Template only MUST modify to site conditions

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Site / Area: | |  | | Date of Assessment | |  | | Risk Assessment # | 116RA |
| Completed by (name) | |  | | Signature | |  | | | |
| In Consultation with: | |  | | Signature | |  | | | |
| Identify / describe activity, equipment, area or event you are assessing: | | | | | | Cricut Maker / Machine | | | |
| Authorised by: | |  | | Signature: | |  | | Date: |  |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** | | | | | | | | | |
| **Step 1:** **Identify the hazard/s / Impact:**What do you believe are the hazards? What could happen? | | | | **Step 2: Assess the potential risks:**  What do you believe are the risks?  How could this happen? | | | | **Step 3: Reducing the risk:**  What do you believe can be done to reduce the risk?  Controls | |
| **Electrical** | | | | * **Electric shock** * **Death** * **Fire** | | | | * All new items to be fitted with a “new to service tag” as per the electrical procedure * Tested & tagged annually * Always check cords prior to use. Do not use if cords are damaged, cut, broken, or frayed * Only use approved Cricut power adapters * Operate only as instructed, do not place fingers or other objects in the machine while connected to an electrical power, or while machine is powered on or during cutting process * To be used indoors only and in dry areas. * Always turn machine OFF before unplugging from the electrical outlet. Disconnect electrical power by unplugging the cord before cleaning and servicing * All power-points protected by RCD’s that are checked regularly * Firefighting equipment is available * Trained first aiders are available | |
| **Gravity**  Cords across walkways | | | | * Slips, trips, and falls | | | | * Cords are to be secured and not crossing any walkways | |
| **Machinery & Equipment**  Sharp blade | | | | * Serious cuts / lacerations | | | | * Only staff to operate the machine * Machine is to only be used for intended crafting purposes * Staff are aware of the procedures in changing the blade. Staff must follow SOP and not permit students to remove/replace blades. * Blade is stored in the protective housing. * Prevent blade contact with hands and body * Different blades used for different operations. | |
| **Machinery & Equipment**  Hit by moving object (Workpiece can move quickly in and out of the machine, could hit operator) | | | | * Paper cut | | | | * Operators to stand clear when machine is in use * First aid is available | |
| **Hazardous Manual Tasks**  Moving and carrying the Cricut Machine to different locations | | | | * Sprains, strains | | | | * It is recommended to set up in one location to eliminate the need for moving it. Cricut Machine to be placed on a flat and stable surface. Make sure your workspace has sufficient space in the front and back of the Machine to allow the cutting mat to move through the cutting Machine. * If Cricut Machine has to be moved, place in a box and move the box following correct manual handling techniques | |
| **Review hazard / risk assessment if task or circumstances change & at intervals appropriate to the level of risk (minimum 5 years)** | | | | | | | | | |
| **Step 4: Monitor & Review:** | | | | | | | | | |
| Were the controls effective? | | | | Were there any unforeseen hazards / incidents? | | | | New controls | |
| Yes |  | No |  | Yes |  | No |  |
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