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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **070RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **PHOTOCOPIER** | | |
| **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**   * Flexing of cord * Damage to cord | | * Electric shock * Electrocution | | Test and Tagging of electrical equipmentRCD’s installed and testedWorkplace inspections conducted | | |
| **Hazardous Manual Tasks**   * Inadequate lighting * Limited work space available * Bending to stack papers / fix jams | | * Musculoskeletal injuries * Sprains / strains | | Hazardous manual task training provided to staff three yearlySack truck/trolley provided for moving boxes of paper | | |
| **Airborne Contaminants**   * Changing toners * Exposure to fumes | | * Inhalation of airborne toner dust | | Workers aware of safe handling of toners as per manufacturers recommendationsPhotocopier is placed in a well ventilated room / area. Where not possible, exhaust fans are installed. | | |
| **Machinery & Equipment**   * Touching hot parts of machine | | * Burns | | Workers are aware of components that cause burnsRepair and service work is only conduct by trained service technicians | | |
| **Gravity**   * Location of electrical cords | | * Slips, trips and falls | | Electrical cords secured to wall or copier to minimise tripping hazards | | |
| **Noise**   * Constant photocopier noise irritating workers/loss of ability to concentrate | | * Anxiety due to constant ‘white noise’ | | Where possible, photocopiers are placed away from workers (separate room or work-area) | | |
| **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:** |  |