



KEEBRA PARK

STATE HIGH SCHOOL

56 Anne Street Southport, QLD, 4215
<https://keebraparkshs.eq.edu.au/>
<http://www.facebook.com/keebraparkshs>

Industry Liaison Officer
Miss Monica Beedle
Phone: (07) 5509 2555+
Email: mbeed0@eq.edu.au

WORK EXPERIENCE – RISK ASSESSMENT FORM

This template is used to document a risk assessment to manage health and safety hazards and risks associated with the placement of a student in an organisation/business/location for the purposes of undertaking work experience.

ORGANISATION / BUSINESS NAME:

Step 1: Identify the hazards

Biological (e.g. hygiene, disease, infection)			
<input type="checkbox"/> Blood/bodily fluid	<input type="checkbox"/> Virus/disease	<input type="checkbox"/> Food handling	
Other/details:			
Chemicals (note: refer to the label and safety data sheet (SDS) for the classification and management of all chemicals)			
<input type="checkbox"/> Non-hazardous chemical(s)	<input type="checkbox"/> Hazardous chemical (refer to a completed hazardous chemical risk assessment)		
Name of chemical(s)/details:			
Energy systems – incident/issues involving:			
<input type="checkbox"/> Electricity (incl. mains and solar)	<input type="checkbox"/> LPG gas	<input type="checkbox"/> Gas/pressurised containers	
Other/details:			
Environment			
<input type="checkbox"/> Sun exposure	<input type="checkbox"/> Water (creek, river, beach, dam)	<input type="checkbox"/> Sound/noise	
<input type="checkbox"/> Animals/insects	<input type="checkbox"/> Storms/weather	<input type="checkbox"/> Temperature (heat, cold)	
Other/details:			
Machinery, plant and equipment			
<input type="checkbox"/> Machinery (fixed plant)	<input type="checkbox"/> Machinery (portable)	<input type="checkbox"/> Hand tools	<input checked="" type="checkbox"/> Vehicles/trailers
Others/details:			
Manual tasks/ergonomics			
<input type="checkbox"/> Manual tasks (repetitive, heavy)	<input type="checkbox"/> Working at heights	<input type="checkbox"/> Restricted space	
Other/details:			

Step 2: Assess the level of risk

Assessed risk level		Description of risk level	Actions
<input type="checkbox"/>	Low	If an incident were to occur, there would be little likelihood that an injury would result.	Undertake the activity with the existing controls in place.
<input type="checkbox"/>	Medium	If an incident were to occur, there would be some chance that an injury requiring first aid would result.	Additional controls may be needed.
<input type="checkbox"/>	High	If an incident were to occur, it would be likely that an injury requiring medical treatment would result.	Controls will need to be in place before the activity is undertaken.
<input type="checkbox"/>	Extreme	If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result.	Consider alternatives to doing the activity. Significant control measures will need to be implemented to ensure safety.



KNOW



PERFORM



ACHIEVE




KEEBRA PARK

STATE HIGH SCHOOL

56 Anne Street Southport, QLD, 4215
<https://keebraparkshs.eq.edu.au/>
<http://www.facebook.com/keebraparkshs>

Industry Liaison Officer
Miss Monica Beedle
Phone: (07) 5509 2555+
Email: mbeed0@eq.edu.au

Step 3: Control the risk

Hierarchy of controls	
<p>Most effective (High level)</p>  <p>Least effective (Low level)</p>	Elimination: remove the hazard completely from the workplace or activity.
	Substitution: replace a hazard with a less dangerous one.
	Redesign: changing a machine or work process to make it safer.
	Isolation: separate people from the source of the hazard.
	Administration: putting rules, signage or training in place to make a workplace safer.
	Personal protective equipment (PPE): protective clothing and equipment.

Hazards/risks and control measures	
<input type="checkbox"/>	DISCUSS SAFETY PROCEDURES CONCLUSION WITH STUDENT
<input type="checkbox"/>	ENSURE PERSONAL PROTECTIVE EQUIPMENT WHERE APPROPRIATE
<input type="checkbox"/>	Demonstration FOR STUDENTS WHERE APPROPRIATE
<input type="checkbox"/>	Use good ventilation – WHERE APPROPRIATE FOR CHEMICALS
<input type="checkbox"/>	Wash Hands – AFTER USING CHEMICALS
<input type="checkbox"/>	Warning signs displayed for all potential hazards
<input type="checkbox"/>	CLOSE SUPERVISION WHILST PERFORMING NEW TASKS
<input type="checkbox"/>	NOTIFY SCHOOL IMMEDIATELY IF STUDENT DOES NOT FOLLOW SAFETY INSTRUCTION
<input type="checkbox"/>	Long hair tied back – where appropriate
<input type="checkbox"/>	Any other control as employer sees fit

Submission		
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined in Step Three. Changes will be made to the activity if required, to manage any emerging risks to ensure safety.		
Contact person:	Sign:	Date:



KNOW



PERFORM



ACHIEVE