



SEE-CHANGE OH&S RISK ANALYSIS

This document is intended to identify OH&S risks associated with SEE-Change activities. This document is to be read in conjunction with SEE-Change's Occupational Health and Safety Policy and Risk Management Controls and Protocols.

At present, SEE-Change staff and volunteers are insured for activities such as:

- Running programs, talks, workshops, tours and site visits to show people what actions can be carried out and to teach them new skills (e.g. gardening, pelmet making)
- Running regular meetings, including information and decision making meetings
- Managing SEE-Change Inc's committee affairs and office including administrative and communications tasks
- Attending talks, events, stalls, seminars, conferences and functions

We are not insured for activities such as bike riding, driving cars and manual handling. If your proposed SEE-Change activity does not fall within the basic categories defined above and below or you are unsure, you must contact the executive officer (prior to commencing the activity) to discuss associated risks and insurance covers.

RISK MATRIX

	CONSEQUENCES		
LIKELIHOOD	MINOR	MODERATE	MAJOR
LIKELY			
POSSIBLE			
UNLIKELY			

RISK RATING AND TREATMENT KEY

INTOLERABLE RISK LEVEL. IMMEDIATE ACTION REQUIRED.
TOLERABLE RISK LEVEL. RISKS MUST BE REDUCED SO FAR AS IS PRACTICABLE.
BROADLY ACCEPTABLE RISK LEVEL. MONITOR AND FURTHER REDUCE WHERE PRACTICABLE.



SEE-CHANGE

COMMUNITIES CREATING A SUSTAINABLE CANBERRA

ACTIVITY	RISK	POTENTIAL CAUSE	LIKELIHOOD	CONSEQUENCE	RISK RATING	MANAGEMENT
Office Work – computer use and work stations	<ul style="list-style-type: none"> • General fatigue • Muscular aches and fatigue • Eye strain • Occupational Overuse Syndrome (OOS) • Stress 	<ul style="list-style-type: none"> • Poor design and layout • Inappropriate equipment or workstation • Insufficient space and lighting • Failure to adjust equipment and workstations to suit individual requirements • Poor interaction with the general environment e.g. excessive glare from windows • Inappropriate hours, deadlines, unclear instructions 	Possible	Moderate		Refer to Risk Management Controls
Office Work – workplace environment	Potential effects vary from minor discomfort e.g. feeling too cold, too hot or too stuffy because the air conditioning and ventilation system is not effective through to major injury or illness and death e.g. being unable to exit the building in case of fire.	Physical aspects of the workplace including: <ul style="list-style-type: none"> • Building design • Access and exits • Passageways and walkways • Heat and cold • Lighting levels • Ventilation and thermal comfort • Layout and space • Cleanliness and tidiness • Waste disposal • Surface colours 	Unlikely	Minor		Refer to Risk Management Controls



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COMMUNITIES CREATING A SUSTAINABLE CANBERRA

ACTIVITY	RISK	POTENTIAL CAUSE	LIKELIHOOD	CONSEQUENCE	RISK RATING	MANAGEMENT
Use of Equipment (e.g. outdoor/indoor practical workshops and demonstrations)	May include: <ul style="list-style-type: none"> • Physical external and internal injury such as cuts, bruises, burns, bone and muscle damage • Electrocutation • Amputation (loss of limbs) • Death • Falls, entrapment and entanglement • Explosion 	May include: <ul style="list-style-type: none"> • High pressure, explosive, or electrical equipment • Steam or compressed air, remote or automatic operation • Workplace conditions (high or low temperatures, hot or cold surfaces, other activities/equipment in use in area etc) • Use of ladders or lifting • Insufficient or unavailable information and untrained operators • Poor maintenance of equipment • Using equipment for tasks for which it was not intended 	Possible	Major		Refer to Risk Management Controls
Outdoor/Indoor (e.g. practical workshops and demonstrations, festivals, functions, site visits, home tours, venue hire, home visits)	<ul style="list-style-type: none"> • Slips, trips and falls: <ul style="list-style-type: none"> ○ Grazes, cuts, bruises ○ Strains, sprains ○ Broken bones ○ Spinal or other serious injuries 	<ul style="list-style-type: none"> • Sudden transition in floor surfaces from rough to smooth (e.g. from carpet to tiles) • Downward slopes or differences in floor levels • Slippery, wet, highly polished surfaces, rubbish, dirt, dust, moss, foreign 	Possible	Moderate		Refer to Risk Management Controls



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ACTIVITY	RISK	POTENTIAL CAUSE	LIKELIHOOD	CONSEQUENCE	RISK RATING	MANAGEMENT
		materials, unsecured matting/carpeting <ul style="list-style-type: none"> • Inadequate floor washing methods leaving grease build-up or detergent residue • Insufficient grip/friction between shoes and floor surface • Working at height • Working in awkward positions • Excessive weight – lifting, pushing pulling, carrying 				
Outdoor (e.g. practical workshops and demonstrations, festivals, functions, site visits, tours)	<ul style="list-style-type: none"> • UV radiation: <ul style="list-style-type: none"> ○ Minor and severe sunburn, redness, blistering, peeling skin ○ Heatstroke, nausea, vomiting ○ Changes in body temperature ○ Temporary and permanent eye damage ○ Sun-spots and skin cancer ○ Heat exhaustion 	<ul style="list-style-type: none"> • Exposure to sun 	Possible	Moderate		Refer to Risk Management Controls



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ACTIVITY	RISK	POTENTIAL CAUSE	LIKELIHOOD	CONSEQUENCE	RISK RATING	MANAGEMENT
Outdoor – workplace environment	Potential effects vary from minor discomfort e.g. feeling too cold or hot, to major injury or illness (e.g. hypothermia, heat stroke)	May include: <ul style="list-style-type: none"> • Inclement weather (e.g. exposure to wind, rain and the cold) • Dangerous / falling trees • Unsuitable access and exits • Lighting levels • Layout and space • Trip hazards • Cleanliness and tidiness • Waste disposal • Impact from other activities in the area 	Possible	Moderate		Refer to Risk Management Controls
Indoor – workplace environment	Potential effects vary from minor discomfort e.g. feeling too cold, too hot or too stuffy because the air conditioning and ventilation system is not effective through to slips, trips and falls, through to major injury or illness and death e.g. being unable to exit the building in case of fire	Various aspects of the venue/premises including: <ul style="list-style-type: none"> • Building design • Access and exits • Passageways and walkways • Heat and cold • Lighting levels • Ventilation and thermal comfort • Layout and space • Cleanliness and tidiness • Waste disposal 	Possible	Moderate		Refer to Risk Management Controls