

Health and Safety Hazard and Risk Factor Prompt Sheet

Biological
Is there potential for exposure to biological materials from humans, insects and animals such as: <ul style="list-style-type: none"> • Tissue, blood and blood products? • Faeces and urine? • Diagnostic kits? • Other? <p>*May require RHBC approval before use</p>
Is there potential for inadequate sterilisation or disposal of biological materials?
Is there the potential for contact with: <ul style="list-style-type: none"> • Infectious diseases, viruses, bacteria and parasites? • Insects that can transmit disease to humans e.g. mosquitoes, ticks? • Poisonous or toxic plants? • Venomous, biting or stinging animals, marine life and insects? • Sharps e.g. needlestick, biopsy? • Other?
Could exposure to legionella be possible through the use of water sprays, cooling towers or other means?
Does the work involve pathogenic micro-organisms that require specific handling and containment to prevent disease transmission such as: <ul style="list-style-type: none"> • Virus? • Bacteria? • Fungi? • Parasites? • Other? <p>*May require RHBC approval before use</p>
Does the work involve Genetically Modified Organisms?
*May require RHBC approval before use
Does the work involve Security Sensitive Biological Agents i.e. Bioweapons?
*May require RHBC approval before use

Biosecurity
Does the work involve import, export or transport, internationally or domestically, of: <ul style="list-style-type: none"> • Samples taken from humans or animals (i.e. blood, urine, faeces, sputum, tissues, diagnostic kits etc.) • Security Sensitive Biological Agents • Genetically Modified Organisms • Organisms including animals, insects, plants and microorganisms in Risk Groups 2, 3, 4 that can act as vectors for human, animal or plant disease (i.e. mosquitoes, ticks, thrips) • Soil, sand and rocks • Other items with the potential for infestation <p>*May require RHBC approval before use</p>

Chemicals and Hazardous Substance
Does the work involve Chemicals that are NOT classified as hazardous by SafeWork Australia?
Does the work involve Chemicals classified as hazardous by SafeWork Australia?
Does the work involve or could there be exposure to: <ul style="list-style-type: none"> • Precursors / Reagents to Illicit Drug Manufacture? • Chemicals of Security Concern? • Time-Sensitive Chemicals • Carcinogenic, Mutagenic & Teratogenic Substances? • Asbestos and Asbestos containing materials? • Lead and Lead containing materials? • Chemicals rated RED in ChemAlert &/or GHS signal word DANGER? • Hazardous Substances requiring health monitoring? (refer to WorkSafe Health Monitoring Guide: Appendix 1) • Poisons, medicines & drugs? <p>*May require RHBC approval before use</p>
Does the work involve Nanomaterials?
*May require RHBC approval before use of engineered nanomaterials
Does the work involve materials that can cause injury, illness or property damage: <ul style="list-style-type: none"> • Explosion and burns? • Gases, fumes & dust that may cause asphyxiation, respiratory conditions?
Will the work involve cutting, grinding or polishing of engineered stone or using materials containing respirable crystalline silica?
*May require RHBC approval before use
During product storage and handling, is there a risk of spills or leaks?
Are there regulatory requirements for disposal of the chemical or hazardous substance?
Are there any other Chemical or Hazardous Substances hazards associated with the work?

Climatic and Natural Events
Is there the potential for: <ul style="list-style-type: none"> • Adverse weather e.g. storm, hail, snow, wind? • Extreme weather e.g. cyclone, tornado, hurricane? • Fire e.g. Bushfire, wildfire, grassfire? • Impaired visibility as a result of dust, smoke, smog, misty or foggy conditions? • Lightning? • Natural disaster – drought, flood, earthquake, landslide, tsunami, monsoon? • Other?

Electrical
Does the work involve: <ul style="list-style-type: none"> • Low Voltage Electricity? • High Voltage Electricity, Electrical Substations, Overhead powerlines? • Electromagnetic fields? • Static Electricity? • Stored Electricity e.g. batteries? • Other ?
Could hazards be caused by: <ul style="list-style-type: none"> • Faulty equipment or appliances? • Incorrect installation? • Exposed electrical parts? • Overloaded circuits?
Will the work be affected by the loss of power?
Will electricity be used in wet or potentially wet conditions?

Ergonomics and Manual Handling/Tasks
Does the activity involve force that is: <ul style="list-style-type: none"> • Repetitive? <ul style="list-style-type: none"> e.g. lifting and stacking, gripping, assembling, cleaning equipment, performing therapeutic treatment. • Sustained? <ul style="list-style-type: none"> e.g. pushing or pulling trolley, operating hand tools, supporting or positioning an item, carrying objects over long distances. • High? <ul style="list-style-type: none"> e.g. lifting, lowering or carrying a heavy object, or an object away from the body, restraining a person or animal, gripping/squeezing tools or instruments. • Sudden? <ul style="list-style-type: none"> e.g. jerky or unexpected movements, operating tools, throwing and catching, cutting, carrying awkward and unbalanced loads, handling of people or animals.
Does the activity require repetitive movement?
Does the activity require awkward or sustained posture, including prolonged sitting and standing?
Are tools, machinery or equipment being used that are likely to cause vibration?
Are there ergonomic hazards related to: <ul style="list-style-type: none"> • Work station or work area design? • Furniture e.g. desks, chairs? • Other?

External Threats and Emergencies
Does the work activity or location have the potential to be impacted by: <ul style="list-style-type: none"> • Arson? • Bomb threat or suspicious packages? • Fire and Explosion? • Pandemics? • Sabotage? • Active Shooter? • Medical Emergency? • Unauthorised entry to campus or University sites? • Unplanned chemical release? • Violence and crime? • Political situation e.g. civil unrest, terrorism threat? • Other?

Events
Are there hazards related to: <ul style="list-style-type: none"> • Access and egress including transport? • Alcohol and drugs? • Behavioural issues including unruly, threatening, violence, aggression? • Emergency event e.g. fire ? • External vendor activities e.g. Amusement rides, animals, fireworks? • First aid or medical incident? • Fatigue e.g. hours of work? • Food Service? • Lack of amenities e.g. toilet facilities, waste management? • Lost children? • Mass gatherings e.g. crowd control, external threats? • Noise impact on environment and surrounding areas? • Temporary fixtures e.g. stalls, electricity, extension leads, BBQs? • Unauthorised access? • Vehicle and pedestrian interaction? • Other?

Fieldwork, Domestic and International Travel
Does the fieldwork activity or travel need to consider: <ul style="list-style-type: none"> • Cultural impact e.g. behaviour, language, clothing? • Emergency events? • Extremes of heat or cold? • Fatigue e.g. Jetlag, driver fatigue, hours of work? • First Aid or Medical Incident? • Fitness for travel? • Flora and fauna? • Manual handling e.g. luggage, equipment? • Natural disaster e.g. flood, earthquake, tsunami? • Political situation e.g. civil unrest, terrorism threat? • Remote locations, isolation and working alone? • Terrain e.g. uneven, rocky, vegetation? • Travel related illness e.g. DVT, food poisoning, respiratory conditions? • Vaccine preventable disease e.g. malaria, Ross River, Yellow Fever? • Other?

Gravity (People or Objects Falling)

Is there a potential for falls:

- At level including slips, trips & falls?
- From height ?
- Into depths?
- Up or down stairs?

Could people or surroundings be impacted by:

- Falling loads, objects or materials?
- Slope stability e.g. collapse of slope, trench?

Is there the potential for rolling or sliding objects e.g. vehicle rollaway?

Is there the potential for acceptable load ratings to be exceeded e.g. balcony, crane, raised structure?

Does the work involve:

- Use of ladders and scaffolding?
- Working at height? e.g. on/in a roof, Elevated Work Platform
- Other?

Lighting

Is there the potential for

- Glare?
- Reflection?
- High level lighting e.g. too bright?
- Low level lighting?
- Other?

Mechanical

Is there the potential for:

- Crushing and pinch points?
- Cutting, severing or puncturing, including sharps?
- Grinding?
- Moving and rotating equipment?
- Projectiles?
- Stored Energy?
- Vacuum?
- Wearing / Scraping?
- Other?

Could hazards be caused by equipment or structural failure?

Noise and Vibration

Is there the potential for short or long term exposure to noise over the workplace exposure standard?

Is there potential for distracting and nuisance noise impact on surrounding areas?

Could there be short or long term exposure to vibration including:

- Whole Body Vibration?
- Hand-Arm Vibration?

Pressure

Could there be exposure to the following pressures:

- Hydrostatic?
- Mechanical?
- Pneumatic including air, gas, wind?
- Rise and fall in ambient pressure e.g. diving?
- Steam?
- Unplanned release of pressure e.g. causing inrush, flooding, steam?
- Other?

Psychosocial Team and/or Individual Factors

Is there the potential for hazards created by:

- Inappropriate and unreasonable behaviours, including, conflict, aggression, sexual harm/harassment
- Workplace relationships i.e. lack of support
- Alcohol and/or drug use?
- Failure to follow policies and procedures?
- Violent and Aggressive, behaviour, both physical or verbal?
- Harassment?
- Criminal behaviours
- Exposure to traumatic events
- Other?

Could workers or students be affected by fatigue?

- Driver fatigue or jetlag?
- Hours of work e.g. long work hours, shift work?

Radiation

Does the work involve:

- Infrared?
- Lasers, class 1 - 2M?
- Electromagnetic radiation?
- Ultrasound and infrasound?

Does the work involve:

- Irradiating apparatus e.g. xray, DEXA, pCQT, XRD?
- Radioactive gauges?
- Radioactive isotopes e.g. sealed, unsealed and naturally occurring sources?
- Lasers, class 3R - 4?
- Ultraviolet (UV) sources that are visible and accessible e.g. transilluminators, penray lamps ?

***May require RHBC approval before use**

Could people in the workplace be exposed to:

- Welding flash?
- UV radiation from the sun?
- Other?

Thermal, Fire and Explosion

Is there the potential for:

- Contact with hot/cold object, surface, liquid or gas?
- Explosion – Dust, gas, fire?
- Extremes of heat or cold including personal exposure?
- Fire – Equipment, vehicle or building?
- Radiant Heat?
- Spontaneous Combustion?
- Other?

Will hot works be performed e.g. welding and grinding?

Consider the impact of welding fumes (Chemical and Hazardous Substances)

Vehicles and Transportation

Does the work involve the operation of/travel in:

- Two or four wheel drive vehicles?
- Motorcycles or Bicycles??
- Buses?
- Boats and watercraft?
- Forklifts ?
- Cranes, including mobile cranes, vehicle mounted cranes and overhead/gantry cranes?
- Elevated Work Platforms?
- Trucks, tractors and trailers?
- Golf buggies / nobby vehicles?
- Remote control equipment?
- Aircraft, including drones? • Other?

Is there the potential for:

- 4WD activities involving water, sand, inclines?
- Interaction between pedestrians and vehicles?
- Exceeding speed limits or driver fatigue?
- Exceeding vehicle load ratings?
- Vehicle rollover or rollaway?

Work Environment

Will the work be conducted:

- In confined spaces and/or trenches?
- In a low oxygen environment e.g. oxygen depletion, at altitude?
- At heights?
- In a remote or isolated location?
- In adverse weather conditions? e.g. storm, snow, wind
- In or under water?

Does the work environment have:

- Wet or slippery ground?
- Uneven or broken ground?
- Adequate storage?
- Good housekeeping standards?
- Adequate ventilation?
- Suitable layout and ergonomic design?
- Potential for interaction between pedestrians and vehicles?
- Suitable access and egress?

Will workers or students be working alone in an isolated location or after hours?

Work Environment (continued)

Could workers or students be exposed to UV radiation from the sun during outdoor work?

Will the work involve people unfamiliar with the workplace e.g. contractors, consultants, visitors, new staff?

Could workers or students be exposed to High-Risk Crystalline Silica Substance?

Are there any other considerations related to the work environment?

Work Related Culture and Wellbeing Factors

Consider the following organisational factors that may have an impact on a person's mental health at work:

Organisational Factors

- Poor organisational culture and leadership practice
- Poor or no policies and procedures
- Poor organisational change management
- Poor communication/consultation
- Inadequate recognition and reward
- Poor organisational justice
- Lack of processes or procedures to deal with workplace problems

Environmental Factors

- High/Low Work Demands
- Low levels of control and/or
- Inadequate support for supervisors and/or co-workers
- Lack of role clarity
- Poor workplace physical environment
- Driver fatigue or jetlag?
- Hours of work e.g. long work hours, shift work, isolated/remote work?
- Could workers or students be affected by fatigue?
- Other?

Work Related Sexual Harm or Harassment

Are there situations in the workplace that places a person at risk of sexual harm?

Are there behavioural concerns of workers and others in the workplace that may result in sexual harm?

Consider **Psychosocial Team and/or Individual Factors** and **Work Related Culture and Wellbeing Factors** that may also contribute.