedure or Safe Work Method statement is required
L	Low	Manage by routine procedures.

*Note: These regulatory documents identify specific requirements/controls that must be implemented to reduce the risk of an individual undertaking the task to a level that the regulatory body identifies as being acceptable.

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