Common Controls which could be included in riskware Action Plans

Everyone is responsible for ensuring staff, students, contractors and visitors are protected against health and safety hazards at ACU. Some of the hazards within our working and learning environments are easily identified and corrected and others can create dangerous situations that can have long-term health impacts.

Nominated Supervisors and others are also required to identify the Contributing Factors to incidents within riskware whenever these reports are logged by one of their team members. Risk Ratings should also be assessed and control measures should be developed within online Action Plans to close off a report of an incident or hazard.

Below is a list of typical hazards present in the workplace, their possible causes and suggested control measures. This is not an exhaustive list but may assist during the investigation and development of the Action Plan. Please refer to Quick Reference Guides for *Completing an Investigation*, *Developing an Action Plan for an Incident* and a *Hazard*.

Hazard	Possible Contributing Factors	Possible Control Measures (Treatments)
Manual handling	Handling of heavy objects	• Provide mechanical aids • Redesign object or task • Log a Service Desk Request to obtain the assistance of the concierge to transport heavy or bulky items such as boxes of marking papers
	Repetitive movements	• Modify task requirements • Job rotation
Chemicals contact	Incorrect handling procedures	• Training in Safety Data Sheet requirements and *Chemwatch*
	Lack of information	• Review Safety Data Sheet and assess risks
	Not wearing appropriate PPE	• All personnel provided with appropriate Personal Protective Equipment (PPE)
	Incorrect storage	• Hazardous substances stored and labelled correctly
	Elevated exposure levels	• Provide ventilation systems • Preventive maintenance programs in place for ventilation systems • All personnel provided with appropriate PPE
Traffic movement	Vehicle entering and/or exiting a building	• Redirect traffic or pedestrian movements • Installation of temporary traffic signals • Use of safety signs • Speed restriction signs displayed and enforced
Slips and falls	Access routes obstructed by materials	• Adopt good housekeeping by keeping all access routes clear of materials and debris
	Leads and hoses across access routes	• All leads kept clear of ground or covered • Relocate equipment to eliminate leads across walkways
	Slippery surfaces	• Resurfacing of floors with a slip resistant surface • All surfaces used for access should be kept dry and in good condition • Cordon off wet floor areas • Regular cleaning program • Restricted access signage • Stop leaks if they are the cause of a slippery floor
	Poor visibility	• Provide adequate lighting • Clearly mark the edges of steps and any variations in floor height
Ergonomics	Prolonged periods in one position, leading to postural strain	• Providing stretches and exercises • Reminders to have breaks and move away from the workstation
	Poor work posture	• Workstation assessment • Workstation to conform with ergonomic standards • Seating to conform with ergonomic standards • Training of staff members • Provide adequate task lighting
	Use of excessive force	• Provide mechanical aids • Modify workplace design

Hazard	Possible Contributing Factors	Possible Control Measures (Treatments)
Coming into contact with an object(s)	Protruding objects in access routes	• Protruding objects are removed or marked • Alternative access routes reviewed • Provide appropriate PPE (hard hat, safety boots) • Restrict access
Struck by object	Objects falling from work platforms, shelves or trolleys	• Materials stacked securely • Secure loose objects • Remove unwanted/unused items and allocate designated storage locations
Temperature	Fainting due to temperature variations	• Provide additional cooling/heating facilities • Monitoring • Preventative maintenance programs • Additional breaks during warmer weather
Fire in the workplace	Poor storage of materials	• Keep workplace clear of waste materials • Removal of flammable materials • Correct storage of flammable materials • Eliminate ignition sources from flammable atmospheres
	Lack of emergency facilities/response	• Provision of adequate firefighting equipment • Employee firefighting training
Fall from height	No handrails	• Install secure handrails
	Floor penetrations not covered	• All floor penetrations covered or barricaded
	Ladders not secured or unsuitable	• All ladders secured to prevent movement • Use ladders which have an enclosed platform • Maintain three points of contact on ladder, at all times, unless working from an enclosed platform • Ladders to extend at least 1m above landings • Use a work platform
	Ladders in poor condition	• Implement inspection program • Preventative maintenance program on ladders
Biological	Needle stick injury	• Alternative needles e.g. needleless syringes • Develop safe work procedures and train staff/students • Provide appropriate sharps containers • Provide PPE
	Contact with contaminated waste/bodily fluids	• All personnel provided with appropriate PPE
	Incorrect storage	• Biological substances stored and labelled correctly
Psychological	Stress related to work such as workloads, demands and pressures	• Workforce planning • Defining job roles • Setting reasonable and achievable time frames for completing work • Worker engagement in decision-making
	Bullying such as verbal and emotional abuse	• Providing support systems • Providing regular feedback on worker performance
	Fatigue	• Flexible work arrangements where possible
Electrical	Damaged electrical leads/equipment	• Workplace inspection program • Electrical testing and tagging program • Out of service procedure (lock out) • Review how leads are stored • Use of lead stands or insulated cable hangers to keep leads off the ground or covers to protect leads on the floor
	Overload of sockets	• Install addition power points • Electrical testing and tagging program • Use Residual Current Devices (RCD)