USC CONTRACTOR RISK ASSESSMENT: Sample 2

University of the Sunshine Coast
The best of both worlds

Work, Health and Safety legislation requires that in any work environment or activity, risks to health and safety must be managed. This entails the identification of any reasonably foreseeable hazards that could give rise to health and safety risks and eliminating or minimising the risks so far as is reasonably practical. To minimise risks to health and safety, risk control measures must be implemented.

USC policy requires that this be recorded in the form of a risk assessment. Basically, a risk assessment details the hazards that you have identified in the work you are to undertake at or for USC and the control measures that you will implement to reduce the risks associated with those hazards. Please see below a guide to completing a risk assessment (you should use the Contractor Induction Guide to assist you to fill out this document). Remember; the information given below is not exhaustive, you must complete your risk assessment according to the risks you have identified in the work you are to undertake and document the controls you have put in place to eliminate or minimise those risks.

Note – any "high risk work" (eg work in a confined space, if there is a risk of falling more than 2 metres, trench or excavation deeper than 1.5 metres) requires the submission of a Safe Work Method Statement (SWMS).

If you undertake work that involves any of the following, or any other work that could potentially affect the health and safety of yourself or others you must do a risk assessment, detailing the activity and the steps you will take to reduce the risks associated with that activity.

Are you or any of your workers completing any work that:	Yes	No
requires driving within USC grounds?		
could generate heat, smoke or dust?		
involves electrical work?		
requires digging trenching or excavation? (depth less than 1.5m)		
requires the use of equipment and /or tools?		
requires the use of mobile mechanical plant?		
requires the use of compression air equipment?		
requires the use of hazardous chemicals?		
involves manual tasks?		
involves work producing noise?		
involves working from a height of less than 2metres?		
involves working in the sun and/or heat?		
may affect the comfort and safety of others?		

Any of the above task/activities will have hazards associated with it (eg working with hazardous chemicals may have the following hazards):

- Exposure to chemical (the type of exposure will depend on the chemical and how it is being used).
- Possible fire (if the chemical is flammable).
- Environmental damage related to chemical use and/or disposal.

Some of the controls you could implement to reduce the hazard are:

- Substitute the chemical for a less hazardous chemical.
- Obtain the Material Safety Data Sheet (MSDS) for the chemical and ensure that all workers are familiar with this document.
- Have safe work procedures for work involving hazardous chemicals.
- Ensure that all workers are trained in the safe use of hazardous chemicals.
- Ensure workers wearing appropriate personal protective equipment (PPE).
- Barricade off the area where the chemical is in use to prevent exposure of passers-by.
- Erect no smoking signs.
- Reduce combustibles in the area.
- Have fire fighting equipment nearby.
- Ensure all workers trained in correct hazardous chemicals disposal.

Another example may be working in the sun and heat. The identified hazards would be:

- Sun burn
- Dehydration
- Heat stress

Some controls you could implement to reduce the hazards are:

- Organise work such that minimal outdoor work is done between 10am and 2pm.
- Rotate workers during the hotter part of the day to minimise exposure.
- Ensure workers are dressed appropriately. Light weight clothing (long sleeved if possible).
- Ensure adequate PPE (broad brimmed hat and sunscreen).
- Access to ample water (chilled if possible).
- Educate workers re recognising the effects of heat stress and actions to be taken.

An example of how to present this information follows, using the scenario of "paving a USC path"

USC CONTRACTOR RISK ASSESSMENT: Sample 2

Risk Assessment

Description of work to be done: Paving a USC path: no on site cutting of pavers required for this job. Work is outdoors with no direct shade over the area to be paved

Date of the work/activity:

Description of work/task	Hazard Description	Controls
Driving within USC grounds	Pedestrian injury	Obtain Contractor parking permit from Facilities Management (parking in suitable parking bay) Give way to pedestrians if driving in shared zone In accordance with USC speed limits Spotter in place for any reversing Avoid driving during high pedestrian activity times
	Vehicle collision/property damage	As above
Moving pavers	Manual handling injury	Use of lifting device to move pavers from vehicle to trolley Use trollies to move pavers to work area Workers trained in manual handling techniques
Laying pavers	Manual handling injury	Pavers stacked close to work area. Manual handling training. Workers to change position (eg stand and stretch) every 20 minutes
	Drop paver causing injury to worker	Lifting devices used where possible Appropriate foot wear required by workers
	Passer by tripping on equipment	Area barricaded and signed to prevent entry Area to be kept clear of rubbish Liaise with Facilities Management regarding any path or entrance closures/disruptions
Contact with ready mix cement	Skin burns/irritations	PPE to be worn (protective gloves) Water available for immediate cleaning of skin if contact occurs
Working in the sun/heat	Sun burn	Minimal outdoor work between 10am and 2pm Job rotations – between 10am and 2pm to limit time in sun/heat Use of PPE – broad brimmed hats and 30+SPF sunscreen Appropriate clothing – light weight, long sleeved
	Dehydration	Access to ample chilled water
	Heat stress	As above Workers educated regarding recognising heat stress and self and others and actions to be taken
Waste disposal	Environmental and/or property damage	Liaise with Facilities Management regarding appropriate on site waste disposal No left over concrete to be disposed of on site. No debris to be washed into drains

USC CONTRACTOR RISK ASSESSMENT: Sample 2

Risk Assessment

Description of work to be done: _____

Date of the work/activity: _____

Description of work/task	Hazard Description	Controls

Risk Assessment completed by: _____ Date: _____

List of workers – have read and understood the contents of this risk assessment.

Name	Signature	Date