

Risk Assessment for task or process

Date: 27-08-2004	School / Dept: BMSF	Assessment completed by: Anne Poljak	Contact No.: x51994
What is the task? Routine analysis of samples on the Voyager		Location where task is being conducted: Room M307A Wallace Wurth Building	
<p>Briefly explain the procedure for this task (incl. Ref to other procedures)</p> <p>A Voyager sample plate is loaded with 0.5-2μL volumes of analytes and matrix and then air dried. The sample plate, now containing crystalline spots is placed onto the Voyager sample stage using the Voyager instrument control panel software and then using the same software the sample stage is retracted. All further operations such as data acquisition and analysis are software driven.</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	consequences	Likelihood	rating	Additional controls may be required to reduce risk rating eg – Greater containment (PC2) – Additional PPE – gloves safety glasses – Specific induction / training	consequences	likelihood	rating
1. Using a 2 μ L Gilson pipettman load 0.5-2 μ L of sample and matrix onto the Voyager sample plate and allow to air dry	0.5 μ L – 2mL volumes of organic solvent Gilson pipettman, moving parts	Spill or eye injury	PPE (labcoat, gloves, safety glasses)	2	E	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?		
				1	E	L				
2. Using Voyager instrument control panel software eject the sample stage, place the sample plate and retract the stage.	Voyager sample stage is a moving part	None	Safety glasses	1	E	L				
3. Analysis of samples using Voyager instrument control panel software	None	None	Safety glasses	1	E	L				
4. Using Voyager instrument control panel software eject the sample stage, remove the sample plate and retract the stage.	Voyager sample stage is a moving part	None	Safety glasses	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?</i> Not Applicable
<i>How is access prevented except to authorised persons?</i> Training by BMSF staff is required prior to Voyager use
<i>In the event of an emergency you will..... (include first aid provisions, procedure if spills/leaks/accident/fire/injury</i> Contact the BMSF 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