HEALTH & SAFETY RISK ASSESSMENT EXAMPLE NOT FULL & COMPLETE					WORKERS' COMPENSATION MANAGEMENT BUREAU
Site/Location /Area	Warehouse Helena	**Date:**	01/01/2020	**Assessment Ref. No.**	0003
Title of Risk Assessment					
Method Statement/Description *Describe the task/activity/process listing its key elements in sequence, or refer to another document (attach a copy)*	Warehouse is located on the south side of Helena on the industrial park close to the airport and road links. Approximately 30,000 Square feet. Contains 8 rows of 4 level racking. This is a non-automated warehouse. Product is stored and removed via forklift trucks. There is an automated pallet shrink wrap machine, 3 battery powered forklifts, 4 loading docks, and 1 manual packing station for pick and pack order fulfilment. Each dock has a safety system to prevent drive away while in use. There is a small office in the warehouse and on the second-floor level there is the administration office. Product in warehouse is flammable. There is a fire suppressant system throughout the warehouse and offices. System is tested weekly due to the nature of the product and emergency evacuations happen every 3 months. Fire service have completed an evaluation of the building. It was decided a separate fire risk assessment would be completed. Supervisor, safety person and 2 employees completed the risk assessment. They walked around the warehouse noting hazards and risks to employees from those hazards. In addition, they talked to union representatives, employees, and technicians to identify more technical hazards or issues that were not observed during walk. Looked at previous incident records in the area, regulating authority inspection recommendations and near misses reported. Discussed findings with safety person and gave copy to manager to go through recommendations with employees.				
Other applicable Risk Assessments	Fire RA, Office RA, Young Workers RA, Machinery RA, Contractor Management RA				

List any **Existing Common Controls** that are relevant to this task/activity e.g. New employee orientation, task specific training, lock out, tag out.			
01	FLT (forklift truck) training	*07*	Traffic, pedestrian segregation
02	Slip, trip and fall information and training	*08*	Shrink wrap machine operation training
03	PPE (personal protective equipment) training and inspection	*09*	Lock out tag out
04	NEO (new employee orientation)	*10*	Chemical Handling training and storage
05	Manual pump truck and scissor lift operation training	*11*	
06		*Other:*	

1. WHAT MIGHT BE THE TYPES OF HAZARD?	**Assessment Ref. No.**	0003

- ☒ Slips, Trips & Falls
- ☒ Fall from Height
- ☒ Manual Material Handling
- ☒ Vehicles
- ☒ Falling Objects
- ☐ Radiation
- ☒ Sharp Objects
- ☒ Workplace Violence
- ☐ Confined Space
- ☒ Ergonomics
- ☐ Blood borne Pathogens
- ☒ Noise
- ☒ Excessive temperature extremes (Hot and Cold)
- ☐ Smoke or Dust
- ☒ Hazardous substances
- ☐ Vibration
- ☒ Fire & Explosion
- ☒ Electricity
- ☐ Suffocation
- ☐ Animal attack
- ☒ Lone Working

If OTHER, Please Describe: Machine Safety

2. WHO MIGHT BE AFFECTED?

- ☒ Employees
- ☒ Contractors
- ☐ Customers
- ☐ Visitors
- ☐ Public
- ☒ Vulnerable People
- ☐ Other

Comments if Other, Multiple Groups or Vulnerable People

HAZARD & RISK MITIGATION						Assessment Ref. No.	0003	
3. SPECIFIC HAZARDS *Description of hazard, where it exists, what could be its effect & potential for harm? What could happen?*	**4. EXISTING CONTROLS** *Description of existing controls linked to the hazard(s) identified. List existing common controls.*	**5. RISK RATING** (**L**ikelihood x **S**everity)			**6. ADDITIONAL CONTROLS** *Describe further action, if required, to reduce the risk rating, and then revise the risk rating after these additional controls are considered.*	**7. REVISED RISK RATING**		
		L	**S**	Risk		**L**	**S**	Risk
Hazardous substances. Forklift trucks, machinery can leak oils, lubricants, hydraulic fluid, battery acid, gasses. Contact with chemicals, inhalation, injection through cuts, abrasions. Ingestion. Can cause allergic reactions, burns, respiratory problems, skin irritations dermatitis, nausea and vomiting in larger doses or long-term exposure. Incorrect use, storage, handling of chemicals can be caused by horseplay, distraction, rushing, tiredness, lack of knowledge on how to use and store chemicals correctly, poor communication, vehicle collisions, misuse of equipment.	Nitrile gloves supplied and used. • Employees informed to clean hands thoroughly and use skin creams provided after contact with hazardous substances • All employees are trained on chemical use, storing, handling, signs of exposure, spillages, vehicle checks and reporting concerns. • All employees complete an orientation where they are informed horseplay is a fireable offence and strictly forbidden. • Forklift truck drivers are trained every 3 years. • spill kits are available around the warehouse • Vehicle and machine pre use checks are in place	2	2	4	None			

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		L	**S**	Risk		**L**	**S**	Risk
Slips and trips and falls throughout warehouse Employees carrying items in both hands in stairwell, not using handrail. Employees may be injured if they slip/trip/fall due to poor flooring conditions such as lose carpet, wet floors, poor housekeeping, planned and unplanned maintenance work, rushing, lack of attention, poor lighting. Not holding handrails, carrying too much stuff. Injuries sustained outside of work or existing conditions that may impact ability to navigate building e.g. employee using crutches, wheelchairs. Injuries sustained could be sprains and strains, aggravating pre-existing conditions and broken bones.	• Good housekeeping. • All areas well lit. • No trailing leads or cables. • Employees keep work areas clear, e.g. no boxes left in walkways, deliveries stored immediately. •Maintenance/Cleaning Work-Contractor management program in place and a risk assessment has been completed with contractor for planned and unplanned work. • Building navigation- 2 elevators in good working order. Regularly maintained. • Stairwells- handrails are in good condition, lighting good, conform to building code, floor grip used for traction. • Reporting process in place for injuries sustained outside of work which may affect employee's mobility around building. • Spill kits available and employees are trained on spillages	2	2	4	Implement education on slip trip and falls, include: • not carrying too much at one time. • use handrails • Refresher training Create a Slip Trip Fall awareness campaign	1	2	2

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		L	**S**	Risk		**L**	**S**	Risk
Falls from height Employees could suffer severe or fatal injuries if they fell while climbing racking. Contractor carrying out repairs on roof.	New employee orientation – Employees informed climbing racking is a fireable offence and strictly forbidden. Racking/roof maintenance and repair is completed by contractors. See contractor risk assessment. Signage on racking warning of danger Employees receive refresher training on new employees training every 2 years.	1	5	5	None	1	5	5
Electrical Employees could suffer electric shock, or burns from energised equipment that has not been locked off, faulty or misused.	• Fixed electrical installations are repaired and maintained by manufacturer. • Lock out tag out system in place and employees trained to use. • All equipment checked before use and faults reported to supervisor.	1	5	5	Implement a process for reporting faulty equipment and prevent use.	1	5	5

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		L	**S**	Risk		**L**	**S**	Risk
Manual material handling Incorrect lifting when moving of items around warehouse and packing on packing stations- can cause MSD's (muscular skeletal disorders) when lifting, carrying, pushing and pulling.	None	4	2	8	Implement a manual material handling program that includes: • Why lifting correctly is important, • The effects of incorrect lifting • Lifting techniques guidance • When to get help • Escalating lifting concerns •Refresher training • Add lifting to the new employee orientation • Record all training Create observational checklist with employees for behavioral safety interventions.	2	1	2

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		L	**S**	Risk		**L**	**S**	Risk
Operation of forklift trucks Employees could be injured when hit by, fall from, forklift trucks. Be entrapped, crushed, by mast. FLTs could collide with other vehicles, static objects, building. Misuse of FLT could lead to truck toppling over. Objects could fall on FLTs. Overloading of vehicles, Horseplay, lethargy, rushing, complacency, distraction could all result in injury.	• All operators trained and assessed for competency to use lift truck. •Trucks serviced regularly and examined by suppliers every six months. • Drivers - instructed to keep keys with them at all times. • System in place for refresher training. • Gangways and aisles big enough for lift trucks to load and unload from the racking safely. • System in place to separate vehicles and pedestrians. • Access to warehouse restricted to warehouse employees only • Floor condition maintained; good housekeeping standards maintained • Warning signs located around the traffic route. • Trucks have seat belts and roll cages.	2	5	10	Ensure operators beep when reaching end of racking, to warn other vehicles they are emerging from aisles. Barriers at all ingress and egress doors, including walkways at shutter doors. Barrier posts to be concreted in not bolted. Bolted will not protect employee from FLT in motion. Employees to create observational checklist for behavioural safety intervention.	1	5	5

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		L	**S**	Risk		**L**	**S**	Risk
Traffic movements, pedestrian segregation. Warehouse employee and office employee movements around the warehouse could cause collisions with vehicles and pedestrian, objects falling from FLT's. This could result in serious injuries and fatalities. Failure to sound the horn when approaching the end of the racking aisle. Horseplay, rushing to get job done, lethargy, especially at the end of the day, complacency, inexperience, young workers, distractions, disregard for the rules and procedure could all lead to an incident and injury.	• Pedestrian and vehicle routes are clearly marked. • Floor and traffic routes suitable for the vehicles and pedestrians using them. Damage and wear and tear fixed promptly. • Vehicle and pedestrian routes kept free of obstructions. Spillages being cleaned up promptly. • Parking of vehicles only in marked spaces, well away from external delivery/dispatch area. • Outside area gritted when frosty, snow cleared. • Sensible speed limits imposed. • signage to warn of hazards. • New employee orientation highlights pedestrian traffic segregation protocols. • Employees create observational checklist for behavioral interventions • All FLT drivers trained every 3 years. •Young workers and newly training employees are given a mentor.	1	5	5	None			

HEALTH & SAFETY RISK ASSESSMENT: ACTION PLAN				Assessment Ref. No.	0003
1. Ref	**2. Action**	**3. Responsibility for Action**	**4. Date to be Completed**	**5. Date completed**	
1	Implement education on slip trip and falls, include: • not carrying too much at one time. • use handrails • Refresher training Create a Slip Trip Fall awareness campaign		End of January 2020	1st quarter of year 2020	
2	Ensure operators beep when reaching end of racking, to warn other vehicles they are emerging from aisles. Employees to create observational checklist for behavioural safety intervention.		End of January 2020	1st quarter of year 2020	
3	Barriers at all ingress and egress doors, including walkways at shutter doors. Barrier posts to be concreted in not bolted. Bolted will not protect employee from FLT in motion.		End of January 2020	1st quarter of year 2020	
4	Implement a manual material handling program that includes: • Why lifting correctly is important, • The effects of incorrect lifting • Lifting techniques guidance		End of January 2020	1st quarter of year 2020	

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1. Ref	**2. Action**	**3. Responsibility for Action**	**4. Date to be Completed**	**5. Date completed**	
	• When to get help • Escalating lifting concerns •Refresher training • Add lifting to the new employee orientation • Record all training Create observational checklist with employees for behavioral safety interventions.				

HEALTH & SAFETY RISK ASSESSMENT: CONSULTATION & APPROVAL *This risk assessment has been reviewed by relevant people involved in the task/activity*	Assessment Ref. No.	0003

Subject Matter Consultation *The following colleagues were consulted to facilitate a team approach to this risk assessment (E.G. Manager, Safety Rep, Colleagues, Engineers) Specific names are not required, titles only.*	Job Title/Position/Organization	Notes
	DLI Consultation team	

Safety Department Contact Name	Jane Bloggs	Note	
Date of Assessment	01/01/2020	Review Date *To be reviewed by*	01/01/2021
Comments			

HEALTH & SAFETY RISK ASSESSMENT: MANAGEMENT REVIEW *Confirmation that the Risk Assessment is reviewed by management and significant changes actioned*	Assessment Ref. No.	0003

Declaration of Risk Assessment Review					
Are there Significant changes to be made to this assessment? (Significant = e.g. New piece of equipment installed, Additional Customer / Major increase in activity etc) If Yes conduct a new Risk Assessment after commissioning.					
Safety Contact	Jane Bloggs	Date		Signature	
Manager Job Title	Vehicle Repair Shop Manager	Date		Signature	
Senior Manager Job Title	Division Administrator	Date		Signature	

Comments

(List any Review Actions approved by the Senior Manager that are required e.g. Circulation of Information to Colleagues – including dates for implementation)

Progress on corrective actions is to be monitored via the monthly safety performance report at the senior management team meeting. Unresolved actions will be investigated by the senior manager.

Sprinkler Systems, NFPA 13-1969

1910.178 - Powered industrial trucks.

11910 Subpart E - Exit Routes and Emergency Planning

1910.157 Portable fire extinguishers

1910 Subpart F - Powered Platforms, Manlifts, and Vehicle-Mounted Work Platforms

1910 Subpart G - Occupational Health and Environmental Control

1910 Subpart K - Medical and First Aid

1910 Subpart L - Fire Protection

1910 Subpart O - Machinery and Machine Guarding

1910 Subpart S - Electrical

HEALTH & SAFETY RISK ASSESSMENT: RISK RATING ESTIMATOR	Assessment Ref. No..	0003

			SEVERITY of HARM (S)				
			1.	2.	3.	4.	5.
			Minor Harm *(Other injuries – unlikely to incur lost time)*	**Slightly Harmful** *Minor Injury OR Muscular Strain)*	**Harmful** *(Broken Limb or Non permanent incapacity)*	**Major Harm** *(Permanent Disability e.g. loss of sight, or limb)*	**Extreme Harm** *(Fatality)*
LIKELIHOOD (L)	1.	Highly Unlikely	1	2	3	4	5
	2.	Unlikely	2	4	6	8	10
	3.	Possible	3	6	9	12	15
	4.	Likely	4	8	12	16	20
	5.	Highly likely	5	10	15	20	25

Risk Level Category (based on score):

RISK LEVEL CATEGORY	SCORE	ACTIONS TO BE TAKEN
Negligible	**1**	*These are low priority risks. Continue with task/Activity, ensuring that people who might be affected are made aware of the risks and controls recorded in this assessment.*
Tolerable	**2-4**	
Moderate	**5-12**	*Possible or even likely to occur causing more than a minor injury, these risks should be communicated, and effort made to further reduce the severity and likelihood of harm.*
Substantial	**15-16**	*These risks are highly likely to lead to incapacitating injury. Therefore, prioritise further actions to reduce the risks. Ensure substantial risks are communicated to relevant Safety Managers.*

Intolerable	**20-25**	***DO NOT CONTINUE WITH THE TASK OR ACTIVITY – STOP IMMEDIATELY***