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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **074RA** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Electric Sander (handheld)** | | |
| **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**   * Damaged electrical cord * Electrical fault within the piece of machinery * Overloading power sockets | | • Electric shock / burns   * Electrocution * Fire * Equipment Damage | | * Visual inspections before use * All faults/damaged equipment is reported immediately * Ensure electrical equipment is in good working order (testing and tagging) * Residual current device (RCD) push button tested according to legislative requirements * RCD time tested according to legislative requirements * Fire wardens are trained in fire extinguisher use and emergency evacuation | | |
| **Gravity**   * Slippery surfaces * Inappropriate footwear * Trip hazards | | * Slip, trip, fall * Concussion * Fracture | | Good housekeeping practices  * Non slip footwear * Workplace inspections * Exclusion zones around work areas | | |
| **Hazardous Manual Tasks**   * Bending / stooping to pick up products * Sustained or awkward postures * Poor work area design * Repetitive movement * High speed movement * Vibration and muscle injuries from using sander | | * Sprains & strains * Fatigue * Overuse syndrome (RSI) | | * Workbench is set at a suitable height to minimise stooping * Trolleys are available for moving items if required * Correct body and arm posture while sanding. * Work pieces to be clamped where necessary | | |
| **Noise**   * Loud machinery in an indoor environment (classroom) * No hearing protection worn * Prolonged exposure | | * Potential hearing loss / impairment * Workers / others cannot communicate due to noise | | * Hearing protection is available if required * Workers have audiometric testing (hearing tests) every 2 years * Rotation of tasks | | |
| **Machinery & equipment**   * Parts disintegrating and / or being ejected * Sanding pad not attached correctly * Equipment not maintained | | * Laceration/friction burn to a worker / other fingers or hand * Timber products could dislodge causing an injury to workers or others * Worker injured while conducting maintenance on the plant * Worker / others could receive an eye injury from flying particles | | * Guarding is installed and maintained on the plant * Regular workplace inspections are conducted * Worker / others are provided with personal protective equipment (PPE) * Preventative Maintenance Schedule in place | | |
| **Airborne contaminants**   * Dust | | * Asthma * Irritation to the lungs | | * PPE is available on request * Dust bag attached to sander correctly * Dust is not blown off with compressed air | | |
| **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:** |  |