

Risk Assessment for task or process

Date: 02/07/04	School / Dept: BMSF	Assessment completed by: Sonia Bustamante	Contact No.: x51613
What is the task? Column change or cut / 5973 & 5973N GC-MS		Location where task is being conducted: Rooms M305 & M307	
Briefly explain the procedure for this task (incl. Ref to other procedures) Columns are changed depending on the analysis to be carried out. Chromatographic quality decreases after a large number of runs; column cutting at the inlet point is done to reduce peak tailing and improve resolution			

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. Vent MSD and turn off oven, injection port , GC-MS interface		None								
2. After cooling down, remove column using spanner. Cut column if needed	Heat: if not cooled down Fused silica tubing (sharp)	Physical injury: Eye / hands		3	C	H	PPE: eye protection, gloves, lab coat	2	D	L
3. Replace the column	Fused silica tubing (sharp)	Physical injury: Eye / hands		3	C	H	PPE: eye protection, gloves, lab coat	2	D	L
4. Turn on GC injection port, oven, and pump down MSD		None								

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Please complete if any of the items below are applicable.

<p><i>Is there a requirement for safe storage? Fused silica cuttings must be disposed properly / sharps disposal bin. Columns to be stored in boxes, ends protected with rubber septa</i></p>
<p><i>How is access prevented except to authorised persons?</i></p>
<p><i>In the event of an emergency you will..... (include first aid provisions, procedure if spills/leaks/accident/fire/injury</i></p>

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