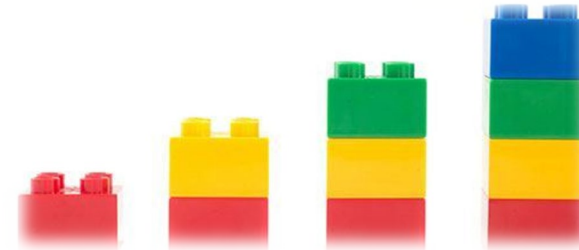


Risk Assessment – 4 Basic Steps

There are 4 basic steps to follow:

- Select the task/job to be analysed
- Breaking the task/job down into stages
- Identifying potential hazards (22 Q's)
- Determine preventive measures



Risk Assessment – Selecting the Task

How to select a task:

- Incident frequency and severity, jobs where incidents happen often or infrequent tasks/jobs that causes serious injuries
- Potential for severe injuries or illnesses, the consequences from this hazard are potentially severe
- Newly established tasks/jobs, due to a lack of experience in these processes, hazards may not be evident or anticipated
- Modified tasks/jobs, new hazards may be associated with changes in procedures
- Infrequently performed jobs, workers can be at greater risk completing non-routine tasks/jobs, and the JSA provides a means for review

Risk Assessment – Identifying Hazards 22 Questions to Ask

- 1) Does the layout of the location create a hazard?
- 2) Is there adequate access and egress to/from the work area?
- 3) Are workers exposed to extremes of temperature?
- 4) Is the lighting adequate?
- 5) Is the task outdoors, is weather a hazard?
- 6) Does the task use confined spaces?
- 7) Is the work completed at height?
- 8) Do the tools create the hazard?
- 9) Is there excessive noise/vibration?
- 10) Can the worker become entangled?
- 11) Are the tools appropriate to the task (power, size strength)?
- 12) Are chemicals being used?
- 13) Does the worker come into direct contact with chemicals?
- 14) Is there a risk from gases, mists, vapours etc?
- 15) Are the workers exposed to electrical hazards?
- 16) Are there excavations, holes or floor openings?
- 17) Are workers exposed to any stored energy sources (gas, steam, water, electricity or falling objects)?
- 18) Does the task start and stop automatically?
- 19) Are robotics used in the process?
- 20) Can any human factors cause a hazard (training, fitness, fatigue etc.)?
- 21) Is there a risk from injury of material handling, such as lifting, carrying, pushing or pulling?
- 22) Is there a risk of repetitive motion injuries?



Risk Assessment – Preventive Measures

Eliminate the Hazard

- Choose a different process
- Modify the process
- Substitute products being used
- Improve environment
- Modify/change tools-equipment

Contain the Hazard

- Enclosures
- Machine Guards
- Worker Booths
- Similar actions grouped

Revise Work Procedures

- Modify hazardous steps
- Change step sequence
- Add additional steps
- Look to restrict services (lock out)

Reduce Exposure

- Least effective method
- Reduce number of uses
- Additional or enhanced PPE
- Onsite Medical Facilities

Risk Assessment – Changing a Flat Tyre

Step	Job Step	Hazards	Preventative Measures	Responsible
1	Park the vehicle	<ul style="list-style-type: none"> a) vehicle too close to passing cars b) parked on soft or uneven ground c) vehicle may roll away 	<ul style="list-style-type: none"> 1. drive to safe area 2. chose flat solid ground 3. turn on hazard lights 4. apply handbrake 5. leave vehicle in gear or park 6. place out warning triangle if on a public highway 7. hi-vis vest work if owned 	Driver
2	Remove spare and tools	<ul style="list-style-type: none"> a) strain lifting wheel b) wheel may roll away 	<ul style="list-style-type: none"> 1. position wheel for lifting in the boot area 2. get a secure hold of the wheel 3. position load to centre of body 4. legs shoulder width apart 5. bend knees and lift through the legs with a straight back 6. lower wheel under control and lay flat on the ground 	Driver
3	Loosen wheel nuts	<ul style="list-style-type: none"> a) wheel brace could slip 	<ul style="list-style-type: none"> 1. undo wheel nuts under control using small direct movements 	Driver
4	Jack up the car	<ul style="list-style-type: none"> a) jack may collapse b) damage to vehicle c) injury risk from jack slipping 	<ul style="list-style-type: none"> a) refer to vehicle manual for identifying correct jack point b) secure jack into the jacking point c) wind jack into place looking for any movement or potential for jack being broken 	Driver
5	Remove flat wheel and store	<ul style="list-style-type: none"> a) strain from lifting wheel b) wheel in the way of traffic/people 	<ul style="list-style-type: none"> a) sit with legs either side of wheel 	Driver

Risk Assessment – Changing a Flat Tyre

6	Fit new wheel	a) strain from positioning b) injury from trapping hands	b) with two hands wiggle the wheel towards you c) lower wheel to the ground d) repeat lifting stages for phase 2, noting this lift is from the floor					Driver
7	Lower the car	a) vehicle lowers too quickly	a) check no one is around the car b) make sure no body parts are under the vehicle c) lower vehicle under control					Driver
8	Secure wheel nuts	a) wheel brace may slip	a) follow process as for phase 3					Driver
9	Drive for a distance and re-check	a) wheel comes off or is incorrectly fitted	a) drive for 1-2 miles b) listen for any unusual noises c) observe car for any changes in driving capacity d) stop car and check wheel for being secure					Driver
Prepared by	OPs MGR	signature	Reviewed by	HSE MGR	signature	Accepted by	Event MGR	signature

Risk Assessment – Summary

1. Select Task/Job
2. Break it down
3. Identify Hazards
4. Preventive Action

