

Record of risk assessment for a hazardous substance

Refer to the *Guidance Note for the Assessment of Health Risks Arising from the use of Hazardous Substances in the Workplace* [NOHSC: 3017 (1994)], (available at www.ascc.gov.au).

Hazardous substance:				How used:			
Location (used):				Quantities used (eg per shift):			
Frequency and duration of use:				Used by (occupation):			
Nature of hazard <input checked="" type="checkbox"/> : <input type="checkbox"/> Toxic <input type="checkbox"/> Harmful <input type="checkbox"/> Corrosive <input type="checkbox"/> Irritant <input type="checkbox"/> Sensitiser (may cause allergic- type skin or respiratory reaction) <input type="checkbox"/> Carcinogenic (may cause cancer) <input type="checkbox"/> Mutagenic (may cause mutations/ genetic change) <input type="checkbox"/> Teratogenic (may cause birth defects) <input type="checkbox"/> Other hazard/s (specify):		Possible route/s of exposure <input checked="" type="checkbox"/> : <input type="checkbox"/> Eyes <input type="checkbox"/> Skin <input type="checkbox"/> Inhalation <input type="checkbox"/> Ingestion/ swallowing <input type="checkbox"/> Injection		Adequacy of current controls <i>Current controls are inadequate if not present when MSDS requires them or if not functioning well. A <input checked="" type="checkbox"/> under OK means action is needed. Consider each control – does the MSDS recommend it, and is it present?.</i>		Present <input checked="" type="checkbox"/>	OK <input checked="" type="checkbox"/>
				Isolation <input type="checkbox"/> <input type="checkbox"/> Local extraction ventilation <input type="checkbox"/> <input type="checkbox"/> General ventilation <input type="checkbox"/> <input type="checkbox"/> Natural ventilation <input type="checkbox"/> <input type="checkbox"/> Other engineering controls <input type="checkbox"/> <input type="checkbox"/> Safe work methods (eg pumping instead of pouring) <input type="checkbox"/> <input type="checkbox"/> Reduce quantity and/or concentration <input type="checkbox"/> <input type="checkbox"/> Information (at least MSDS and label) <input type="checkbox"/> <input type="checkbox"/> Ongoing training (hazards, safe use, PPE, health surveillance if applicable) <input type="checkbox"/> <input type="checkbox"/> Personal protective equipment (list): <input type="checkbox"/> <input type="checkbox"/>			
				Other measures First aid supplies/equipment (eg safety shower) <input type="checkbox"/> <input type="checkbox"/> First aid training <input type="checkbox"/> <input type="checkbox"/> Evacuation plan, emergency plan, and required emergency equipment <input type="checkbox"/> <input type="checkbox"/> Other controls (specify): <input type="checkbox"/> <input type="checkbox"/>			
Monitoring	Needed <input checked="" type="checkbox"/>	Present <input checked="" type="checkbox"/>	Results OK <input checked="" type="checkbox"/>				
Health surveillance program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Air monitoring program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
Conclusion: <input checked="" type="checkbox"/> <input type="checkbox"/> Risks not significant now and not likely to increase <input type="checkbox"/> Risks significant but effectively controlled at the moment <input type="checkbox"/> Risks significant and not adequately controlled at the moment <input type="checkbox"/> Uncertain about risks; more detailed assessment required							
Action required to reduce risks: <i>(list changes needed, by when and by whom, attach further pages if needed)</i> <input type="checkbox"/> Yes (specify): _____ Date completed: _____ _____ Signature: _____ <input type="checkbox"/> No							
Comments:							
Assessment carried out by:				Signature:		Date:	
Assessment approved by (person in charge):				Signature:		Date:	
Next assessment due:							

Risk Rating

Likelihood* of injury or harm to health	Consequences of injuries or harm to health			
	Insignificant (eg no first aid required)	Moderate (eg first aid or medical treatment)	Major (eg extensive or permanent injuries)	Catastrophic (eg fatality or many people injured)
Very likely	High	Extreme	Extreme	Extreme
Likely	Moderate	High	Extreme	Extreme
Moderate	Low	High	Extreme	Extreme
Unlikely	Low	Moderate	High	Extreme
Highly unlikely	Low	Moderate	High	High

*Guide to Likelihood	
Very likely	Expected to occur
Likely	Will probably occur
Moderate	Will occur at some time
Unlikely	Could occur at some time
Highly unlikely	May occur in exceptional circumstances

Guide to actions	
Extreme	Stop the work until risk is reduced
High	Reduce risk urgently
Moderate	Reduce risk as a priority
Low	Reduce risk when/if convenient

Process overview

1. Determine who will do the assessment and who will need to have input or be consulted.
2. Identify all hazardous substances used or generated (stock lists, registers, walk-through inspection, consideration of process tasks and associated cleaning/maintenance/testing). Refer to MSDS to determine if substances are hazardous.
3. Review information about all hazardous substances identified (MSDS, labels etc). Where substances are similar and used in a similar way, consider whether they may be assessed together (eg three brands of oil based paint with very similar MSDS information).
4. Inspect work area and talk to staff to determine how the hazardous substances are really being used. In some cases technical assistance may be needed to establish exposure levels (eg air monitoring, or checking if ventilation systems work as they should).
5. Compare how the substances are actually being used to the recommendations on the MSDS and determine whether any differences are presenting a risk to safety or health. Consider all risk factors; and refer to risk rating chart above.
6. Identify any changes needed and determine how these will be implemented. Ensure the appropriate manager/s are responsible for implementation.
7. Document assessment and determine when assessment should be repeated (when things change significantly, if problems are reported, or at least every 5 years).

Further assistance if required

- Refer to the *Guidance Note for the Assessment of Health Risks Arising from the use of Hazardous Substances in the Workplace [NOHSC: 3017 (1994)]*, (available at www.ascc.gov.au → Health and Safety Topics → OSH Standards and Codes of Practice).
- WorkSafe: Telephone 9327 8777.
- Consult an occupational hygienist. The Australian Institute of Occupational Hygienists (www.aioh.org.au) or the Yellow Pages may provide listings.