

## Lincoln University – Office hazard/risk register

June 15 2016

Hierarchy of controls

1. *Eliminate*
2. *Isolate*
3. *Minimise*

### Actions required based on Risk Assessment

Risk Matrix		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	<b>Severe</b> <i>Eg. Potential Fatality or Injury or Illness with permanent disability</i>	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
	<b>Major</b> <i>Eg. Potential Lost Time Injury (but non-permanent disability)</i>	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
	<b>Moderate</b> <i>Eg. Potential Medical Treatment injury or illness (but no lost time)</i>	LOW	LOW	MEDIUM	MEDIUM	HIGH
	<b>Minor</b> <i>Eg. Potential First Aid injury</i>	LOW	LOW	LOW	MEDIUM	MEDIUM
	<b>Minimal</b> <i>Eg. Hazard or near miss requiring reporting and follow up action</i>	LOW	LOW	LOW	LOW	LOW

N.B. For more details regarding use of this matrix / definitions refer to final page of this document

<b>Extreme</b>	An "extreme" risk requires immediate assessment and senior staff consideration is required; a detailed mitigation plan must be developed, and consideration should be given to ceasing the activity unless the risk can be reduced to a level of high or less; regular monitoring and reported on to the relevant management/steering committee; Target resolution should be within 1 month.
<b>High</b>	A "high" risk may also require immediate assessment and senior staff consideration; a mitigation plan must be developed; regular monitoring and reported on to the relevant management/steering committee. Target resolution (ideally reduction to medium or low level of risk) should be within 3 months.
<b>Medium</b>	A mitigation plan must be developed; existing controls need to be reviewed. Target resolution (ideally reduction to low level of risk) should be within 1 year.
<b>Low</b>	Risk is tolerable; manage by well established, routine processes/procedures and be mindful of changes to nature of risks.

Hazard/risk	Potential Harm	Significant hazard YES/NO	Risk rating	E	I	M	Action Proposed	Status Review/s	Frequency of monitoring
Ventilation/heating system. Can cause extremes of temperature	Possible infection & illness	Yes	<b>Low</b>	No	No	Yes	Continue planned maintenance cycle as implemented by Lincworks. Faults reported on job card system.	28/5/16	6 monthly regular Lincworks maintenance plan

Loose electrical wiring	Possible fire and electrocution hazard	Yes	Medium	Yes	No	No	If loose or hazardous wiring is found inform building maintenance co coordinator	Electrical inspection 26/3/16	Every time equipment is used
Trip hazards from articles stacked in corridors etc	Trips falls and lack of egress in emergency situations	Yes	Low	Yes	No	No	All boxes or other articles to be stored in designated areas	28/5/16	daily
Overloading of electrical circuits – multi box power points	Possible burn out and fire hazard	Yes	Medium	Yes	No	No	No multi boxes to be used as per electrical safety LPP  Electrical appliances to be tagged and assessed by electricians from Lincworks	Electrical inspection 26/3/16	Every time equipment is used
Workstation setup- possibility of occupational overuse injury	Gradual process injury	Yes	Low	No	No	Yes	Work stations assessed by trained staff.  Early discomfort reported via early report of discomfort form-student health & physio	28/5/16	Every time equipment is used

Hazard/risk	Potential Harm	Significant hazard YES/NO	Risk rating	E	I	M	Action Proposed	Status Review/s	Frequency of monitoring
Emergency situations Earthquake Fire Active shooter Flood	Harm from lack of egress from building in emergency situation	Yes	Low	No	No	Yes	Emergency drills practised regularly and remedial actions communicated to staff through Lincworks debriefs  All buildings have evacuation schemes	28/4/16	6 monthly
Lighting levels	Can cause headaches & discomfort	No	Low	Yes	No	No	Assess lighting levels with Lux metre	15/1/16	6 monthly or as required
Violence in the workplace/workplace bullying aggrieved/aggressive customers at service area/s	Physical injury	Yes	Medium	No	No	Yes	Education on violence issues.  LPP ethical behaviours process  Use of EAP programme Assistance Program	28/3/16	6 Monthly

Lincoln University Policies and Procedures

HHM

Hazard/risk	Potential Harm	Significant hazard YES/NO	Risk rating	E	I	M	Action Proposed	Status Review/s	Frequency of monitoring
Stress	Potential for loss time situations	Yes	Medium	No	No	Yes	LU Stress and fatigue guidelines – process & reporting  Employee Assistance Program available for staff	1/1/16	6 Monthly
Poor hand drying facilities in staff toilets	Transmission of disease	No	Medium	Yes	No	Yes	Education on hand drying facilities regarding hygiene  Signage displayed	1/1/16	Daily
Cleaning chemicals	Hazardous exposure - health effects – acute & chronic	Yes	Low	No	Yes	Yes	Lockup when not in use  Training in use  SDS available  Isolate area when using	1/1/16	When I use or after use

Hazard/risk	Potential Harm	Significant hazard YES/NO	Risk rating	E	I	M	Action Proposed	Status Review/s	Frequency of monitoring
Working in isolation	Medical episode or other Emergency situation, Security issue afterhours	Yes	Low	No	No	Yes <b>Low</b>	Working in isolation work protocols.  Advise staff/security if working afterhours or outside normal hours	1/1/16	When this type of work is undertaken