

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
1. Chemical	<ul style="list-style-type: none"> Chemical exposure - acute or chronic: <ul style="list-style-type: none"> inhalation absorption ingestion injection Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals New chemicals with uncertain properties arising from research and subsequent health affects Time sensitive chemicals that can become unstable during storage Production of hazardous wastes Contamination due to accidental leakage, spills, emissions: <ul style="list-style-type: none"> air water soil/ground Engineered nanoparticles 	Possible	Severe	Extreme	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004</i> (Vic) <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.1 Hazardous Substances and Materials <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.2 Scheduled Carcinogenic Substances <i>Dangerous Goods Act 1985</i> (Vic) <i>Dangerous Goods (Storage and Handling) Regulations 2012</i> (Vic) <i>Drugs Poisons and Controlled Substances Regulations 2017</i> (Vic) <i>Drugs Poisons and Controlled Substances (Precursor Chemicals) Regulations 2007</i> (Vic) <i>Drugs Poisons and Controlled Substances (Volatile Substances) Regulations 2007</i> (Vic) <i>Therapeutic Goods Act 2010</i> (Vic) <i>Weapons of Mass Destruction (Prevention of Proliferation) Act 1995</i> (Cth) <i>Weapons of Mass Destruction 1995</i> (Cth) <i>Agricultural and Veterinary Chemicals (Victoria) Act 1994</i> (Vic) 	<ul style="list-style-type: none"> Australian dangerous goods transport code Edition 7 AS/NZS 1020 The control of undesirable static electricity AS 1216: Class labels for dangerous goods AS 1345 Identification of the contents of pipes, conduits and ducts AS/NZS 1596: The storage and handling of LP Gas AS 1894 The storage and handling of non-flammable cryogenic and refrigerated liquids AS 1940; The storage and handling of flammable and combustible liquids AS 1940: The storage and handling of flammable and combustible liquids AS/NZS 2022: Anhydrous ammonia - Storage and handling AS/NZS 2229 Fuel dispensing equipment for explosive atmospheres AS/NZS 2243.2: Safety in laboratories – Chemical aspects AS/NZS 2243.10: Safety in laboratories – Storage of chemicals AS 2507: The storage and handling of agricultural and veterinary chemicals AS 2567: Laminar flow cytotoxic drug safety cabinets AS 2714: The storage and handling of organic peroxides AS/NZS 2927: The storage and handling of liquefied chlorine gas AS 3780: The storage and handling of corrosive substances AS/NZS 3833: The storage and handling of mixed classes of dangerous goods, in packages and intermediate bulk containers AS 3961: The storage and handling of liquefied natural gas AS/NZS 4081: The storage and handling of liquid and liquefied polyfunctional isocyanates AS 4326: The storage and handling of oxidizing agents AS 4332: The storage and handling of gases in cylinders 	<ul style="list-style-type: none"> <i>Health & Safety: Chemical management requirements</i> <i>Health & Safety: Regulated plant requirements</i> <i>Health & Safety: Personal protective equipment</i> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Workplace inspection requirements</i> <i>Health & Safety: Waste management requirements</i> <i>Health & Safety: Spill management requirements</i> 	<ul style="list-style-type: none"> GoldFFX – SDS repository, chemical manifest and inventory system Chemical Management University web site Chemical management guidelines Chemical risk assessments Risk assessments that include chemical Local area standard operating procedures Pre-purchase assessment – chemicals Licensing agreements and requirements Engineering controls such as: <ul style="list-style-type: none"> fume cupboards mechanical ventilation extraction atmospheric monitoring Purpose built storage areas for cylinders and compressed gases Restricted access to authorised personnel Correct labelling, storage and segregation Scheduled workplace assessments that include chemical assessment Time sensitive chemicals dated Emergency procedures for accidental release/spillage Emergency showers and eye wash Employee health monitoring Chemical Management training Gas Safety training Personal protective equipment training Personal protective equipment Hazardous waste removal procedures and processes University Services chemical subject matter expert 	Medium

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						<ul style="list-style-type: none"> AS/NZS 4452: The storage and handling of toxic substances AS/NZS 4681: The storage and handling of Class 9 (miscellaneous) dangerous goods and articles AS/NZS 4757 Handling and destruction of drugs AS/NZS 5026: The storage and handling of Class 4 dangerous goods AS/NZS 60079.10.1 Explosive atmospheres – classification of areas – Explosive gas atmospheres (IEC 60079-10-1 ed 1.0 [2008] mod) HB 9 Occupational Personal Protection Model Code of Practice. Preparation of safety data sheets (Cth) Model Code of Practice. Labelling workplace chemicals (Cth) Globally Harmonised System for the Classification and Labelling of Chemicals (GHS) information sheet (Cth) Standard for the uniform scheduling of drugs and poisons (Cth) Hazardous Chemical Information System (HCIS) National Industrial Chemical Notification and Assessment Scheme (NICNAS) Model Code of Practice: Managing risks of hazardous chemicals in the workplace (Cth) Hazardous Substances Information System (HSIS) web site (Cth) Guidelines for Health Surveillance NOHSC:7039 [1995] Compliance code. Hazardous substances (Vic) Engineered nanomaterials: Investigating substitution and modification options to reduce potential hazards (Safe Work Australia) Work Health and safety assessment tool for handling engineered nanomaterials (Safe Work Australia) National hazard exposure worker surveillance: Exposure to dust, gases, vapours, smoke and fumes and the provision of controls for these airborne hazards in Australian workplaces (Cth) 			
2. Contractor	<ul style="list-style-type: none"> Unfamiliar with University health and safety procedures Work that adversely impacts on the University environment and/or staff/students Conducting work unsafely or in conflict University procedures High risk and/or specialised tasks 	Possible	Severe	Extreme	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work Occupational Health and Safety Regulations 2017 (Vic) Part 5.1 Construction 	<ul style="list-style-type: none"> AS 4301 General conditions of tendering and tender form for design and construct contract Contractor guidelines (Vic) Information on engaging a contractor (Vic) Checklist – Contractor, subcontractor (Vic) 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Contractor (service provider) requirements 	<ul style="list-style-type: none"> Contractor agreed scope of works and/or contracts prior to commencing work Contractor performance monitoring and reviews Contractor health and safety questionnaire Contractor health and safety plans Risk assessments 	Medium

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	<ul style="list-style-type: none"> Introduced hazards into the workplace 							<ul style="list-style-type: none"> Standard operating procedures University contact person: <ul style="list-style-type: none"> Contract Manager Project Manager University of Melbourne contractor induction Local area contractor induction 	
3. Diving	<ul style="list-style-type: none"> Adverse diving conditions Dangerous marine flora and fauna Diver poor swimming skills Abandoned/lost Diving associated conditions (eg bends) Faulty equipment Operating/using boat and equipment 	Unlikely	Severe	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Marine Act 1988 (Vic) Marine Regulations 1999 (Vic) 	<ul style="list-style-type: none"> AS/NZS 2299 (series) Occupational diving operations AS 3848.2 – Filling of portable gas cylinders. Part 2 (SCUBA) Dive Industry of Victoria Association (DIVA) Code of Practice ADAS Australian Diver Accreditation Scheme [ADAS Board and Cth] Marine Safety Victoria (Vic) A guide to marine regulations and how they affect you (Vic) Recreational boating safety handbook (Vic) 	<ul style="list-style-type: none"> Health & Safety: Scientific diving requirements Health & Safety: Risk management requirements 	<ul style="list-style-type: none"> Field work risk assessment Field work plan Dive plans Risk assessments Diver induction Diver training Diving teams Maintenance of equipment 	Medium
4. Electrical	<ul style="list-style-type: none"> Use of faulty equipment/appliances Use of uncertified electrical equipment/appliances Incorrect and/or faulty electrical installation Use electrical equipment/appliances that do not meet relevant Standards and Codes 	Possible	Severe	Extreme	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Electrical Safety Act 1998 (Vic) Electrical Safety (Equipment) Regulations 1999 (Vic) Electricity Safety (Management) Regulations 2009 (Vic) Electricity Safety (Installations) Regulations 2009 (Vic) 	<ul style="list-style-type: none"> AS/NZS 3000 Electrical installations (Australian/New Zealand Wiring Rules) Refer to AS/NZS 3000 wiring rules Appendix A referenced documents AS/NZS 3105 Approval and test specification – Electrical and portable outlet devices AS/NZS 3199 Approval and test specification – Cord extension sets AS/NZS 3200: (Series) Approval and test specification - Medical electrical equipment AS/NZS 3760 In-service safety inspection and testing of electrical equipment AS/NZS 3112 Approval and test specification – Plug and socket outlets AS/NZS 1660 (series) Test methods for electric cables, cords and conductors Model code of practice. Managing Electrical risks in the workplace Electrical Equipment and safety guidelines (Vic) The blue book – Code of Practice of electrical safety for work on or near high voltage electrical apparatus (Vic) 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Electrical inspection and testing requirements Health & Safety: Isolation, lock out, tag out requirements Health & Safety: Unsafe plant and equipment requirements Health & Safety: Purchasing requirements 	<ul style="list-style-type: none"> Scheduled testing and tagging of portable electrical equipment, in building with partial or no RCD protection of power outlets RCD protection for power outlets Pre-purchase assessment – Electrical equipment Certificates of Electrical Safety Electrical installation by licensed electrician RCD testing Visual checks prior to use Risk assessment Standard operating procedures Scheduled workplace inspections Removing faulty equipment and tagging included in induction Tags made readily available in the local area 	Medium
5. Events	<ul style="list-style-type: none"> Equipment hire Unknown and introduced risks Large numbers of people/public Inadequate venue Uncontrolled events One-off events 	Unlikely	Severe	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 Equipment (Public Safety) Regulations 2017 (Vic) <p>Refer to Contractors category for contractor legislation</p>	<ul style="list-style-type: none"> Major events, advice for managing safety (Vic) Non-profit fundraising events: alcohol, safety and event management (Qld) Traffic management guide – events (Cth) <p>Refer to Contractors category for contractor Standards/codes/guidance</p>	<ul style="list-style-type: none"> Alcohol policy (MPF1267) Appropriate workplace behaviour policy (MPF1328) Health & Safety: Risk management requirements Health & Safety: Contractor management requirements 	<ul style="list-style-type: none"> Events management web site Event team Events guidance Risk assessments Event management processes Events management – Health and safety information 	Medium

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	<ul style="list-style-type: none"> Inappropriate behaviours Traffic hazards <p>Refer to Contractors category for contractor hazards/risks</p> <p>Refer to Hazardous Manual Handling for hazardous manual handling hazards/risks</p> <p>Refer to Alcohol category for alcohol hazards/risks</p>				<p>Refer to Hazardous Manual Handling for hazardous manual handling legislation</p> <p>Refer to Alcohol category for alcohol legislations</p>	<p>Refer to Hazardous Manual Handling for hazardous manual handling Standards/codes/guidance</p> <p>Refer to Alcohol category for alcohol Standards/codes/guidance</p>	<p>Refer to Contractors category for contractor University policies/procedures</p> <p>Refer to Hazardous Manual Handling for hazardous manual handling University policies/procedures</p> <p>Refer to Alcohol category for alcohol University policies/procedures</p>	<ul style="list-style-type: none"> Standard operating procedures for setting up events <p>Refer to Contractors category for contractor controls</p> <p>Refer to Hazardous Manual Handling for hazardous manual handling controls</p> <p>Refer to Alcohol category for alcohol controls</p>	
6. Hazardous manual handling	<ul style="list-style-type: none"> Hazardous manual handling tasks/activities that include the following characteristics: <ul style="list-style-type: none"> repetitive or sustained application of force repetitive or sustained awkward posture repetitive movement application of high force exposure to sustained vibration handling of a person or an animal handling of unstable or unbalanced loads or loads which are difficult to grasp or hold 	Possible	Major	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 3.1 Hazardous Manual Handling 	<ul style="list-style-type: none"> Your health and safety guide to manual handling (Vic) Model code of practice. Hazardous manual tasks (Cth) Manual handling risk assessing and controlling (Vic) Manual handling risk management in a large organisation (Vic) Compliance code. Hazardous manual handling (Vic) OfficeWise A guide to health and safety in offices (Vic) 	<ul style="list-style-type: none"> Health & Safety: Hazardous manual handling requirements Health & Safety: Ergonomic requirements Health & Safety: Risk management requirements Recruitment and appointment policy (MPF1152) 	<ul style="list-style-type: none"> Office Ergonomics University web site Manual handling training Workstation ergonomic assessment training Manual handling risk assessments Mechanical aids and lifting devices <ul style="list-style-type: none"> trolleys forklifts pedestrian stackers and walkers platform ladders hoists Work station risk assessments (keyboard and work station checklists) Pre-purchase assessments University Services ergonomic and manual handling subject matter expert Recruitment and selection – Induction University web site Risk assessments Standard operating procedures Induction 	Medium
7. Traffic	<ul style="list-style-type: none"> Shared vehicles and pedestrians areas Uncontrolled vehicle access on campus Unauthorised and/or unsafe parking Uncontrolled loading dock area Unsafe driving behaviours: <ul style="list-style-type: none"> speeding hooning impairment – alcohol/drugs 	Unlikely	Severe	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant Road Safety Act 1986 (Vic) Road Safety (Traffic) Regulations 1988 (Vic) 	<ul style="list-style-type: none"> Forklift safety reducing the risk (Vic) A guidebook of industrial management and forklift safety (Vic) Forklifts – Developing a traffic management plan Traffic management: guide – warehousing (Cth) Traffic management guide – events (Cth) Traffic management – general guide (Cth) 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements 	<ul style="list-style-type: none"> Controlled access of vehicles onto the campuses Traffic management plans: <ul style="list-style-type: none"> speed limits on campus designated delivery points traffic signs designated parking spaces walkways and pathways Risk assessments Standard operating procedures Designated parking Mobile plant training Security systems and support Traffic Management contract: <ul style="list-style-type: none"> parking restrictions and enforcement access control foot patrols 	Medium
8. Travel and Off Campus	<ul style="list-style-type: none"> Domestic travel Overseas travel 	Unlikely	Major	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) 	<ul style="list-style-type: none"> Outdoor Council of Australia web site Outdoors Victoria (Vic) 	<ul style="list-style-type: none"> Health & Safety: Travel and off campus requirements 	<ul style="list-style-type: none"> UniTravel booking system 	Medium

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Activities and Placements	<ul style="list-style-type: none"> Remote locations Field trips and activities Driving and travel arrangements Inadequate communication Unexpected events/emergencies Fatigue Placements <ul style="list-style-type: none"> Students in buildings/locations not controlled by the University Staff in buildings/locations not controlled by the University 				<ul style="list-style-type: none"> Road Safety Act 1986 (Vic) Road Safety (Drivers) Regulations 2009 (Vic) Road Safety (Road Rules) Regulations 1999 (Vic) 	<ul style="list-style-type: none"> Adventure activity standards (Vic) Travel (DFAT Cth web site) National guidelines for working alone or in a remote locality [Cth Safety Management Forum] Fatigue (SafeWork Australia web site) Placing workers in safe workplaces. Safety management systems guide for labour hire agencies (Vic) Safety when working off site (NSW) 	<ul style="list-style-type: none"> Health & Safety: Vehicle use requirements Health & Safety: Risk management requirements Student travel and transport policy (MPF1209) Alcohol policy (MPF1267) 	<ul style="list-style-type: none"> Travel Service Provider – initial response for adverse events Field trip risk assessment Field trip plan DFAT warnings University of Melbourne Health Services Travel to high risk destinations risk assessment Non-UniTravel risk assessments Medical declaration Placement contracts/agreements Local induction Provision of information (eg handbook) Host organisation information 	
9. Working at Heights	<ul style="list-style-type: none"> Working close to an edge unprotected Unsuitable working environment: <ul style="list-style-type: none"> slippery roof brittle roof indistinguishable skylights faulty anchor points adverse weather conditions (wind and rain) Unsecured equipment Falling objects Inappropriate use of access and/or fall arrest equipment: <ul style="list-style-type: none"> ladders scaffold elevated work platform harnesses and lanyards anchor points 	Unlikely	Severe	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 3.3 Prevention of Falls 	<ul style="list-style-type: none"> Compliance code. Prevention of falls in general construction (Vic) A guide to falls prevention (Vic) Basic steps for preventing falls from heights (Vic) Prevention of falls – ladders (Vic) Falls prevention (WorkSafe Vic web) AS/NZS 1891 (series) Industrial fall-arrest systems and devices AS/NZS 1576 (series) Scaffolding AS 1577 Scaffold planks AS/NZS 4576 Guidelines for scaffolding AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation AS/NZS 1892 (series) Portable Ladders Working at heights (WorkSafe web site) 	<ul style="list-style-type: none"> Health & Safety: Working at heights requirements Health & Safety: Personal protective equipment requirements Health & Safety: Risk management requirements 	<ul style="list-style-type: none"> Roof risk assessments Risk assessments Standard operating procedures Height safety training Fall arrest training Fall protection: <ul style="list-style-type: none"> handrails and barriers elevated work platforms scaffolding fall arrest and anchor point systems Accessing heights under suitable weather conditions (eg not raining and little/no wind) Restricted access and entry points Ladder training Elevated work platform training Barricading 	Medium
10. Accommodation	<ul style="list-style-type: none"> In rural areas, unfamiliar with environment <ul style="list-style-type: none"> bush fire flooding animals isolation General shared facilities: <ul style="list-style-type: none"> conflict impairment (alcohol/other) noise property damage/loss laundromat facilities Using communal kitchen: <ul style="list-style-type: none"> fire injury spilt food/liquids Uncontrolled personal items: 	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) <p>Refer to Electrical category for electrical legislation</p> <p>Refer to Contractor category for contractor legislation</p>	<ul style="list-style-type: none"> Building Code of Australia (Cth) First Aid Compliance Code AS/NZS 1841 (series) Portable Fire Extinguishers AS 3745 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces AS 1670 (series) Fire Detection, Warning, Control and Intercom Systems <p>Refer to Electrical category for electrical Standards/codes/guidance</p> <p>Refer to Contractor category for contractor Standards/codes/guidance</p>	<ul style="list-style-type: none"> Health & Safety: Emergency preparedness and response requirements Health & Safety: First aid requirements Health & Safety: Electrical inspection and testing requirements Health & Safety: Contractor (service provider) requirements <p>Refer to Electrical category for electrical policies/procedures</p> <p>Refer to Contractor category for contractor policies/procedures</p>	<ul style="list-style-type: none"> Scheduled servicing and testing fire and emergency equipment. Warden training Emergency training (evacuation drill) First aid procedures Scheduled electrical testing and tagging. Scheduled accommodation inspection and maintenance Scheduled servicing of infrastructure and equipment/plant Provision of information in 'Accommodation Handbook' Contractor management 	Low

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	<ul style="list-style-type: none"> - chemicals - electrical equipment - prohibited weapons <ul style="list-style-type: none"> • Contractors: <ul style="list-style-type: none"> - working in and around facilities - managing facilities <p>Refer to Electrical category for electrical hazard/risk</p> <p>Refer to Contractor category for contractor hazard/risk</p>							<ul style="list-style-type: none"> • Local induction <p>Refer to Electrical category for electrical controls</p> <p>Refer to Contractor category for contractor controls</p>	
11. Asbestos and Hazardous Materials	<ul style="list-style-type: none"> • Exposure to hazardous materials: <ul style="list-style-type: none"> - asbestos - lead - synthetic mineral fibres - polychlorinated biphenyl • Asbestos and hazardous materials waste 	Rare	Major	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.3 Lead • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 4.4 Asbestos 	<ul style="list-style-type: none"> • Compliance code. Managing asbestos in the workplace (Vic) • Model code of practice. How to manage and control asbestos in the workplace (Cth) • AS 2601 The Demolition of structures • Asbestos (WorkSafe Vic web site) 	<ul style="list-style-type: none"> • <i>Health & Safety: Asbestos and hazardous materials requirements</i> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Signage requirements</i> • <i>Health & Safety: Waste management requirements</i> 	<ul style="list-style-type: none"> • Division 5 asbestos survey and risk assessment • Division 6 asbestos survey and risk assessment • Hazardous materials survey and risk assessment • Engage hygienists with knowledge and skills in asbestos and hazardous materials surveys and management plans • Engage licensed asbestos contractors/removalist • Asbestos and hazardous materials register • Asbestos management plan • Signage and labelling • Signage and Labelling Information training • Restricted access • Hazardous waste removal procedures and processes 	Low
12. Alcohol and Drugs	<ul style="list-style-type: none"> • Inappropriate behaviour • Injury • Discarded needles: <ul style="list-style-type: none"> - occupational injury/disease • operating plant/equipment whilst impaired • working in potentially hazardous environments whilst impaired 	Rare	Moderate	Low	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) 	<ul style="list-style-type: none"> • Australian Drug Information network web site (Cth) • Guide to developing a workplace alcohol and other drugs policy (Vic) • Alcohol (WorkSafe Vic web site) 	<ul style="list-style-type: none"> • <i>Alcohol Policy (MPF1267)</i> • <i>Student conduct policy (MPF1324)</i> • <i>Health & Safety: Risk management requirements</i> 	<ul style="list-style-type: none"> • Responsible alcohol service requirements • Conditions of employment • University of Melbourne event authorisation process • University events involving alcohol: management and safety checklist • Risk assessments • Event management • Local area procedures and processes • Immunisation • Sharps disposal facilities 	Low
13. Biological (and other pathogen) Research & Activities	<ul style="list-style-type: none"> • Pathogen exposure/contamination: <ul style="list-style-type: none"> - bacterium - virus - prion - fungus • Genetically modified organisms (GMO) • Release of biological agent into uncontrolled environment 	Rare	Major	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Gene Technology Act 2001</i> (Vic) • <i>Gene Technology Act 2000</i> (Vic) • <i>Gene Technology Regulations 2011</i> (Vic) • <i>Dangerous Goods Act 1985</i> (Vic) 	<ul style="list-style-type: none"> • AS/NZS 3816 Management of Clinical and Related Wastes • HB 202-2000 A management system for clinical and related wastes - Guide to application of AS/NZS 3816-1998, management of clinical and related wastes • AS 2476 General fumigation procedures • AS 2252 (series) Biological safety cabinets 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Personal protective equipment requirements</i> • <i>Health & Safety: Workplace inspection requirements</i> • <i>Health & Safety: Waste management requirements</i> 	<ul style="list-style-type: none"> • Gene Technology and Biosafety Committee (GTBC) • Research Ethics and Integrity (REI) • University Services biosafety and biosecurity subject matter expert • University Services gene technology and biosafety subject matter expert 	Low

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	<ul style="list-style-type: none"> Working with animals (see section "Working with Animals") Importation and exportation of biological materials Infectious wastes <p>Refer to Working with Animals category for working with animals hazards/risks</p>				<ul style="list-style-type: none"> <i>Dangerous Goods (Storage and Handling) Regulations 2012</i> (Vic) <i>Health Act 1958</i> (Vic) <i>Health (Infectious Diseases) Regulations 2001</i> (Vic) <i>Biological Control Act 1986</i> (Vic) <i>Biological Control Act 1984</i> (Cth) <p>Refer to Working with Animals category for working with animals legislation</p>	<ul style="list-style-type: none"> AS 2639 Laminar flow cytotoxic drug safety cabinets – Installation and use AS/NZS 4261 Reusable Containers for the collection of sharp items used in human and animal medical applications AS/NZS 2243.3 Safety in laboratories – Microbiological aspects and containment facilities AS/NZS 3816 Management of clinical and related wastes AS 4031 Non-Reusable containers for the collection of sharp medical items used in health care areas AS 4125.1 Sound laboratory practice in food and water microbiology laboratories - Premises, safety, sample management, regulatory compliance and record management HB 9 Occupational personal protection Health Canada pathogen safety data sheets (PSDS) Laboratory biosafety manual (WHO) Australian dangerous goods transport code Edition 7 Guidelines for the Transport, Storage and Disposal of GMOs (Cth) <p>Refer to Working with Animals category for working with animals standards/codes/guidance</p>	<ul style="list-style-type: none"> <i>Health & Safety: Spill management requirements</i> <i>Containment Facility Internal Certification Policy (MPF1195)</i> <i>Containment Facility Internal Certification Procedure (MPF1151)</i> <i>Infectious Agent Project Approval Policy (MPF1246)</i> <i>Infectious Agent Project Approval Procedure (MPF1153)</i> <i>Infectious Agent Reporting Policy (MPF1250)</i> <i>Infectious Agent Reporting Procedure (MPF1161)</i> <p>Refer to Working with Animals category for working with animals University policies and procedures</p>	<ul style="list-style-type: none"> Biosafety – resources web site Restricted access to authorised personnel Risk assessments Local area standard operating procedures Biosafety training Controlled shipping and movement of infectious substances, diagnostic specimens and genetically modified organisms Engineering controls such as laminar flow cupboards Scheduled workplace inspections for laboratories Local area training Personnel protective equipment Employee health monitoring Personal protective equipment Hazardous waste removal procedures and processes <p>Refer to Working with Animals category for working with animals controls</p>	
14. Clients, Customers, Volunteers, Participants and Public	<ul style="list-style-type: none"> Unfamiliar with University health and safety procedures Activities that adversely impact on the University staff/students <ul style="list-style-type: none"> organised events (either authorised or unauthorised) spontaneous events/gatherings <p>Refer to Events category for event hazards/risks</p>	Rare	Moderate	Low	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004</i> (Vic) <p>Refer to Events category for event legislation</p>	<ul style="list-style-type: none"> The essential guide to work health and safety for volunteers (Cth) Volunteer health and safety: A handbook for community service organisations <p>Refer to Events category for event Standards/codes/guidance</p>	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> <p>Refer to Events category for event policies/procedures</p>	<ul style="list-style-type: none"> Risk assessments Restricted access to University buildings and property Security systems and support Local University policies and procedures Local visitor inductions and checklists Visitor cards <p>Refer to Events category for event controls</p>	Low
15. Confined Spaces	<ul style="list-style-type: none"> Unrestricted access to confined spaces Inadequate risk assessment of confined space Inadequate identification of confined space Poorly ventilated workplaces 	Rare	Severe	High	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004</i> (Vic) <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.4 Confined Spaces 	<ul style="list-style-type: none"> AS 2865 Confined spaces HB 213 Guidelines for Safe working in a confined space Compliance code. Confined spaces (Vic) Confined spaces, shafts, tunnels and trenches (Vic) The dangers of poorly ventilated workplaces (Vic) 	<ul style="list-style-type: none"> <i>Health & Safety: Confined spaces requirements</i> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Signage requirements</i> 	<ul style="list-style-type: none"> Confined space entry permit system Confined space entry training Confined space emergency procedures Confined spaces authorising officers Safety signage Confined space risk assessments Safe work method statements Confined spaces register Restricted access 	Low

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16. Cooling Towers	<ul style="list-style-type: none"> Legionella bacteria in cooling tower system Access to roofs Access to plant Use of chemicals Working at heights <p>Refer to Plant category for plant hazards/risks</p> <p>Refer to Chemical category for chemical hazards/risks</p> <p>Refer to Working at Heights category for working at heights hazards/risks</p>	Rare	Major	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Building Act 1993 (Vic) Public Health and Wellbeing Act 2008 (Vic) Public Health and Wellbeing Regulations 2009 (Vic) Building (Legionella Risk Management) Regulations 2001 (Vic) Health (Legionella) Regulations 2001 (Vic) <p>Refer to Plant category for plant legislation</p> <p>Refer to Chemical category for chemical legislation</p> <p>Refer to Working at Heights category for working at heights legislation</p>	<ul style="list-style-type: none"> AS/NZS 3666: (Series) Air-handling and water systems of buildings - Microbial control - Operation and maintenance Guide to developing risk management plans for cooling tower systems (Vic) Victorian Government Department of Health Legionella web site (Vic) Cooling towers and recycled water (Vic) <p>Refer to Plant category for plant Standards/codes/guidance</p> <p>Refer to Chemical category for chemical Standards/codes/guidance</p> <p>Refer to Working at Heights category for working at heights Standards/codes guidance</p>	<ul style="list-style-type: none"> Health & Safety: Cooling tower risk requirements Health & Safety: Risk management requirements <p>Refer to "Plant" category for University plant policies/procedures</p> <p>Refer to "Chemical" category for University chemical policies/procedures</p> <p>Refer to "Working at Heights" category for University working at heights policies/procedures</p>	<ul style="list-style-type: none"> Cooling tower risk assessments and plans Cooling tower system registration Scheduled maintenance and management of cooling towers as per the risk management plans Cooling tower audit Restricted access to authorised personnel <p>Refer to Plant category for plant controls</p> <p>Refer to Chemical category for chemical controls</p> <p>Refer to Working at Heights category for working at heights controls</p>	Low
17. Emergency and critical Incident	<ul style="list-style-type: none"> Uncontrolled emergency incident leading to adverse outcomes: <ul style="list-style-type: none"> loss of life injury or illness property damage continued unsafe environment Loss of communication Breakdown in emergency procedures Failure to identify critical incident Uncontrolled critical incident leading to adverse outcomes: <ul style="list-style-type: none"> human life, safety and wellbeing animal life, safety and wellbeing environmental protection the protection of property interests; 	Rare	Major	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) 	<ul style="list-style-type: none"> Building Code of Australia AS 3745 Emergency control organisation and procedures for buildings, structures and workplaces AS 1603 (series) Automatic fire detection and alarm systems AS 1670 (series) Fire detection, warning, control and intercom systems AS/NZS 1841 (series) Portable fire extinguishers AS/NZS ISO 31000 Risk management – Principles and guidelines AS/NZS 5050 Business continuity – Managing disruption-related risk Compliance Code. First aid (Vic) 	<ul style="list-style-type: none"> Health & Safety: Emergency preparedness and response requirements Health & Safety: First aid requirements Health & Safety: Risk management requirements Health & Safety: incident, injury and hazard reporting and investigation requirements Risk management policy (MPF1194) Enterprise risk management system (ERMS) incident and hazard reporting 	<ul style="list-style-type: none"> Trained first aiders and building wardens Inductions Scheduled building evacuations Campus/building specific Emergency management plans Building essential services and ongoing maintenance of those services Task/activity specific emergency procedures and plans Breathing apparatus training Staff/student training and instruction (evacuation drills, fire extinguisher training) University of Melbourne Incident Management System University of Melbourne Incident Management System resourcing – personnel and resourcing Security systems and support 	Low
18. Firearms, Regulated and Prescribed Weapons	<ul style="list-style-type: none"> Accidental shooting Theft and misuse Violence and assault <p>Refer to Noise category for noise hazards/risks</p>	Rare	Severe	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Firearms Act 1996 (Vic) Firearms Regulations 1997 (Vic) Control of Weapons Act 1990 (Vic) Control of Weapons Regulations 2011 (Vic) <p>Refer to Noise category for noise legislation</p>	<ul style="list-style-type: none"> National firearms safety code (Cth) Storage and safekeeping requirements for firearms (Vic) Firearms safety code (Vic) Firearm Safety Foundation (Vic) HB 9 Occupational personal protection <p>Refer to Noise category for noise Standards/codes/guidance</p>	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Personal protective equipment requirements <p>Refer to Noise category for noise University policies/procedures</p>	<ul style="list-style-type: none"> Licensed and trained personnel with access to firearms Risk assessments Personal protective equipment – hearing and eye protection Gun safes Licenses Routine cleaning and maintenance of firearms Local area standard operating instructions Local area firearm policies and procedures 	Low

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		L	C						
								<ul style="list-style-type: none"> Local area regulated and prescribed weapons procedures <p>Refer to Noise category for noise controls</p>	
19. Hot Work	<ul style="list-style-type: none"> Fire and/or explosion Injury and/or property damage Conducting hot work out doors during a total fire ban Faulty equipment 	Unlikely	Major	High	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Country Fire Authority Act 1958 (Vic) Forests (Fire Protection) Regulations 2014 (Vic) 	<ul style="list-style-type: none"> AS/NZS 1338.1 Filters for eye protectors - Filters for protection against radiation generated in welding and allied operations AS/NZS 1554 (series) Structural steel welding AS 1674 (series) Safety In welding and allied processes Australian Welding Institute web site 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements Health & Safety: Hot work requirements 	<ul style="list-style-type: none"> Hot work risk assessments Hot work permit system Safe work method statements Trained operators Hot work authorising officers Hot Work emergency plans Scheduled maintenance for hot work plant and equipment 	Low
20. Infectious Diseases	<ul style="list-style-type: none"> Working in health care facilities, services and environment Working in childcare facilities First aid activities Infectious wastes 	Rare	Moderate	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Health Act 1958 (Vic) Health (Infectious Diseases) Regulations 2001 (Vic) Health Records Act 2001 (Vic) Children Services Act 1996 (Vic) Children Services Regulations 2009 (Vic) 	<ul style="list-style-type: none"> Immunisation guidelines for health care workers (Vic) Immunisation (Department of Health and Human Vic web site) Blue Book – Guidelines for the control of infectious diseases (Vic) Australian Immunisation Handbook (Cth) Infection control guidelines for the prevention of transmission of infectious diseases in the health care setting (Vic) Sure protection for infection (Vic) National hand hygiene initiative (Australian Commission on Safety and Quality in health Care) HB 9 Occupational personal protection 	<ul style="list-style-type: none"> Health & Safety: Health monitoring requirements Health & Safety: Risk management requirements Health & Safety: Waste management requirements Health & Safety: Spill management requirements 	<ul style="list-style-type: none"> Risk assessments Local area standard operating procedures Employee health monitoring Occupational Health Services Immunisation programs Standard precautions Additional precautions (for suspected confirmed infectious disease) Personal protective equipment Staff/student training in standard precautions First aid training Hazardous waste removal procedures and processes 	Low
21. Ionising radiation	<ul style="list-style-type: none"> Unintentional exposure to: <ul style="list-style-type: none"> open sources emitting apparatus Ionising radiation storage and transport: <ul style="list-style-type: none"> Loss of source Incorrect storage Loss of control (eg leakage) Ionising radiation wastes Deterministic and stochastic injuries/ill health Musculoskeletal injury from lifting heavy equipment/plant (Refer to "Manual Handling" category) <p>Refer to Plant category for plant hazards/risks</p> <p>Refer to Hazardous Manual Handling category for hazardous manual handling hazards/risks</p>	Rare	Moderate	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Radiation Act 2005 (Vic) Radiation Regulations 2007 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant <p>Refer to Plant category for plant legislation</p> <p>Refer to Hazardous Manual Handling category for hazardous manual handling legislation</p>	<ul style="list-style-type: none"> Australian dangerous goods transport code Edition 7 AS 2243.4 Safety in laboratories – Ionizing radiations HB 9 Occupational personal protection Recommendations for Limiting exposure to ionizing radiation and national standard for limiting occupational exposure to ionizing radiation (Cth) Code of practice for the safe transport of radioactive material (Cth) Safety guide for the safe transport of radioactive material (Cth) Recommendations for the Discharge of patients undergoing treatment with radioactive substances (Cth) Code of Practice and safety guide for portable density/moisture gauges containing radioactive sources (Cth) National directory for radiation protection (Cth) 	<ul style="list-style-type: none"> Health & Safety: Ionising radiation requirements University of Melbourne Radiation Management Plan Health & Safety: Risk management requirements Health & Safety: Waste management requirements <p>Refer to Plant category for University plant policies/procedures</p> <p>Refer to Hazardous Manual Handling category for hazardous manual handling University policies/procedures</p>	<ul style="list-style-type: none"> University of Melbourne Management Licence School/Division Radiation Management Plan Register Ionising Radiation Sources University Radiation Advisor and subject matter expert Departmental Radiation Safety Officers Secured radiation storage area(s) Personal monitoring (badges) Risk assessments Standard operating procedures Local area induction and training Ionising Radiation training Use licences Security Plan Certificate of Compliance 	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
						<ul style="list-style-type: none"> Recommendations for intervention in emergency situations involving radiation exposure (Cth) Code of practice for the exposure of humans to ionizing radiation for research purposes (Cth) Code of practice and safety guide for radiation protection and radioactive waste management in mining and mineral processing (Cth) Code of practice and safety guide for radiation protection in dentistry (Cth) Code of practice for the security of radioactive sources (Cth) Radiation protection standard for occupational exposure to ultraviolet radiation (Cth) Code of practice and safety guide for safe use of fixed radiation gauges (Cth) Code of practice for radiation protection in the medical applications of ionizing radiation (Cth) Safety guide for radiation protection in diagnostic and interventional radiology (Cth) Safety guide for radiation protection in nuclear medicine (Cth) Safety guide for radiation protection in radiotherapy (Cth) Safety guide for the management of naturally occurring radioactive material (NORM) (Cth) Safety guide for the predisposal management of radioactive waste (Cth) Code of Practice and safety guide for radiation protection in veterinary medicine (Cth) Code of practice for radiation protection in the application of ionizing radiation by chiropractors (Cth) <p>Refer to Plant category for plant Standards/codes/guidance</p> <p>Refer to Hazardous Manual Handling category for hazardous manual handling Standards/codes/guides</p>	<ul style="list-style-type: none"> Contamination environmental monitoring Hazardous waste removal procedures and processes Personal protective equipment Laboratory certification <p>Refer to Plant category for plant controls</p> <p>Refer to Hazardous Manual Handling category for hazardous manual handling controls</p>		
22. Laboratories	<ul style="list-style-type: none"> Hazards associated with the work/research undertaken in the laboratory <ul style="list-style-type: none"> chemical biological (and other pathogens) ionising radiation non-ionising radiation mechanical aspects electrical aspects Hazards associated with plant and equipment. For example: <ul style="list-style-type: none"> centrifuge autoclave microscope pipette fume hoods biological cabinets 	Unlikely	Major	High	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004</i> (Vic) <p>Refer to specific hazard category for legislation including:</p> <ul style="list-style-type: none"> chemical biological (and other pathogens) ionising radiation non-ionising radiation plant and equipment electrical aspects 	<ul style="list-style-type: none"> AS 1319 Safety signs for the occupational environment AS 2982 Laboratory design and construction AS 4775 Emergency eyewash and shower equipment AS 2243 (series) Safety in laboratories HB 9 Occupational personal protection <p>Refer to specific hazard category for Standards/codes/guidance including:</p> <ul style="list-style-type: none"> chemical biological (and other pathogens) ionising radiation 	<ul style="list-style-type: none"> <i>Health & Safety: Laboratory requirements</i> <i>Health & Safety: Personal protective equipment requirements</i> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Workplace inspection requirements</i> <i>Health & Safety: Signage requirements</i> <i>Health & Safety: Waste management requirements</i> <i>Health & Safety: Spill management requirements</i> 	<ul style="list-style-type: none"> Laboratory risk assessments Local area standard operating procedures Restricted access Area (laboratory) inductions Scheduled laboratory inspections Personal protective equipment Refer to specific hazard category for required controls Hazardous waste removal procedures and processes 	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
	<ul style="list-style-type: none"> - refrigerators/freezers - cage washer • Generation of wastes as per specific hazard category <ul style="list-style-type: none"> - chemical - biological (and other pathogens) - radiological - infectious diseases <p>Refer to specific hazard category for hazards/risks including:</p> <ul style="list-style-type: none"> - chemical - biological (and other pathogens) - ionising radiation - non-ionising radiation - plant and equipment - electrical aspects 					<ul style="list-style-type: none"> - non-ionising radiation - plant and equipment - electrical aspects 	<p>Refer to specific hazard category for University policies/procedures</p> <ul style="list-style-type: none"> - chemical - biological (and other pathogens) - ionising radiation - non-ionising radiation - plant and equipment - electrical aspects 	<p>Refer to specific hazard category for controls:</p> <ul style="list-style-type: none"> - chemical - biological (and other pathogens) - ionising radiation - non-ionising radiation - plant and equipment - electrical aspects 	
23. Legal Compliance	<ul style="list-style-type: none"> • Injury and/or property damage • Prosecution and fines • Intervention programs • Enforceable undertaking • Reputational damage to the University • Loss of funding: <ul style="list-style-type: none"> - government - private sector - other • Loss of certification • Restrictions/conditions to or loss of self-insurance approval 	Rare	Major	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) • <i>Workplace Injury Rehabilitation and Compensation Act 2013</i> (Vic) 	<ul style="list-style-type: none"> • NAT – National Audit Tool • AS/NZS 4804 Occupational health and safety management systems – General guidelines on principles, systems and supporting techniques • AS/NZS 4801 Occupational health and safety management systems – Specification with guidance for use • AS/NZS ISO 31000 Risk management – Principles and guidelines 	<ul style="list-style-type: none"> • <i>Health and Safety Policy (MPF1205)</i> • <i>Health & Safety: Management system documentation requirements</i> • <i>Health & Safety: Management system review and audit requirements</i> • <i>Health & Safety: Responsibilities and legal requirements</i> • <i>Health & Safety: Consultation representation and committee requirements</i> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Incident, injury, hazard reporting and investigation requirements</i> 	<ul style="list-style-type: none"> • Health and Safety Management System • Risk assessments • Licenses, permits and agreements • Authorising Officers • Records management and data control • University Health and Safety Committee • Health and safety management representatives • Health and safety representatives and designated work groups • Internal auditing • External auditing • Incident investigation and corrective actions • Enterprise Risk Management System reporting for incidents and hazards • Health and safety resourcing – personnel and infrastructure • WorkCover injury management and rehabilitation resourcing – personnel and infrastructure • WorkCover case managements • Return-to work coordinator • Rehabilitation services 	Low
24. Noise/Sound Pressure	<ul style="list-style-type: none"> • Noise greater than the exposure standards • Distracting/nuisance noise • Noise impact on surrounding work areas • Deafness 	Possible	Moderate	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) • <i>Occupational Health and Safety Regulations 2017</i> (Vic) Part 3.2 Noise 	<ul style="list-style-type: none"> • AS 1055 (series) Acoustics – Description and measurement of environmental noise • AS/NZS 1269 (series) Occupational noise management • AS 2822 Acoustics – Methods of assessing and producing speech privacy and speech intelligibility • AS/NZS 2107 Acoustics – Recommended design sound levels and reverberation times for building interiors 	<ul style="list-style-type: none"> • <i>Health & Safety: Personal protective equipment requirements</i> • <i>Health & Safety: Non-ionising radiation requirements</i> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Signage requirements</i> 	<ul style="list-style-type: none"> • Purchasing less noisy plant and equipment • Pre-purchase assessment • Acoustic engineering controls • Noise risk assessments • Audiometric screening • Personal protective equipment • Hearing protection training 	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
						<ul style="list-style-type: none"> • HB 9 Occupational personal protection • Compliance code. Noise • Noise problems at work – Guide for assessing and fixing (Vic) • Noise – Buy quiet guidelines (Vic) • Model code of practice: Managing noise and preventing hearing loss at work • OfficeWise A Guide to health and safety in offices (Vic) • Sound practice – Health handbook for orchestra/musicians (University of Sydney) 		<ul style="list-style-type: none"> • Signage 	
25. Non-Ionising Radiation (excluding outdoors)	<ul style="list-style-type: none"> • Excessive exposure to non-ionising radiation • Hazards associated different types of non-ionising radiation including: <ul style="list-style-type: none"> – UV – lasers – microwaves – infrared – magnetic resonance – high frequency – low frequency • Laser pointers <ul style="list-style-type: none"> – possible prohibited weapon (>1 mW) <p>Refer to Plant category for plant hazards/risks</p>	Unlikely	Major	High	<ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 (Vic) • Occupational Health and Safety Regulations 2017 (Vic) Part 3.5 Plant • Telecommunications Act 1997 (Cth) • Control of Weapons Regulations 2011 (Vic) <p>Refer to Plant category for plant legislation</p>	<ul style="list-style-type: none"> • AS 1337 (series) Personal eye protection • AS 2243.5 Safety in laboratories – Non-ionising radiations – Electromagnetic, sound and ultrasound • AS 2397 Safe Use of lasers in the building and construction industry • AS/NZS 1337 (series) Eye and face protection - Lasers • AS/NZS 1338.2 Filters for eye protectors - Filters for protection against ultraviolet radiation • AS/NZS IEC 60825.1 Safety of laser products – Equipment classification and requirements • AS/NZS Safety of laser products – A user's guide • HB 9 Occupational personal protection • Radiation protection standard for maximum exposure levels to radiofrequency fields – 3kHz to 300GHz (Cth) • Radiation protection standard for occupational exposure to ultraviolet radiation (Cth) <p>Refer to Plant category for plant Standards/codes/guidance</p>	<ul style="list-style-type: none"> • Health & Safety: Non-ionising radiation requirements • Health & Safety: Risk management requirements • Refer to Plant category for plant University policies/procedures 	<ul style="list-style-type: none"> • University Radiation Advisor and subject matter expert • Local Laser Safety Officers • Risk assessments • Local area standard operating procedures • Local area induction and training • Laser training • Non-Ionising Radiation training • Non-ionising radiation plant register • Standard operating procedures • Personal protective equipment <p>Refer to Plant category for plant controls</p>	Low
26. Plant and Equipment	<ul style="list-style-type: none"> • Lack of operator competency/training • Unassessed plant and equipment • Lack of/inappropriate guarding • Unrestricted access • Poor management of registrable plant • Poorly maintained plant • Plant maintenance and other non-routine activities: <ul style="list-style-type: none"> – stored energy – entrapment – malfunction • Poor ergonomic design <ul style="list-style-type: none"> – unintuitive operational control – difficult to operate – noisy 	Unlikely	Major	High	<ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 (Vic) • Occupational Health and Safety Regulations 2017 (Vic Part 3.5 Plant) • Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work • Equipment (Public Safety) Regulations 2017 (Vic) <p>Refer to Electrical category for electrical legislation</p> <p>Refer to Ionising Radiation category for ionising radiation legislation</p>	<ul style="list-style-type: none"> • AS 3892 Pressure equipment – Installation • AS 4024 (series) Safety of Machinery • AS 1200 Pressure equipment • AS 2243.6 Safety in laboratories – Mechanical aspects • AS 2971: Serially produced pressure vessels • AS 1893 Code of Practice for the guarding and safe use of metal and paper cutting guillotines • AS 1418 (series) Cranes, Hoists and winches • AS 1353 (series) Flat synthetic-webbing slings • AS 1380 (series) Fibre-rope slings • AS 1438 (series) Wire-coil flat slings • AS 4497 (series) Roundslings—Synthetic fibre 	<ul style="list-style-type: none"> • Health & Safety: Regulated plant requirements • Health & Safety: Personal protective equipment requirements • Health & Safety: Risk management requirements • Health & Safety: Lock out, tagging and isolation requirements • Health & Safety: Unsafe plant and equipment requirements • Health & Safety: Waste management requirements <p>Refer to Electrical category for electrical University policies/procedures</p>	<ul style="list-style-type: none"> • Plant risk assessments • Guarding and engineering controls • Emergency stops • Training and supervision • Restricted access • Scheduled maintenance • Standard operating procedures • Plant registers • Pre-purchase assessment – plant and equipment • Personal protective equipment • Hazardous waste removal procedures and processes 	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
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	<ul style="list-style-type: none"> – awkward postures when operating • Inappropriately used • Inappropriately located <ul style="list-style-type: none"> – dark area – difficult to see – impacting adversely on surrounding activities – unstable footing • Operated in inappropriate environment • Falling objects (including unpiloted craft eg drones) <p>Refer to Electrical category for hazards/risks with using electrical equipment</p> <p>Refer to Ionising Radiation for hazards/risks information</p> <p>Refer to Non-Ionising Radiation for hazards/risks information</p>				<p>Refer to Non-Ionising Radiation category for non-ionising radiation legislation</p>	<ul style="list-style-type: none"> • AS 1473 (series) Guarding and safe use of woodworking machinery • AS/NZS 1576 (series) Scaffolding • Model code of practice. Managing risks of plant in the workplace • Compliance code. Plant (Vic) • Machinery and equipment safety – an introduction (Vic) • Clearing sales – Improving safety in used agricultural machinery and equipment sales (WorkSafe Vic web site) • Flying drones/remotely piloted aircraft in Australia (Civil Aviation Safety Authority web site) <p>Refer to Electrical category for electrical Standards/codes/guidance</p> <p>Refer to Ionising Radiation category for ionising radiation Standards/codes/guidance</p> <p>Refer to Non-Ionising Radiation category for non-ionising radiation Standards/codes/guidance</p>	<p>Refer to Ionising Radiation category for ionising radiation University policies/procedures</p> <p>Refer to Non-Ionising Radiation category for non-ionising radiation University policies/procedures</p>	<ul style="list-style-type: none"> • Removal of decommissioned plant • Plant Safety training <p>Refer to Electrical category for electrical controls</p> <p>Refer to Ionising Radiation category for ionising radiation controls</p> <p>Refer to Non-Ionising Radiation category for non-ionising radiation controls</p>	
27. Procurement of Goods and Services	<ul style="list-style-type: none"> • Introducing new or uncontrolled hazards into the workplace: <ul style="list-style-type: none"> – personal protective equipment – office furniture and equipment – chemicals and substances – radiation sources – plant and equipment (including electrical) • Introducing new and/or uncontrolled wastes <p>Refer to specific hazard category for hazards/risks including:</p> <ul style="list-style-type: none"> – chemical – biological (and other pathogens) – ionising radiation – working with animals <p>Refer to Contractors category for contractor hazards/risks</p>	Possible	Minor	Medium	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) <p>Refer to specific hazard category for legislation including:</p> <ul style="list-style-type: none"> – chemical – biological (and other pathogens) – ionising radiation – working with animals <p>Refer to Contractors category for contractor legislation</p>	<p>Refer to specific hazard category for Standards/codes/guidance including:</p> <ul style="list-style-type: none"> – chemical – biological (and other pathogens) – ionising radiation – working with animals <p>Refer to Contractors category for contractor Standards/codes/guidance</p>	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Health & Safety: Purchasing requirements</i> <p>Refer to specific hazard category for University policies/procedures including:</p> <ul style="list-style-type: none"> – chemical – biological (and other pathogens) – ionising radiation – working with animals <p>Refer to Contractors category for contractor policies/procedures</p>	<ul style="list-style-type: none"> • Pre-purchasing assessments for: <ul style="list-style-type: none"> – personal protective equipment – office furniture and equipment – chemicals and substances – radiation sources – plant and equipment (including electrical) • Preapproved University provider(s) • Hazardous waste removal procedures and processes <p>Refer to specific hazard category for controls including:</p> <ul style="list-style-type: none"> – chemical – biological (and other pathogens) – ionising radiation – working with animals <p>Refer to Contractors category for contractor controls</p>	Low
28. Psychosocial	<ul style="list-style-type: none"> • Occupational stress • Workplace bullying and harassment • Occupational violence • Fatigue 	Rare	Severe	High	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) 	<ul style="list-style-type: none"> • Stresswise - Preventing work-related stress a guide for employers in the public sector (Vic) • Workplace bullying – prevention and response (Vic) • A guide to employer: Preventing and responding to work-related violence (Vic) • Code of practice. Working hours (WA) 	<ul style="list-style-type: none"> • <i>Health & Safety: Risk management requirements</i> • <i>Appropriate workplace behaviour (MPF1328)</i> • <i>Work hours and related conditions (MPF1173)</i> • <i>Workplace relations policy (MPF1179)</i> • <i>Student conduct policy (MPF1324)</i> • <i>Student complaints and grievances policy (MPF1066)</i> 	<ul style="list-style-type: none"> • Staff Assist Hotline • Counseling services • Employee Assistance Program • Conditions of employment • <i>Diversity and inclusion</i> web site • Risk assessments • Mental health training • Safer Community Program 	Low
29. Smoking	<ul style="list-style-type: none"> • Passive smoking 	Rare	Minor	Low	<ul style="list-style-type: none"> • <i>Occupational Health and Safety Act 2004</i> (Vic) 	<ul style="list-style-type: none"> • Smoke-free areas (DHHS Vic web site) 	<ul style="list-style-type: none"> • <i>Smoke-free and tobacco-free campus policy (MPF1260)</i> 	<ul style="list-style-type: none"> • Smoke-free campuses 	Low

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	<ul style="list-style-type: none"> Continued smoking on campus Fires 				<ul style="list-style-type: none"> Tobacco Act 1987 (Vic) 	<ul style="list-style-type: none"> Smoking (WorkSafe Vic web site) National Hazard Exposure Worker Surveillance: Exposure to dust, gases, vapours, smoke and fumes and the provision of controls for these airborne hazards in Australian workplaces (Cth) Quit Victoria web site 	<ul style="list-style-type: none"> Health & Safety: Risk management requirements 	<ul style="list-style-type: none"> No smoking in vehicles No smoking signs Conditions of employment Designated smoking zones in rural campuses 	
30. Working in isolation	<ul style="list-style-type: none"> Absence of availability of others for assistance and support: <ul style="list-style-type: none"> during an activity for first aid and emergencies Increased severity/consequence from an incident Reduction in emergency assistance and support Absence of or distant supervision 	Rare	Major	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) 	<ul style="list-style-type: none"> Guidance note. Working alone (WA) Code of practice. Working hours (WA) Working alone (WorkSafe Vic web site) 	<ul style="list-style-type: none"> Health & Safety: Working in isolation requirements Health & Safety: Risk management requirements Health & Safety: Signage requirements 	<ul style="list-style-type: none"> Risk assessments Local area standard operating procedures Restricted access to University buildings and property After hours sign in books 24-hour security support Working in isolation guidance Duress alarms Security monitoring/cameras 	Low
31. Workplace Design and Construction	<ul style="list-style-type: none"> Introduction hazards/risks at design Hazards/Risks associated with construction works: <ul style="list-style-type: none"> electrical plant fall from heights chemicals manual handling noise changing environment unauthorised access Hazardous materials removal Impact on campus traffic management plan Poor ergonomic design Design faults <p>Refer to Contractors category for contractor hazard/risks</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) Part 3.6 High Risk Work Occupational Health and Safety Regulations 2017 (Vic) Part 5.1 Construction <p>Refer to Contractors category for contractor legislation</p>	<ul style="list-style-type: none"> AS 1345 Identification of the contents of pipes, conduits and ducts AS/NZS 3017 Electrical Installations – Verification guidelines AS/NZS 3019 Electrical Installations – Periodic guidelines AS/NZS 1576 (series) Scaffolding AS 1657 Fixed platforms, walkways, stairways and ladders – Design, construction and installation AS 2436 Guide to noise control on construction, maintenance and demolition sites Building Code of Australia (Cth) Construction (SafeWork Australia web site) Safe design (SafeWork Australia web site) <p>Refer to Contractors category for contractor Standards/codes/guidance</p>	<ul style="list-style-type: none"> Project Management and Design Standards Health & Safety: Risk management requirements Health & Safety: Signage requirements Health & Safety: Ergonomic requirements <p>Refer to Contractors category for contractor University policies/procedures</p>	<ul style="list-style-type: none"> Project managers Project management Risk assessments Restricted/authorised access: <ul style="list-style-type: none"> temporary fencing signage Site and contractor induction Preferred contractors Hazardous waste removal procedures and processes <p>Refer to Contractors category for contractor controls</p>	Low
32. Workplace Environment and Facilities	<ul style="list-style-type: none"> Poor ergonomic and work station layout Poor storage and office space Poor environmental characteristics: <ul style="list-style-type: none"> thermal discomfort nuisance noise inadequate lighting glare Poorly maintained equipment Office waste Access to facilities including: <ul style="list-style-type: none"> toilets washing facilities drinking water dining facilities 	Rare	Moderate	Low	<ul style="list-style-type: none"> Occupational Health and Safety Act 2004 (Vic) Occupational Health and Safety Regulations 2017 (Vic) <p>Refer to Electrical category for electrical legislation</p>	<ul style="list-style-type: none"> AS 1680 (series) Interior lighting AS/NZS 2107 Acoustics - Recommended design sound levels and reverberation times for building interiors AS/NZS 1668 (series) The use of ventilation and air conditioning in buildings AS/NZS 4438 Height Adjustable swivel chairs AS/NZS 4442 Office desks AS/NZS 4443 Office panel systems – Workstations AS 3755: Acoustics - Measurement of airborne noise emitted by computer and business equipment 	<ul style="list-style-type: none"> Health & Safety: Housekeeping requirements Health & Safety: Temperature extremes requirements Health & Safety: Facilities and amenities requirements Health & Safety: Risk management requirements Health & Safety: Waste management requirements Health & Safety: Hazardous manual handling requirements Health & Safety: Ergonomic requirements 	<ul style="list-style-type: none"> Scheduled workplace inspections Work station ergonomic assessments Preapproved University Providers Provision of facilities: <ul style="list-style-type: none"> toilets washing facilities eating and drinking facilities Risk assessments Office waste removal and recycling initiatives University Services ergonomic and manual handling subject matter expert 	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
	<ul style="list-style-type: none"> Poor housekeeping: <ul style="list-style-type: none"> blocked emergency exits blocked emergency equipment waste accumulation electrical cable trip hazards trip hazards slips, trips and falls <p>Refer to Electrical category for electrical hazards/risks</p>					<ul style="list-style-type: none"> AS 3756: Acoustics - Measurement of high-frequency noise emitted by computer and business equipment AS 3757: Acoustics - Declared noise emission values of computers and business equipment AS/NZ 2982: Laboratory design and construction AS 4775: Emergency eyewash and shower equipment OfficeWise A guide to health and safety in offices (Vic) Compliance code. Workplace amenities and work environment (Vic) Safe design (SafeWork Australia web site) Building Code of Australia (Cth) <p>Refer to Electrical category for electrical Standards/codes/guidance</p>	<ul style="list-style-type: none"> <i>Recruitment and appointment policy (MPF1152)</i> <p>Refer to Electrical category for electrical University policies/procedures</p>	<ul style="list-style-type: none"> Get Ready to Work and onboarding University web site Local area induction Hazardous waste removal procedures and processes Equipment such as ladders, stepstools, anti-slip mats, handrails, anti-slip paints, cable conduits. Safety signage: <ul style="list-style-type: none"> wet surface cleaning in progress rerouting for emergency exits <p>Refer to Electrical category for electrical controls</p>	
33. Working Outdoors	<ul style="list-style-type: none"> Exposure to adverse weather conditions: <ul style="list-style-type: none"> thermal (heat cold) rain ultraviolet light exposure wind uncontrolled environment 	Rare	Minor	Low	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> 	<ul style="list-style-type: none"> AS/NZS 1338.2: Filters for eye protectors- Filters for protection against ultraviolet radiation AS/NZS 4399: Sun protective clothing - Evaluation and classification AS/NZS 4501.2: Occupational protective clothing - General requirements AS/NZS 1067.1: Eye and face protection - Sunglasses and fashion spectacles - Requirements Radiation protection standard for occupational exposure to ultraviolet radiation (Cth) Sun protection for construction and other outdoor workers (Vic) Working in heat (Vic) HB 9 Occupational Personal Protection 	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Personal protective equipment requirements</i> 	<ul style="list-style-type: none"> Risk assessments Scheduled work at appropriate times, seasons and weather conditions Local area standard operating procedures Personal protective equipment: <ul style="list-style-type: none"> wet weather gear long sleeved summer clothing sunhats sunglasses Sunscreen 	Low
34. Working with Animals	<ul style="list-style-type: none"> Infectious animals Animals escaping enclosures Hazardous manual handling Animal and infectious wastes Assistance/companion animals Therapy animals <p>Refer to Hazardous Manual Handling category for hazardous manual handling hazards/risks</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> <i>Occupational Health and Safety Act 2004 (Vic)</i> <i>Disability Discrimination Act 1992 (Vic)</i> <p>Refer to Hazardous Manual Handling category for hazardous manual handling legislation</p>	<ul style="list-style-type: none"> Australian and New Zealand Council for the care of animals in research and teaching web site Alert preventing asthma in animal handlers (NIOSH) Assistance animals and the Disability Discrimination Act 1992 (Australian Human Rights Commission web site) HB 9 Occupational personal protection <p>Refer to Hazardous Manual Handling category for hazardous manual handling Standards/codes/guides</p>	<ul style="list-style-type: none"> <i>Health & Safety: Risk management requirements</i> <i>Health & Safety: Personal protective equipment requirements</i> <i>Health & Safety: Waste management requirements</i> <i>Health & Safety: Hazardous manual handling requirements</i> <p>Refer to Hazardous Manual Handling category for hazardous manual handling policies /procedures</p>	<ul style="list-style-type: none"> Risk assessments Local area standard operating procedures Immunisation Animal immunisation Restricted access Quarantine areas Appropriate animal housing/farming Standard operating procedures Health screening and monitoring Personal protective equipment Animal ethics and welfare Hazardous waste removal procedures and processes 	Low

Category	Description of Hazard/Risk	Inherent Risk Analysis		Inherent Risk Rating	Legislation	Standards/Codes/Guidance	University Policies/Procedures	Controls	Residual Risk Rating
		L	C						
								Refer to Hazardous Manual Handling category for hazardous manual handling controls	