

## Risk Assessment for task or process

<b>Date:</b> 08/06/2004	<b>School / Dept:</b> BMSF	<b>Assessment completed by:</b> Martin Bucknall	<b>Contact No.:</b> 9385 1995
<b>What is the task?</b> Routine sample analysis by Gas Chromatography / Mass Spectrometry		<b>Location where task is being conducted:</b> Wallace Wurth Bldg UNSW Rooms M305, M305C and M307	
<b>Briefly explain the procedure for this task</b> (incl. Ref to other procedures) Instrument settings are optimised by the computer and the mass axis is automatically calibrated. Samples are loaded onto the instrument and the instrument analyses each sample by a pre-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			
Check the correct GC column and liner are installed	Heat	Burn	Oven shuts off after a few seconds when you open door	2	C	M	Turn off and cool oven first. Wear cotton gloves when handling injector, column carrier or column nuts.	1	D	L
Check the rinse vials on the sampler have been filled, fill as needed	Splash / Spill of solvent particularly eye splash	Physical injury	None	2	D	L	Wear Safety glasses	1	E	L

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Perform autotune and calibration routine	None									
Perform air and water check	None									
Load an appropriate Method	None									
Place samples in sample tray	None									
Run method	Moving parts on autosampler	Fingers caught in turret mechanism	None	2	E	L	Do not access samples while instrument is running (training)	1	E	L
Interpret data	None									

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*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..... (include first aid provisions, procedure if spills/leaks/accident/fire/injury</i> Contact the First Aid Officer (Lydia Morris (x58702, M302B) Contain and clean spill with absorbent material and cleaning equipment (M305).

<b>OTHER ACTION REQUIRED TO ENSURE THE SAFETY OF PERSONS INVOLVED, EQUIPMENT, ENVIRONMENT, MEMBERS OF THE PUBLIC</b>

***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)	<b>H</b>	<b>H</b>	<b>E</b>	<b>E</b>	<b>E</b>
B (likely)	<b>M</b>	<b>H</b>	<b>H</b>	<b>E</b>	<b>E</b>
C (possible)	<b>L</b>	<b>M</b>	<b>H</b>	<b>E</b>	<b>E</b>
D (unlikely)	<b>L</b>	<b>L</b>	<b>M</b>	<b>H</b>	<b>E</b>
E (rare)	<b>L</b>	<b>L</b>	<b>M</b>	<b>H</b>	<b>H</b>

## LEGEND

**E**xtrême risk; immediate action required

**H**igh risk; senior management attention needed

**M**oderate risk; management responsibility must be specified

**L**ow risk; manage by routine procedures