Template only MUST modify to site conditions

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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** | | | |
| 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 |  |
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