

## Risk Assessment for task or process

<b>Date:</b> 24th June 2004	<b>School / Dept:</b> BMSF	<b>Assessment completed by:</b> Valerie Wasinger	<b>Contact No.:</b> 93851678
<b>What is the task?</b> Routine sample analysis using the TSQ		<b>Location where task is being conducted:</b> Rm M305, M305c, M307	
<p><b>Briefly explain the procedure for this task</b> (incl. Ref to other procedures)</p> <p>Manufacture of capillary columns is carried out in M307 using a laser puller. Column slurry is loaded in M305c using a pressure vessel, samples are also loaded using this pressure vessel. The column is then connected and aligned with the TSQ and LC. Samples are analysed using software.</p>			

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	E	M	Additional controls may be required to reduce risk rating eg – Greater containment (PC2) – Additional PPE – gloves safety glasses – Specific induction / training	3	E	M
Pull capillary column using laser puller	-laser -sharp object -moving parts	-eye injury	-PPE consists of safety glasses -laser is protected behind a safety shield, access to which is controlled by trigger off when moving shield - moving parts are also protected behind shield	3	E	M	-training	3	E	M
Pack column using pressure vessel	- high pressure -sharp object	-eye injury	-PPE safety glasses -pressure vessel remains behind safety cabinet - safety cabinet is not in high thoroughfare area	3	D	M	-training	3	E	M

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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?		
-attach column to TSQ and LC	-sharp object -electrical	-eye injury -electrical shock	-PPE safety glasses	2	C	M	-training	2	D	L
Analyse samples using software	-long hours	-back pain	none	1	C	L	Take a break	1	E	L

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*Please complete if any of the items below are applicable.*

<i>Is there a requirement for safe storage? Safe containment of pressure vessel behind safety box</i>
<i>How is access prevented except to authorised persons? Not prevented</i>
<i>In the event of an emergency you will..... (include first aid provisions, procedure if spills/leaks/accident/fire/injury Contact the First Aid Officer (Lydia Morris (x58702, M302B)</i>

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