

APPENDIX 4.1 EXAMPLE OF A RISK MANAGEMENT PLAN

Instructions:

1. Itemise work tasks/activities, along with any perceived hazards or problems associated with them.
2. Use the Risk Matrix to determine the consequence, likelihood and risk.
3. Enter any controls.

DETAIL OF WORK TASK/ACTIVITY		POSSIBLE HAZARDS			RISK RATING			CONTROLS TO BE PUT IN PLACE TO MINIMISE RISKS	
		C	L	R					
Picture Framing									
1. Organising work area		Clutter on the floor leading to slips, trips and falls	Minor	Likely	Med			Clear up clutter from floor to ensure work area is clear at all times.	
2. Setting up workstation		Incorrect height of workstation leading to ergonomic injuries, e.g. back and neck strain	Minor	Likely	Med			Ideally, standing-height benches should be adjustable to accommodate the height differences of the range of people using them. In general, a standing-height bench needs to be between 850 mm and 950 mm from the floor, but this will depend on the type of task being performed.	
3. Organising work surface		Clutter on work surface leading to lacerations from sharp knife	Minor	Likely	Med			Clear up clutter on work surface to ensure it is clear.	

DETAIL OF WORK TASK/ACTIVITY	POSSIBLE HAZARDS	RISK RATING			CONTROLS TO BE PUT IN PLACE TO MINIMISE RISKS
		C	L	R	
4. Cutting mount	Sharp knife leading to lacerations	Minor	Likely	Med	<ul style="list-style-type: none"> Adjust the blade guard so it only exposes the length of blade required. Always use a cutting mat. Always ensure the knife blade is sharp. Test the sharpness of the blade on cardboard; never use your finger. Always ensure your body parts and other people are clear from the direction of the cut. Always retract the blade into the guard when not in use or when passing to another person. Never place or carry a knife with an extended blade in your mouth or pocket.
5. Handling Glass	Sharp edges leading to lacerations	Minor	Unlikely	Med	Always take care when handling glass to prevent lacerations from handling or from shattered glass if dropped.
6. Handling framed pictures	Weight of framed pictures leading to ergonomic injuries, e.g. back and shoulder strain	Minor	Unlikely	Med	<p>If framed pictures are too heavy, seek assistance to lift and carry.</p> <p>Always use safe lifting techniques: keep your back straight, keep your elbows in close to your body and use your legs to lift and lower your body.</p>
7. Storing framed pictures	Pictures lying or falling onto the floor leading to tripping and falling.	Minor	Unlikely	Med	Always store pictures safely and out of the way of pedestrian traffic.