



RISK ASSESSMENT AND CONTROL RECORD

This Risk Assessment is intended to identify hazards, assess risks and detail control measures to be implemented in YMCA of Brisbane programs and activities.

Consideration must be given to all parties whom may suffer injury or illness as a result of this program / service, including workers, contractors, participants, and members of the public.

This record shall be reviewed at least every 2 years, upon identification of any new risks or whenever there is a related incident or change in a the task, process or activity which may alter risks.

PART A. PROGRAM / ACTIVITY				
Name of Program / Activity:			Risk Assessment Number:	
Maintenance and Grounds keeping			YMCA – RA – MGK	
Description of Program / Activity:			Overall Risk Level (without Controls)	Overall Risk Level (with Controls)
Maintenance and grounds keeping operations across YMCA managed sites. Including the operation of various tools, machinery, equipment and the handling / use of hazardous chemicals			MODERATE	LOW
Specific Reference Information: (e.g. industry guidelines, Regulations, Codes of Practice, Standards, manufacturer operating manuals)				
<ul style="list-style-type: none"> YMCA Induction and Training Policy, YMCA Manual Task Policy, YMCA Chemical Safety Policy, YMCA Plant and Machinery Policy, YMCA Electrical Safety Policy, YMCA Emergency Preparedness and Response Policy, YMCA First Aid Policy, YMCA Safeguarding Children and Young People Policy Work Health and Safety Act & Regulations, Children and Young Workers Code of Practice, Electrical Safety Code of Practice – Managing electrical risks in the workplace, First Aid in the Workplace Code of Practice, How to Manage Work Health and Safety Risks Code of Practice, Managing the Risk of Falls Code of Practice, Managing the Risk of Chemicals in the Workplace Code of Practice, Managing Risks of Plant in the Workplace Code of Practice, Managing Work Environment and Facilities Code of Practice, Building Fire Safety Regulations 2008 Education and Care Services National Regulations, Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011 				
Prepared by:		In consultation with:		
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Work Health & Safety:	Child Protection:	Group Manager:	Issue Date:	Last Review Date:
David Cox		Will Sambrook	07/05/2020	21/05/21

RISK ASSESSMENT MATRIX		Consequences				
		A – Minor Injury requiring first aid treatment only (e.g. cuts, bruises, minor sprain / strain, minor burn).	B – Moderate Injury requiring short term medical treatment (e.g. laceration requiring stitches, fractures)	C – Substantial Serious injury requiring overnight hospitalization and / or short term rehabilitation.	D – Major Serious Injury resulting in permanent impairment and / or long term rehabilitation.	E – Disaster Death, multiple serious injuries.
Likelihood	5 – Almost Certain Is expected to occur in most circumstances.	HIGH	HIGH	EXTREME	EXTREME	EXTREME
	4 – Likely Would probably occur in many circumstances.	Moderate	HIGH	HIGH	EXTREME	EXTREME
	3 – Possible Might occur occasionally.	Moderate	Moderate	HIGH	HIGH	EXTREME
	2 – Unlikely Could occur at some time.	Low	Moderate	Moderate	HIGH	HIGH
	1 – Rare May only occur in exceptional circumstances.	Low	Low	Moderate	Moderate	Moderate

PART B. HAZARD IDENTIFICATION

Identified Hazards – What are the key hazards that pose a risk of injury or illness with Moderate or greater level of Consequences? Details of associated Risks to be provided in Part C.

Examples:

- *Animal / Biological* – wild animals, swooping birds, insect bites / stings
- *Hazardous Chemicals & Substances* – cleaning chemicals, flammable / combustible materials, pool chemicals
- *Manual Tasks* – sustained / awkward postures, forceful exertion, repetitive tasks,
- *Food Safety* – chemical / biological / physical contamination,
- *Machinery, Tools & Equipment* – powered machinery & tools, sporting / recreational equipment playground structures
- *Excessive Noise* – loud machinery / equipment, amplified music,
- *Electrical* – electrically powered equipment, extension cords / power boards
- *Fire / Flames* – gas cooktops, BBQ's, camp fires, candles,
- *Falls from Height* – unguarded edges, work from roofs / elevated platforms
- *Workplace Environment* – slippery / loose / uneven surfaces,
- *Work Systems* – organisation of work activities, busy periods.
- *Human Factors/Psychosocial* – human behaviors, medical conditions, young or inexperienced workers,
- *Child Protection* – potential interaction with abusive individual on YMCA premises, child using toilet facilities (on-site or off-site), Interaction with public on YMCA premises, staff travelling in vehicle with children, isolated work spaces, child leaving program on their own.

Animal / Biological <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Stings / bites • Infectious disease • Exposure to dust / microorganisms 	Food Safety <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes	Excessive Noise <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Exposure above LAeq 8 hour of 85dB(A) • Exposure to single noise events => 140dB
Hazardous Chemicals & Substances <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Exposure to hazardous chemicals • Flammable substances • Asbestos 	Falls from Height <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Falls from ladders, EWPs, scaffold 	Machinery, Tools & Equipment <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Powered tools / equipment • Non-powered tools / equipment • Fixed tools / equipment • Cleaning of tools / equipment
Electrical <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Exposure to electricity • Faulty equipment • Misuse of equipment 	Human Factors/Psychosocial <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Misuse of tools / equipment 	Workplace Environment <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Slips, trips & Falls • Storms / adverse weather • Heat / sun exposure
Fire / Flames <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Bush fire 	Manual Tasks <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Injury from manual handling 	Work Systems <input type="checkbox"/> No <input type="checkbox"/> Yes <ul style="list-style-type: none"> •
Child Protection <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes <ul style="list-style-type: none"> • Child abuse 	Other Hazards or Factors which present a risk: <ul style="list-style-type: none"> • 	
Have there been any previous serious incidents or near misses relating to this program / activity?	<input type="checkbox"/> N/A - New Activity / Task <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes (provide summary below): Minor Burns – burning debris ; Laceration – use of angle grinder; Fall – uneven ground; Manual Tasks – shoulder injury	

PART C. RISK ASSESSMENT AND CONTROL

Risk Event <i>How can a person be injured? What happens to cause injury / illness?</i>	Consequences <i>What are the expected injuries / illness?</i>	Initial Risk Assessment			Control Measures <i>How can the likelihood of injury / illness be reduced? How can the severity of the injury / illness be reduced?</i>	Person Responsible <i>Who is responsible for undertaking the control measure?</i>	Current Risk Assessment		
		L	C	R			L	C	R
ANIMAL / BIOLOGICAL									
Stings / bites from animals (e.g. snakes, possums, spiders, bees, ticks etc.)	Allergic reaction, zoonosis, death	2	C	M	Keep common use areas free from overgrown grass	Manager and Workers	1	B	L
					Ensure waste is securely disposed of so as not to attract animals (e.g. fixed-lid bins)	Manager and Workers			
					Inspect work areas for any signs of dangerous animals	Manager and Workers			
					An adequate number of workers to hold current first-aid + CPR qualification so as available during site operation hours	Manager			
					Any workers instructed to do grounds clearing work in long grass should wear appropriate work boots and full-length trousers	Workers			
					Maintain a well-stocked first-aid kit as identified by the first-aid risk assessment	Manager			
					Contact professional wildlife controller to attend site and remove any dangerous animal discovered on site. Do not attempt to move / handle the dangerous animal yourself	Manager and Workers			
If dangerous animals have been spotted previously, to raise awareness with persons on site on what to do if a dangerous animal is spotted	Manager								
Contraction of infectious disease	Illness of varying degree (e.g. influenza virus, measles), hepatitis, HIV	2	B	M	Workers who show symptoms of having an illness/infectious disease (e.g. influenza) to be sent home	Manager	1	B	L
					Ensure toilets are regularly cleaned sufficiently so bodily fluids do not accumulate	Manager			
					Ensure any bodily fluid spillages are cleaned up whilst wearing gloves, disposed of accordingly, with the area cleaned and sanitised	Manager			
					Workboots to be worn when performing work in grass and if any needles found, to be removed in line with SWP for Sharps Disposal	Manager			
Exposure to dust / microorganisms	Respiratory disease	2	C	M	Provide workers with Personal Protective Equipment (PPE) where there is potential for exposure to dust or microorganisms which could be inhaled in to the respiratory system	Manager	1	B	L

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		L	C	R			L	C	R
					When carrying out tasks which create dust (e.g. wood cutting, masonry etc.) worker must wear breathing protection (e.g. respirator) to prevent particulates entering the respiratory system – ensure worker is wearing	Worker			
					Provide instruction / training to workers carrying out tasks where there is potential for them to be exposed to dust or microorganisms	Manager			
					If asbestos on site, ensure an asbestos management plan is in place, kept up to date and available for all workers / visitors to access	Manager			
					Ensure any worker or contractor who is conducting work which may disturb areas with asbestos containing material have read the asbestos management plan and register	Manager			
					Consult the asbestos management plan (if applicable to site) and make sure areas which are assumed, or known, to contain asbestos are not disturbed. Or if required as part of maintenance, then a licensed Asbestos Removal Contractor procured to remove accordingly	Workers			
FOOD SAFETY									
Nil		-	-	-			-	-	-
NOISE									
Exposure to levels of noise which exceed time weighted standard LAeq, 8 hour of 85dB(A)	Hearing loss / damage, tinnitus	2	B	M	Ensure selection of equipment considers amount of noise it emits – where reasonably practicable, purchase the piece of equipment which has the lowest decibel rating	Manager	1	A	L
					Where possible, use equipment outdoors and not in confined spaces so sound can dissipate	Workers			
					Where tasks are undertaken which have the potential to exceed the time weighted limit then noise testing must take place and WHS Form 198 – Noise Exposure Record must be completed	Manager			
					Provide workers with suitable hearing protection – selecting the appropriate class based on the likely noise exposure	Manager			

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		L	C	R			L	C	R
Exposure to single noise events of 140dB or greater	Hearing loss / damage, tinnitus	3	C	H	No equipment, or work environment to have the potential for exposure to noise of this level	Manager	1	A	L
HAZARDOUS CHEMICALS & SUBSTANCES									
Exposure to hazardous chemicals	Dizziness, loss of consciousness, skin / eye irritation, chemical burns	3	B	M	Chemicals to be securely stored at all times to prevent unauthorised access	Manager and Workers	1	B	L
					Any spillages to be cleaned up promptly	Workers			
					“Classified” hazardous chemicals to be listed on a hazardous chemical register	Manager			
					Safety Data Sheets (SDS) to be kept with any “classified” hazardous chemicals	Manager			
					Where possible, purchase non-hazardous chemicals or substitute hazardous chemical with poses less risk	Manager			
					Ensure PPE is available and that it is worn where the SDS states it should be worn	Manager and Workers			
					Hazardous Chemical Safety Awareness training to be completed by workers who may use “classified” hazardous chemicals	Manager and Workers			
					Ensure workers are aware of any hazardous chemicals stored in the workplace	Manager			
					Ensure any workers who handle/use hazardous chemicals are aware of the nature of the product, how it can cause harm (consult SDS) and how it should be used	Manager			
					Ensure all chemical containers are accurately labelled for the contents. If decanting chemicals, ensure new containers are labelled to show the contents	Manager and Workers			
Misuse of flammable substances (e.g. petrol)	Burns, dizziness, loss of consciousness, fire	3	B	M	To be stored securely to prevent unauthorised access	Manager and Workers	1	B	L
					Flammable substances to be stored and used away from any potential ignition sources	Manager and Workers			
					Always read the container’s label and SDS (if available) before using	Manager and Workers			
					Hazardous Chemical Safety Awareness training to be completed by workers who may use flammable substances	Workers			

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		L	C	R			L	C	R
					Quantities of flammable substances to be kept to a minimum – do not store more than is needed	Manager and Workers			
					Flammable substances to be stored as per manufacturer's instructions	Manager and Workers			
					If amount of flammable substance exceeds 20 Litres then this must be stored in a flammable liquid storage cabinet	Manager			
Fire from unsafe storage / use of flammable substances	Burns, smoke inhalation, death	3	D	H	All flammable substances to be stored in a secure location and away from any ignition sources	Manager and Workers	1	D	M
					Quantities to be kept to a minimum at all times – do not bulk store for extended periods	Manager			
					Fire safety installations to be installed and maintained in accordance with legislation / standards	Manager			
					Workers to be given information and instruction on safe storage and handling	Manager			
					Fire and Emergency Evacuation Plan to be implemented for each YMCA site and reviewed so it is kept up to date	Manager			
Exposure to asbestos containing material (ACM)	Asbestosis, lung cancer, mesothelioma	3	D	H	Asbestos Management Plan to be generated from inspection of site at least every 5 years (if asbestos known to be present)	Manager	1	D	M
					Workers to be informed on areas which have, or are presumed, to contain ACM	Manager			
					No asbestos removal work to be carried out by YMCA employees	Manager and Workers			
					Any asbestos removal must be conducted by a licensed contractor	Manager			
					Any areas of ACM which have been damaged must be isolated and a licensed contractor engaged to rectify	Manager and Workers			
					A copy of the Asbestos Management Plan and register must be readily available at site at all times	Manager			
					Workers must not disturb or carry out work which may lead to asbestos fibres being released in to the air	Workers			
FALLS FROM HEIGHT									
Falls from ladders	Sprains, strains, fractures, concussion	3	C	H	Where possible, complete tasks without the need to work from height	Manager and Workers	1	C	M

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		L	C	R			L	C	R
					Where possible, use long handled equipment instead of working from height (e.g. window cleaning) if none available Manager to purchase where this can be completed	Manager and Workers			
					Select the most suitable ladder for the task which allows ease of reach and stability	Manager and Workers			
					Inspect the ladder prior to use for any damage	Workers			
					Ensure the ladder is setup on firm, level ground and is tied off	Workers			
					Maintain three points of contact at all times whilst on a ladder	Workers			
					Ladders should be setup in a 1:4 ratio (horizontal to vertical angle)	Workers			
					Ladders used for access must extend one metre above the surface which is being accessed	Workers			
					Do not over-reach and stretch whilst on the ladder	Workers			
					Do not use ladders outdoors in adverse weather conditions	Workers			
					Workers to complete YMCA Working at Height training	Manager and Workers			
Falls and injuries from elevated work platforms (e.g. scissor lifts, cherry picker)	Sprains, strains, fractures, concussion, death, crushing, entanglement	3	C	H	Where possible, complete tasks without the need to work from height	Manager and Workers	1	C	M
					Where possible, use long handled equipment instead of working from height (e.g. window cleaning) if none available Manager to purchase where this can be completed	Manager and Workers			
					Select the most suitable work platform for the task	Manager and Workers			
					If a scaffold platform is required where there is a potential of a fall over 4 metres – then a licensed contractor must be engaged to erect, inspect, alter and dismantle	Manager and Workers			
					Ensure wheels of platform are securely locked in place	Workers			
					Ensure platform is in good working order – inspect prior to use and if any defects found report and do not use	Workers			
					Any equipment hired in should be done so from a reputable company	Manager			

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		L	C	R			L	C	R
					Workers to complete YMCA Working at Height training	Manager and Workers			
Falls from scaffold platforms	Sprains, strains, fractures, concussion	3	C	H	Where possible, complete tasks without the need to work from height	Workers	1	C	M
					Where possible, use long handled equipment instead of working from height (e.g. window cleaning) – if none available Manager to purchase where this can be completed	Manager and Workers			
					If a scaffold platform is required where there is a potential of a fall over 4 metres – then a licensed contractor must be engaged to erect, inspect, alter and dismantle	Manager and Workers			
					Ensure platform is securely and safely put together, inspect that all poles and connectors are securely fixed	Manager and Workers			
					Ensure all parts are free from damage or defects	Manager and Workers			
					Ensure all guards (rails and toe boards) and fixed in place	Manager and Workers			
					Workers to complete YMCA Working at Height training	Manager and Workers			
EQUIPMENT, TOOLS & MACHINERY									
Powered hand tools / equipment	Lacerations, entanglement, fractures, severing of body parts (e.g. fingers, toes), electrocution	3	B	M	Periodic equipment inspection and maintenance to be conducted in accordance with manufacturer’s instructions – this must be documented (e.g. Tool maintenance register)	Manager and Workers	1	B	L
					Follow manufacturer’s instructions on how to use the equipment safely	Workers			
					Ensure the worker has the competence to operate the equipment (experience, knowledge, skill, physical ability)	Manager			
					Ensure any trailing cables from the equipment does not create a trip hazard	Workers			
					Pre-use visual inspection of equipment to check it appears safe for use and free of defects	Workers			
					Any defective equipment must be reported to the manager	Workers			
					Defective equipment must be tagged as “DO NOT USE” and stored securely to prevent accidental use, and repair of item arranged	Workers			

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		L	C	R			L	C	R
				M	Direct equipment away from the body when using (e.g. when cutting, ensure the 'cut through' direction is away from the body)	Workers			L
					To not use or cease operation of equipment in conditions which make it unsafe to operate (e.g. raining, muddy ground where there is an increased chance of slipping or losing grip)	Workers			
					Ensure no loose clothing, jewellery is worn which could become entangled and that hair is tied back and away from any moving parts	Manager and Workers			
					Provision of first-aid kit and trained personnel to be available	Manager			
					When not in use store equipment securely and in a dry location	Workers			
					Inspect cables and plugs of equipment before use and ensure high power tools are connected to an RCD	Workers			
					Do not overload power outputs (e.g. no piggy-back, multiple items on one power point which could exceed 2400w)	Workers			
					Procurement and use of appropriate Personal Protective Equipment (PPE) as per the task (e.g. eye protection when drilling, cutting etc.)	Manager and Workers			
					Select power tools which offer the least amount of vibration, without introducing any other hazards	Manager and Workers			
					Minimise extended use of items which emit vibration	Manager and Workers			
					Ensure there is enough room to operate the portable machinery in the intended task area and that it can be held comfortably without posing a manual hazard	Manager and Workers			
					Should debris become entangled in the equipment, ensure it is switched off and disconnected from power before freeing up	Workers			
Non-powered hand tools / equipment	Lacerations, entanglement, fractures, severing of body parts (e.g. fingers, toes)	3	B	M	Periodic equipment inspections and maintenance to take place and documented	Manager and Workers	1	B	L
					Follow manufacturer's instructions on how to use the equipment safely	Workers			

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		L	C	R			L	C	R
					Ensure the worker has the competence to operate the equipment (experience, knowledge, skill, physical ability)	Manager			
					Direct equipment away from the body when using (e.g. when cutting, ensure the 'cut through' direction is away from the body)	Workers			
					To not use or cease operation of equipment in conditions which make it unsafe to operate (e.g. raining, muddy ground where there is an increased chance of slipping or losing grip)	Workers			
					Defective equipment must be tagged as "DO NOT USE" and stored securely to prevent accidental use, and repair of item arranged	Workers			
					Any defective equipment must be reported to the manager	Workers			
					Pre-use visual inspection of equipment to check it appears safe for use and free of defects	Workers			
					Provision of first-aid kit and trained personnel to be available	Manager			
					Procurement and use of appropriate Personal Protective Equipment (PPE) as per the task (e.g. eye protection when drilling, cutting etc.)	Manager			
Fixed tools / equipment		3	B	M	Periodic equipment inspections and maintenance to take place and documented	Manager and Workers			
					Follow manufacturer's instructions on how to use the equipment safely	Workers			
					Ensure the worker has the competence to operate the equipment (experience, knowledge, skill, physical ability)	Manager			
					Defective equipment must be tagged as "DO NOT USE" and stored securely to prevent accidental use, and repair of item arranged	Workers	1	B	L
					Any defective equipment must be reported to the manager	Workers			
					Pre-use visual inspection of equipment to check it appears safe for use and free of defects	Workers			

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		L	C	R			L	C	R
					Ensure no loose clothing, jewellery is worn which could become entangled and that hair is tied back and away from any moving parts	Manager and Workers			
					Procurement and use of appropriate Personal Protective Equipment (PPE) as per the task (e.g. eye protection when drilling, cutting etc.)	Manager			
					Equipment to be appropriately sited, where it has enough room to be operated without the user being exposed to hazards from other equipment	Manager and Workers			
					Provision of first-aid kit and trained personnel to be available	Manager			
					Should debris become entangled in the equipment, ensure it is switched off and disconnected from power before freeing up	Workers			
Sustaining an injury during cleaning of equipment	Cuts, lacerations, entanglement, crush injuries	4	A	M	All equipment to be isolated from power prior to cleaning (i.e. unplug them so they can't accidentally be switched back on by another person)	Workers	2	A	L
					Follow the manufacturer's instructions on how to clean safely and effectively	Workers			
					Ensure worker has been given instruction on how to clean safely and effectively	Manager			
					Take extra care when cleaning sharp cutting blades (e.g. use cleaning brushes instead of cloth in hands)	Workers			
					Ensure equipment which radiates heat has cooled down prior to cleaning	Workers			
ELECTRICAL									
Exposure to mains power electricity	Electric shock, burns, death	2	D	H	Ensure all power outlets are connected to a mains safety switch otherwise a portable RCD to be used	Manager	1	D	M
					Ensure push button testing of the electrical switchboards is carried out every six months and recorded on 'WHS Form 258 – RCD Test Record'	Manager			
					Ensure time/current testing of the switchboards is carried out by a competent person and a job record is held on file to evidence the testing	Manager			

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		L	C	R			L	C	R
				H	Ensure no water sources are kept within close proximity of electrical sources (power outlets, extension power boards, distribution boards etc.)	Manager and Workers			H
				H	If any electrical faults are found – complete a hazard report form, log in the register of non-conformance and arrange for electrical contractor to attend site to rectify. Isolate the area in question and put up a sign stating “Danger – Do Not Use”	Manager and Workers			H
				H	Do not overload power points (e.g. don’t exceed 2400W per power outlet)	Workers			H
Faulty electrical equipment	Electric shock, burns, death	2	D	H	Specified equipment tested and tagged or connected to a safety switch	Manager	1	D	M
				H	Document faults in the register of non-conformance	Manager and Workers			
				H	Plant and equipment safety awareness training	Manager			
				H	Place “Out of order – do not use” sign on equipment which is defective	Manager and Workers			
				H	Periodic equipment inspections and maintenance to take place and documented	Manager and Workers			
Misuse of electrical equipment or used in a non-safe environment	Electric shock, burns, death	2	D	H	Persons who use equipment as part of their job to be given training/instruction on how to operate it	Manager	1	D	M
				H	Manufacturer’s instructions on the use of equipment must be followed and made available to workers	Manager and Workers			
				H	Electrical equipment not classified as safe for use in wet environments must not be used in such environments	Manager and Workers			
				H	Supervision of workers to ensure equipment is being used correctly	Manager			
				H	Equipment to be securely stored when not in use to ensure no unauthorised access	Manager and Workers			
				H	Workers to be deemed as competent by manager before unsupervised use of equipment	Manager			
HUMAN FACTORS / PSYCHOSOCIAL									
Misuse of tools, equipment (inc. ATVs)	Abrasions, contusions, lacerations, fractures	3	B	M	Ensure workers are competent in the use of equipment before allowing unsupervised use	Manager	1	B	L

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		L	C	R			L	C	R
					Manufacturer’s instructions on the use of equipment must be followed and made available to workers	Manager and Workers			
					Supervision of workers to ensure equipment is being used correctly	Manager			
					Equipment to be securely stored when not in use to ensure no unauthorised access	Manager and Workers			
					Any defective equipment must be securely tagged as “DO NOT USE” and reported to the Manager – to be repaired or disposed of	Workers			
					Ensure workers are competent to use equipment – e.g. licensed where required, experienced in use	Manager			
ENVIRONMENT									
Trips on uneven ground or items obstructing walkways	Abrasions, contusions, lacerations, fractures, concussion	4	A	M	Conduct daily travel path and visually check for uneven or damaged surfaces which may pose a trip hazard	Manager and Workers	2	A	L
					Any trip hazards found should be isolated (e.g. coned off) until it can be rectified	Manager and Workers			
					Ensure access within the grounds are kept tidy and there are no obstructions in walkways (corridors, pathways etc.)	Manager and Workers			
					Use designated pathways where available	Manager and Workers			
					Ensure adequate lighting is available in dark areas	Manager			
					Workers to wear suitable footwear for the environment they are working in (i.e. closed toe work boots)	Workers			
Slips on spillages or slippery surfaces (e.g. muddy, spilt oils, paints)	Abrasions, contusions, lacerations, fractures, concussion	4	A	M	Conduct daily travel path and visually check for spillages or potential slippery surfaces	Manager and Workers	2	A	L
					Any spillages to be immediately cleaned up	Workers			
					A means of cleaning up spillages should be available (e.g. mop, towels etc.)	Manager			
					If slippery surface cannot be immediately cleaned – then the area should be isolated and/or a caution sign put in place to indicate the hazard	Manager and Workers			
					Workers should wear suitable shoes for the work environment (e.g. closed toe with slip resistant sole)	Workers			
					Workers to take reasonable care for the environment they are working in	Workers			

PART C. RISK ASSESSMENT AND CONTROL

Risk Event <i>How can a person be injured? What happens to cause injury / illness?</i>	Consequences <i>What are the expected injuries / illness?</i>	Initial Risk Assessment			Control Measures <i>How can the likelihood of injury / illness be reduced? How can the severity of the injury / illness be reduced?</i>	Person Responsible <i>Who is responsible for undertaking the control measure?</i>	Current Risk Assessment		
		L	C	R			L	C	R
Storms presenting unsafe weather conditions	Electrocution, death, struck by flying objects	3	C	M	Develop and implement an adverse weather plan as part of the emergency response plan	Manager	1	B	L
					If storms occur, ensure all workers remain in a safe area (e.g. indoors)	Manager			
					During times of very high winds, close all windows and doors and ensure all persons remain indoors	Manager and Workers			
					If a storm occurs, once it has passed and it is safe to go outside – conduct a visual inspection to ensure ground is not presenting slippery conditions, equipment has not been damaged, no overhanging trees appear unsafe, building fixtures appear safe	Manager and Workers			
Exposure to UV rays from sunlight	Burns, skin cancer	3	B	M	Workers to be provided with PPE (e.g. sun hats, sun screen)	Manager	1	B	L
					Workers must wear provided PPE to protect themselves from UV rays	Workers			
					Workers to be given information on dangers of exposure to UV rays	Manager			
					Workers to be provided with a place to take rest breaks – outside of direct sun exposure	Manager			
Exposure to heat for extended periods	Dehydration, heat stroke	3	B	M	Ensure workers are not exposed to high temperatures for extended periods, allow rest breaks in a shaded area	Manager	1	B	L
					Ensure workers have access to a source of drinking water	Manager			
					Workers provided with PPE (e.g. sun hats) where they are expected to work for extended periods outdoors	Manager			
					Provide workers with information on early signs of heat stroke and to stay hydrated	Manager			
					Workers to be provided with a place to take rest breaks – outside of direct sun exposure	Manager			
Fire									
Bush fire	Burns, smoke inhalation, death	2	D	H	Procedures developed and included in Emergency Response Plan for YMCA sites which have potential for bush fires	Manager	1	D	M
					Provide fire and instruction training to workers	Manager			
					Maintain fire safety installations	Manager			

PART C. RISK ASSESSMENT AND CONTROL

Risk Event <i>How can a person be injured? What happens to cause injury / illness?</i>	Consequences <i>What are the expected injuries / illness?</i>	Initial Risk Assessment			Control Measures <i>How can the likelihood of injury / illness be reduced? How can the severity of the injury / illness be reduced?</i>	Person Responsible <i>Who is responsible for undertaking the control measure?</i>	Current Risk Assessment		
		L	C	R			L	C	R
					Contact emergency services should bush fire occur in close proximity to site	Manager and Workers			
					Follow instructions given by emergency services / fire warden in relation to fire threat (e.g. fire bans etc.)	Manager			
MANUAL TASKS									
Injury sustained from manual tasks	Sprains, strains, herniated spinal disc, contusions, lacerations				Workers involved in manual tasks must have successfully completed the YMCA Manual Handling Safety Awareness training	Workers			
					For heavy or unwieldy items, use a manual handling aid (e.g. trolley) where available and where it does not increase the risk of injury	Workers			
					Utilise team lifting for bulky and / or heavy items	Workers			
					Limit duration of extended manual handling to less than thirty minutes at a time	Manager and Workers			
		3	B	M	Ensure worker carrying out manual tasks has no pre-existing medical condition which may be exacerbated (e.g. pre-employment medical questionnaire or consultation)	Manager	1	B	L
					Inform your Manager if you are aware of any pre-existing medical conditions which may affect your ability to do a task	Workers			
					Plan the manual task and consider the environment, load to be carried, route of travel etc.	Workers			
					Do not stack heavy items above head height (consider the height of colleagues who may complete the task)	Workers			
CHILD PROTECTION									
Workplaces which have children in attendance	Child abuse				Conduct relevant Police check or blue card clearance on workers as per YMCA policy	Manager			
		3	B	M	Workers to complete YMCA Safeguarding Children training	Workers	1	B	M