Template only MUST modify to site conditions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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** |
| 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 |
| **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
* CSaIM notified of any lift failures who then notifies SafeWork SA
 |
| **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
 | * 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.
* If it is necessary to transport chemicals use should be restricted to low-use times such as early in the morning or late in the afternoon.
 |
| **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.
* Weight limits are not exceeded.
 |
| **Other** |  |  |
| **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 | [ ]  |
|  |  |  |