



**Ergonomics**

ID 8507	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 13/06/2021	Status Completed
Description Risk of injury, pain and discomfort due to working positions and ergonomic set ups at work. intense key board work on an inadequate workstation Reaching/lifting/moving loads in awkward spaces or angles.		

**Hazard Identified**

Hazard Classifications	Hazard Category	Hazard	Risk
Ergonomic	Work setup	Inappropriate workstation setup	Pain and discomfort
Ergonomic	Work processes	Intense visual work	Eye strain
Ergonomic	Work processes	Awkward posture	pain and discomfort
Ergonomic	Work processes	Repetitive movements	Sprains/strains
Ergonomic	Work processes	Sustained/static body postures	Sprains/strains

**Risks Identified**

Risk	Risk/Score
Personal Injury - (common injury type reported - sprains and strains)	- Very High

**Residual Risk Rating 6.00**

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Internal Policies and Guidelines	Completed	Guidelines for the use of computers. Ergonomic assessments of workstations available from OHN, including working from home. Provision of correct equipment. Early reporting and pain and discomfort guidelines
New	Administrative Controls	Training	Completed	Training and education on the safe use of plant and equipment for ideal ergonomic set up (e.g. workstation set up, use of tools in the lab, etc.)
New	Engineering Controls	Building design	Completed	Design to optimal ergonomic standards including the moving of items, work flow to prevent injury (auto doors, space for use of trolley, etc.)
New	Engineering Controls	Plant and Equipment risk assessment tool	Completed	Risk assessment including ergonomics prior to purchasing plant and equipment

**Fatigue and shift work**

ID 8508	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 13/06/2021	Status Completed
Description Risk of injury and illness due to fatigue and shift work		

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Ergonomic	Work processes	Awkward posture	pain and discomfort
Ergonomic	Work setup	Inappropriate workstation setup	Pain and discomfort
Physical	Work practices	Lone or afterhour work	Potential for injury
Psychosocial	Individual factors	Health status	Potential for illness
Physical	Work practices	Shift Work	Potential for injury
Psychosocial	Work load	Too much work	Stress level/burnout

## Risks Identified

Risk	Risk/Score
Personal Injury - (risk of injury due to fatigue, hours of work, poor workstation set up resulting in pain and discomfort/injury)	- Medium

## Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
Modified	Administrative Controls	Guideline document	Completed	Stress and Mental fatigue guideline
New	Administrative Controls	Limit hours of work	Completed	Ensure work hours are manageable for individual circumstances
New	Administrative Controls	Sufficient staffing levels to do task	Completed	Sufficient cover for absences. Workload model applied and staff trained and competent to complete task.
New	Administrative Controls	Shiftwork roster	Completed	Shift work roster developed with staff, roster permits sufficient downtime for worker health.
New	Administrative Controls	Awareness of available assistance if required	Completed	Advise staff of where help is available from i.e. EAP line managers and OCC health team
New	Administrative Controls	Training	Completed	People are trained sufficiently for the job. Training available on managing shift work, recognising stress and burnout and where to get help from.

## Manual Handling

ID 8509	Alert Number CRITICAL RISK	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 13/06/2021	Status Completed
Description Risk of sprain/strain and pain and discomfort due to manual handling tasks		

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Manual handling	Awkward loads	Potential for injuries
Physical	Manual handling	Heavy loads	Potential for injuries
Physical	Manual handling	Unstable loads	Potential for injuries

## Risks Identified

Risk	Risk/Score
Personal Injury - (risk of injury (sprain/strain) due to manual handling tasks)	- High

### **Residual Risk Rating 6.00**

Type	Control	Control Name	Status	Description
New	Administrative Controls	Training	Completed	training on specific handling of materials and activities as related to the job. use of correct equipment to eliminate need to lift/handle purchase in small quantities were possible to reduce loads.
Modified	Engineering Controls	Purchasing	Completed	Use of equipment to reduce manual handling such as trolleys, lifting devices, etc. purchase of items in smaller quantities or with weight restriction to ease handling requirements. Consider weight limits when buying.
Modified	Administrative Controls	Risk Assessment	Completed	Manual handling risk assessment tool is available . Consider use of moving companies when shifting office equipment

### **Working on site after hours**

ID 8511	Alert Number Critical Risk	Next Review 15/02/2024
GPS Longitude	GPS Latitude	Location
Category Activity/Task	Reported By Andrea McMillan	Significant Risks Yes
Site	Date 15/02/2023	Status Completed
Description Tutorials after normal working hours held on site.		

### **Hazard Identified**

Hazard Classifications	Hazard Category	Hazard	Risk
Environment	Internal	Non-authorized persons	potential for injury
Physical	Work practices	Lone or afterhour work	Potential for injury
Emergency	Physical	Potential injury or death	Potential injury or death

### **Risks Identified**

Risk	Risk/Score
Personal Injury - (Personal Injury - (Risk of injury due to unauthorised persons on site or behaviours at afterhours tutorials - reduced number of staff around to assist.))	- High
Personal Illness - (Personal Illness - (risk of medical event occurring on site with reduced staff numbers afterhours to assist in case of a medical emergency))	- High

### **Residual Risk Rating 7.00**

Type	Control	Control Name	Status	Description
New	Administrative Controls	Get Home Safe App	Completed	Consider use of GHS app for tutors to check in and check out when work is completed.
New	Administrative Controls	Control of persons on site afterhours	Completed	Staff and students on site afterhours are known and authorised to be on site, swipe card access only.
New	Administrative Controls	Campus Watch and emergency support	Completed	Campus Watch are on site and contactable at all times, phones available to make contact and for emergency calls. tutors are trained in emergency call procedures.
New	Administrative Controls	First Aid and emergency training	Completed	Consider options for first aid/CPR training by external agency (Red Cross) for tutors working afterhours to respond to a medical event.

New	Administrative Controls	After hours tutoring	Completed	Induction/afterhours tutoring responsibilities induction/training provided by department prior to commencing work, includes emergency response procedures.
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## Emergency response

ID	8513	Alert Number	Critical Risk	Next Review	01/03/2024
GPS Longitude		GPS Latitude		Location	
Category	Activity/Task	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	01/03/2023	Status	Completed
Description	Managing staff and students when lecturing in case of an emergency				

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Emergency	Physical	Potential injury or death	Potential injury or death

## Risks Identified

Risk	Risk/Score
Personal Injury	- Very High

## Residual Risk Rating 7.00

Type	Control	Control Name	Status	Description
New	Administrative Controls	Room limits	Completed	Ensure room capacity limits are not exceeded. No sitting in exit areas i.e. stairways and floors
New	Administrative Controls	Fire warden duties	Completed	Lecturers are responsible for evacuating lecture theatres. Lecturers to instruct location of building exit doors to lecture attendees.
New	Engineering Controls	Building Code compliance	Completed	Buildings are built to specification including fire suppression systems and evacuation egress

## Plant and Equipment

ID	8514	Alert Number	Critical Risk	Next Review	01/03/2024
GPS Longitude		GPS Latitude		Location	
Category	Activity/Task	Reported By	Andrea McMillan	Significant Risks	Yes
Site		Date	01/03/2023	Status	Completed
Description	Plant and equipment used in lecture theatres and office environments				

## Hazard Identified

Hazard Classifications	Hazard Category	Hazard	Risk
Physical	Equipment	Plant/equipment not maintained	Risk of Injury
Physical	Electrical	risk of fire	Potential for injury
Physical	Manual handling	Heavy loads	Pain and discomfort
Ergonomic	Work setup	Inappropriate workstation setup	Strain/sprain
Physical	Housekeeping	Obstructions on walkways	Potential for illness/injury

## Risks Identified

Risk	Risk/Score
Personal Injury	- Very High

### Residual Risk Rating 6.00

Type	Control	Control Name	Status	Description
New	Engineering Controls	Electrical test and tag	Completed	All electrical equipment must be tested and tagged annually or more frequently if moving from areas as per AS/NZ standards
New	Engineering Controls	Manual handling management	Completed	Use a trolley when moving heavy items, break loads down to smaller amounts, consider 2 man lift, contact Property services for assistance. Manual handling risk assessments
New	Administrative Controls	Equipment Maintenance	Completed	Ensure equipment is maintained and fit for purpose
New	Administrative Controls	Housekeeping	Completed	Ensure all cords are stored safely to avoid becoming a trip hazard. Maintain access and egress points