HEALTH & SAFETY RISK ASSESSMENT EXAMPLE NOT FULL & COMPLETE					WORKERS' COMPENSATION MANAGEMENT BUREAU
Site/Location /Area	Vehicle Repair/ Helena	**Date:**	01/01/2020	**Assessment Ref. No.**	0003
Title of Risk Assessment	Vehicle Repair Shop				
Method Statement/Description *Describe the task/activity/process listing its key elements in sequence, or refer to another document (attach a copy)*	Assessment of the vehicle repair shop located on the first-floor south side of the Helena head office. Approximately 18,000 sq. ft. It was decided separate risk assessments would be completed for heavy machinery operation, and welding. The manager, safety person and 2 employees walked around the workshop, noting hazards that might pose a risk and might cause harm. Hazards where identified by: • talking to workers to learn from their knowledge and experience and listen to their concerns. • confirming what training had been provided. • considered requirements for the apprentices, young workers. • discussed arrangements for waste disposal. • Looked at data on accidents or near miss The manager will review the risk assessment whenever there are any significant changes such as new work equipment, work activities or workers.				
Other applicable Risk Assessments	Young Workers RA, Machinery 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	New Employee Orientation	*07*	Lock out Tag out
02	Manual Material Handling	*08*	Housekeeping and hygiene
03	Chemical Handling	*09*	Welding
04	Tool Handling	*10*	Machine Safety
05	Maintenance and Inspection Program	*11*	
06	Task specific training	*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:

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/Chemicals Use of chemicals Oils, lubricants, engine cleaners, Aerosols, Antifreeze during repair, and refits. 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 use and storing chemicals correctly, poor communication, vehicle collisions and misuse of equipment.	Nitrile gloves supplied and used. • Garage overalls supplied and used. • Contract for regular cleaning of overalls. • Employees informed to clean hands thoroughly and use skin creams provided after contact with hazardous substances	3	4	12	Supervisor to start checking gloves are worn through observation. Hazardous substance handling training to include : • No horseplay rules • Correct Storage. • Correct use of chemicals. • Effects of chemicals and when to stop using them • Emergency action plan. • First Aid Identify which chemicals require medical surveillance if any. • Identify if a less harmful chemicals could be used. • Identify if some chemicals can be eliminated. • Assess if correct storage is being used.	2	2	4

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		L	**S**	Risk		**L**	**S**	Risk
Vehicle engine running inside, toxic exhaust fumes, e.g. carbon monoxide, the fumes may cause eye irritation and respiratory problems.	• Car exhaust attached to extractor system when engine is running. • Extractor system maintained and tested to prevent leaks.	3	4	12	Keep maintenance records of Exhaust systems Ensure maintenance is done regularly. Create observational checklist and include correct use of venting systems for vehicle exhausts.	3	2	6
Work involving air-conditioning systems Workers could suffer: • frostbite through skin or eye contact with refrigerant liquid or gas. • asphyxiation if enough quantities of gas escape into confined space. • exposure to harmful gases through thermal decomposition of refrigerant if exposed to a naked flame	Employees are trained in correct procedures	2	3	6	Create observational checklist to ensure correct procedures followed for AC work on vehicles Ensure correct fire extinguishers are in the area and maintained. Ensure emergency procedures are in place and employees trained. Ensure first aid available. Create inspection checklist.	2	2	4

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		L	**S**	Risk		**L**	**S**	Risk
Electrical equipment Portable appliances, e.g. hand lamps Employees could get electrical shocks or burns from faulty electrical equipment or on installation. Electrical faults can also lead to fires.	• Low-voltage hand lamps used. • Residual current device (RCD) built into main switchboard. • A few 110 V tools are used. All have industrial plugs and leads. • Testing carried out annually by electrician on all portable tools and employees are trained to carry out pre-use visual checks and report defects. • Safety checks of the electrical equipment and installations are carried out by electrician to ensure that equipment continues to be safe. Where necessary, this is done by a competent electrician	2	5	30	Manager to assess suitability of replacing tools with air-powered or 110 V alternatives. Create observational checklist and include pre use checks process being followed. Check wall outlets and plugs and replace 2 point with 3 point to ensure live, earth and neutral wiring.	2	5	5

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Mechanical Use of grinding equipment employees may suffer serious injury from unguarded moving parts of machinery. Employees can also get cut on sharp edges or scald themselves on hot parts.	• All mechanical equipment checked before use and faults reported to supervisor. • Equipment not to be left running unattended. • Guarding provided. • Ear protection and safety goggles provided and worn. • Grinding wheels inspected weekly and changed by trained person. All employee trained on use of equipment and tools	3	2	6	Create observational checklist for grinder use and include: • pre use checks completed, • equipment operation processes are followed.	2	2	4
Compressed air explosion of equipment tyres • Employees could suffer blast injuries from tyre or equipment explosion. •Employees could suffer damage to internal organs if air is introduced into the body. • Misuse employees could suffer embolism.	• All workers trained in safe working procedures and dangers. • Airline has Deadman's handle. • System inspected and serviced every year by insurers.	3	3	9	Create observational checklist to ensure correct procedures followed. Ensure emergency procedures are in place and employees trained. Ensure first aid person trained. Create inspection checklist.	2	3	6

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		L	**S**	Risk		**L**	**S**	Risk	
Falling objects Car lift failure or car jack failure. Failure of a car lift, jack or other lifting equipment may cause severe crush injuries or fatality to an employee. General storage of tools, and chemicals.	•Car lifts and jacks serviced by supplier. • Jacks only used where ground conditions are firm, stable and level. Once vehicle lifted, axle stands used. • Axle stands regularly maintained and inspected as per manufacturer's instructions. • Safe working loads not exceeded. •Employees trained on use and pre use inspection. •All maintenance, inspection and training documented. • chemicals and tools are stored within easy reach and secured where necessary.	2	5	10	Create observational checklist, add correct procedures followed, safe working loads not exceeded	2	5	10	

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	Supervisor to start checking gloves are worn through observation. Hazardous substance handling training to include: • No horseplay rules. • Correct Storage. • Correct use of chemicals. • Effects of chemicals and when to stop using them • Emergency action plan. • First Aid Identify which chemicals require medical surveillance if any. • Identify if a less harmful chemicals could be used. • Identify if some chemicals can be eliminated. • Assess if correct storage is being used.		End of January 2020	1st quarter of year 2020	
2	Keep maintenance records of Exhaust systems Ensure maintenance is done regularly. Create observational checklist and include correct use of venting systems for vehicle exhausts.		End of January 2020	1st quarter of year 2020	
3	Create observational checklist to ensure correct procedures followed for AC work on vehicles Ensure correct fire extinguishers are in the area and maintained. Ensure emergency procedures are in place and employees trained. Ensure first aid available.		End of January 2020	1st quarter of year 2020	

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**	
	Create inspection checklist.				
4	Manager to assess suitability of replacing tools with air-powered or 110 V alternatives. Create observational checklist and include pre use checks process being followed. Check wall outlets and plugs and replace 2 point with 3 point to ensure live, earth and neutral wiring.		End of January 2020	1st quarter of year 2020	
5	Create observational checklist for grinder use and include: • pre use checks completed, • equipment operation processes are followed.		End of January 2020	1st quarter of year 2020	

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
	Electrician	
	Equipment Supplier	
	Employees	

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

Comments
Electrician- completed annual inspection which included the customer service area /advised safety manager on the signs of electrical faults and why daisy chaining should not be allowed-sent follow up email for safety manager records and to assist in developing training for employees. Noted defects and will be working with shop manager and safety manager to resolve. Safety Manager – Overall shop was clean and tidy, manager held morning meeting to discuss days work and safety issues. Lighting was good. Restroom facilities were good.

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.

Safety contact- relevant standards

1910-1200 Toxic & Hazardous substances

1910.212 General requirements for all machines.

1910.157 Portable fire extinguishers

1910.215 Abrasive wheel machinery

1910.33 to 39 subpart E Exit Routes & Emergency Planning

1910 Subpart K - Medical and First Aid

1910.94 Ventilation

1910.169 Air receivers

1910 Subpart S - Electrical

1910.177 Servicing multi-piece and single piece rim wheels

ANSI/ALI ALOIM: 2008, Standard for Automotive lifts

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***