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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **076RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Sewing** | | |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | | **Step 2: Assess the risks:**  What do you believe are the risks?  (Refer *Risk Assessment Guideline (015G)*) | | **Step 3: Reducing the risk:** What do you believe can be done to reduce the risk? (Refer *Risk Assessment Guideline (015G)*) | | |
| **What could cause harm?** | | **What could go wrong?** | | **Controls** | | |
| **Electricity**   * Faulty or damaged cable | | * Electric shock * Death | | Sewing machine/ overlocker is tested and taggedTeacher must perform visual check of the plug and cord before use.  * RCD is tested according to Electrical Procedure and any faults rectified.  When changing globe/lamp, ensure machine is turned off and disconnected from the power source.No one is to use sewing machine with wet hands. | | |
| **Gravity**   * Loose cords across floors | | * Personal injury from fall. | | * All cables to be located so that it is not trailing and producing a tripping hazard or become entangled with the operator. | | |
| **Hazardous Manual Tasks**   * Moving sewing machine | | * Sprains / strains | | * Sewing machines / overlocker placed on a firm / stable surface at an appropriate height for the student to use. * Primary schools – only the teacher is to move and position the sewing machine / overlocker. * Use 2 person lift where needed. * Use a suitable trolley when moving the sewing machine | | |
| **Machinery & Equipment**   * Coming into contact with needle * Entrapment in moving parts | | * Sharps injury * Serious injury from entrapment in rotating parts | | Needles on the sewing machine must be replaced by a competent person.Needles to be stored on a pin cushion.When hand sewing, a thimble should be worn when handling needles or pins.Rusty needles and pins must be discarded in a suitable closed container.  * Recommend safety glasses are worn for inexperienced persons. * Loose clothing must be secured and long hair tied back. * Dangling jewellery should not be worn. * Non slip, covered in shoes must be worn (NO open toed shoes) * All guards must be in place during use. | | |
| **Other:** | |  | |  | | |

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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**  (Refer to hazard sheet)  **Please tick Yes or No** | | | | | | | | |
| **Were the controls effective?** | | | | **Were there any unforeseen hazards/ incidents?** | | | | **New controls** |
| **Yes** |  | **No** |  | **Yes** |  | **No** |  |
| **DETAILS** | | | | **DETAILS** | | | | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |