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| --- | --- | --- | --- | --- | --- |
| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **076RA** |
| **Completed by (name):** |       | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Sewing** |
| **In conjunction with this risk assessment, training / education and development of a relevant SOP may be required.** |
| **Step 1:** **Identify the hazard/s:**What do you believe are the hazards?(Refer Risk Assessment Guideline (015G)) | **Step 2: Assess the risks:**What do you believe are the risks?(Refer *Risk Assessment Guideline (015G)*) | **Step 3: Reducing the risk:**What do you believe can be done to reduce the risk?(Refer *Risk Assessment Guideline (015G)*) |
| **What could cause harm?** | **What could go wrong?** | **Controls** |
| **Electricity*** Faulty or damaged cable
 | * Electric shock
* Death
 | Sewing machine/ overlocker is tested and taggedTeacher must perform visual check of the plug and cord before use.* RCD is tested according to Electrical Procedure and any faults rectified.

When changing globe/lamp, ensure machine is turned off and disconnected from the power source.No one is to use sewing machine with wet hands. |
| **Gravity*** Loose cords across floors
 | * Personal injury from fall.
 | * All cables to be located so that it is not trailing and producing a tripping hazard or become entangled with the operator.
 |
| **Hazardous Manual Tasks*** Moving sewing machine
 | * Sprains / strains
 | * Sewing machines / overlocker placed on a firm / stable surface at an appropriate height for the student to use.
* Primary schools – only the teacher is to move and position the sewing machine / overlocker.
* Use 2 person lift where needed.
* Use a suitable trolley when moving the sewing machine
 |
| **Machinery & Equipment*** Coming into contact with needle
* Entrapment in moving parts
 | * Sharps injury
* Serious injury from entrapment in rotating parts
 | Needles on the sewing machine must be replaced by a competent person.Needles to be stored on a pin cushion.When hand sewing, a thimble should be worn when handling needles or pins.Rusty needles and pins must be discarded in a suitable closed container.* Recommend safety glasses are worn for inexperienced persons.
* Loose clothing must be secured and long hair tied back.
* Dangling jewellery should not be worn.
* Non slip, covered in shoes must be worn (NO open toed shoes)
* All guards must be in place during use.
 |
| **Other:** |  |  |

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| **Authorised by:** |  | **Signature:** |  | **Date:** |  |

**Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).**

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| **Step 4: Monitor & review:**(Refer to hazard sheet)**Please tick Yes or No** |
| **Were the controls effective?** | **Were there any unforeseen hazards/ incidents?** | **New controls** |
| **Yes** | **[ ]**  | **No** | **[ ]**  | **Yes** | **[ ]**  | **No** | **[ ]**  |
| **DETAILS** | **DETAILS** | **DETAILS** |
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| **Name:** |  | **Signature:** |  | **Date:** |  |