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| --- | --- | --- | --- | --- | --- |
| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **074RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Electric Sander (handheld)** |
| **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*** Damaged electrical cord
* Electrical fault within the piece of machinery
* Overloading power sockets
 | • Electric shock / burns* Electrocution
* Fire
* Equipment Damage
 | * Visual inspections before use
* All faults/damaged equipment is reported immediately
* Ensure electrical equipment is in good working order (testing and tagging)
* Residual current device (RCD) push button tested according to legislative requirements
* RCD time tested according to legislative requirements
* Fire wardens are trained in fire extinguisher use and emergency evacuation
 |
| **Gravity*** Slippery surfaces
* Inappropriate footwear
* Trip hazards
 | * Slip, trip, fall
* Concussion
* Fracture
 | Good housekeeping practices* Non slip footwear
* Workplace inspections
* Exclusion zones around work areas
 |
| **Hazardous Manual Tasks*** Bending / stooping to pick up products
* Sustained or awkward postures
* Poor work area design
* Repetitive movement
* High speed movement
* Vibration and muscle injuries from using sander
 | * Sprains & strains
* Fatigue
* Overuse syndrome (RSI)
 | * Workbench is set at a suitable height to minimise stooping
* Trolleys are available for moving items if required
* Correct body and arm posture while sanding.
* Work pieces to be clamped where necessary
 |
| **Noise*** Loud machinery in an indoor environment (classroom)
* No hearing protection worn
* Prolonged exposure
 | * Potential hearing loss / impairment
* Workers / others cannot communicate due to noise
 | * Hearing protection is available if required
* Workers have audiometric testing (hearing tests) every 2 years
* Rotation of tasks
 |
| **Machinery & equipment*** Parts disintegrating and / or being ejected
* Sanding pad not attached correctly
* Equipment not maintained
 | * Laceration/friction burn to a worker / other fingers or hand
* Timber products could dislodge causing an injury to workers or others
* Worker injured while conducting maintenance on the plant
* Worker / others could receive an eye injury from flying particles
 | * Guarding is installed and maintained on the plant
* Regular workplace inspections are conducted
* Worker / others are provided with personal protective equipment (PPE)
* Preventative Maintenance Schedule in place
 |
| **Airborne contaminants*** Dust
 | * Asthma
* Irritation to the lungs
 | * PPE is available on request
* Dust bag attached to sander correctly
* Dust is not blown off with compressed air
 |
| **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:** |  |