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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:** |  |