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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **106RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Lifts** | | |
| **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** | | |
| **Machinery & Equipment**   * Uncontrolled movement * Lift doors closingon people * Mechanical failure | | * Contusions * Lacerations * Death * Serious Injury | | * Regular servicing and maintenance of the lift is conducted by (INSERT NAME) * Lift is locked at all times and those who require access will be provided with a swipe card / key to prevent horseplay / misuse. (Education Sector) * Ensure SWL of lift is adhered to. Stick to the recommended maximum occupancy identified for the lift * When using the lift for moving stock between floors (e.g. desks and chairs), person is to obtain the key that can be used to keep the doors open. * Lift is serviced every (INSERT TIME FRAME) by (COMPANY) and records retained. Lift is registered with SafeWork SA. * If lift malfunctions, lift Service Company is called to assist anyone trapped. * Lift is put out of service by the service company until it is repaired | | |
| **Gravity**   * Unsecured lift during maintenance | | * Death * Serious Injury | | * Lift Company is responsible for ensuring barricades are erected to prevent personnel accessing the lift when it is being serviced. | | |
| **Psychological**   * Malfunctioning lift * Insufficient communication system | | * Anxiety * Fear * Panic | | * All personnel are advised to remain calm and not to attempt to open the doors as there is greater risk of injury. * Person to remain on outside of lift doors and keep in constant communication with the trapped people reassuring them * Communication system is checked on a regular basis * Instructions are displayed inside the lift of what to do if the lift malfunctions | | |
| **Hazardous Chemicals**   * Transporting chemicals | | * Burns * Asthma | | * Hazardous chemicals are not to be transported in the lift whilst personnel are in there. * Trolley with lips to be used in the event chemicals have to be transported in the lift to prevent spillage. | | |
| **Hazardous Manual Tasks**   * Moving heavy / awkward items | | * Musculoskeletal injuries * Sprains * Strains * Repetitive Strain Injury (RSI) * Slips, trips, falls | | Lifts to be used for moving heavy / awkward items  * When using the lift for moving stock / items between floors (e.g. desks and chairs), person is to obtain the key that can be used to keep the doors open. | | |
| **Other** | |  | |  | | |

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| **Authorised by (name):** |  | **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:** |  |