

## Risk Assessment for task or process

<b>Date:</b> 20/7/05	<b>School / Dept:</b> BMSF	<b>Assessment completed by:</b> Anne Poljak	<b>Contact No.:</b> 51994
<b>What is the task? Dispensing Human Plasma</b>		<b>Location where task is being conducted:</b> WW-M304	
<b>Briefly explain the procedure for this task</b> (incl. Ref to other procedures) Using an automatic pipettman to dispense human plasma (<1 mL volumes) into laboratory plasticware			

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			
Obtain plasma aliquots From -80C freezer	Cold (-80C)	Cold burn to hands	Latex gloves and fur-lined freezer mits	2	E	L	none	2	E	L
Dispense aliquots of plasma into plasticware Using automatic pipettman	Spill or spray hazard	Possible eye or systemic infection	Labcoat, eye protection glasses, latex gloves, covered shoes	3	D	M	Hepatitis A and B vaccination	3	D	M
If any plasma remains place back into -80C freezer	Cold (-80C)	Cold burn to hands	Latex gloves and fur-lined freezer mits	2	E	L	none	2	E	L

**Risk Assessment for task or process**

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

<i>Is there a requirement for safe storage? NA</i>
<i>How is access prevented except to authorised persons? BMSF security access</i>
<i>In the event of an emergency you will..... (include first aid provisions, procedure if spills/leaks/accident/fire/injury Wash eyes/skin with eye wash station (M304) or any other affected area with tap water, for approximately 15min Immediate attention from first aid officer (by Lydia Morris or other qualified departmental member) Pathology tests to be carried out within the first 2-3 days max and again after 3 months Incident report to be filed within 1 working day (submitted to Lydia Morris)</i>

<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: \_\_\_\_20/7/05\_\_\_\_\_

Name: \_\_\_\_Lydia Morris\_\_\_\_\_ Contact No. \_\_\_\_58702\_\_\_\_\_

**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**

<b>Level</b>	<b>Descriptor</b>	<b>Examples of Description</b>
<b>1</b>	Insignificant	No injuries. Minor delays. Little financial loss. \$0 - \$4,999*
<b>2</b>	Minor	First aid required. Small spill/gas release easily contained within work area. Nil environmental impact. Financial loss \$5,000 - \$49,999*
<b>3</b>	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*
<b>4</b>	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*
<b>5</b>	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**

<b>Level</b>	<b>Descriptor</b>	<b>Examples of Description</b>
<b>A</b>	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>B</b>	Likely	The event will probably occur in most circumstances. Known history of occurrence at UNSW. Frequent exposure to hazard. High probability of damage.
<b>C</b>	Possible	The event could occur at some time. History of single occurrence at UNSW. Regular or occasional exposure to hazard. Moderate probability of damage.
<b>D</b>	Unlikely	The event is not likely to occur. Known occurrence in industry. Infrequent exposure to hazard. Low probability of damage.
<b>E</b>	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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**UNSW RISK RATING ADAPTED FROM AS4360:1999 APPENDIX E**

**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 <b>MUST NOT</b> 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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