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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **056RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **LAMINATING MACHINE** | | |
| **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** | | |
| **Electrical**   * Electricity | | * Electric shock * Death * Electric short / fire | | * Laminator is tested and tagged * Laminator is visually inspected for any damage to on / off switch or flexible cord * RCD is fitted and operational * No liquid to be placed on top of the laminator (eg coffee/tea/water) * Fire extinguisher readily accessible. | | |
| **Machinery & Equipment**   * Hot surfaces | | * Burns from the heating element * Burns from the laminated pouches when exiting the laminator | | * Heating element is covered * Ensure the laminator is maintained in a safe condition * Ensure the laminator is not hotter than required to laminate the paper | | |
| **Gravity**   * Tripping hazards | | * Slips, trips and falls over flexible power cord | | * Ensure power cords are not loose and could cause a tripping hazard | | |
| **Machinery & Equipment**   * Pinch hazards – infeed area of laminator | | * Burns | | * Machine guards are not to be removed. Loose fitting clothing (long sleeves) are NOT to be worn while using the laminator. | | |
| **Hazardous manual tasks**   * Sustained and awkward postures * Poor work area design | | * Sprains / strains | | * Position the laminator in a location that enables the operator sufficient space to work and without risk from people walking past, trolleys, doors opening and with sufficient lighting. | | |
| **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:** |  |