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| --- | --- | --- | --- | --- | --- |
| **Site / Area:** |       | **Date of assessment:**  |  | **Risk Assessment #:** | **106RA** |
| **Completed by (name):** |        | **Signature:** |       |
| **In Consultation with** |       | **Signature:** |       |
| **Identify / describe activity, equipment, area or event you are assessing:**  | **Lifts** |
| **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** |
| **Machinery & Equipment*** Uncontrolled movement
* Lift doors closingon people
* Mechanical failure
 | * Contusions
* Lacerations
* Death
* Serious Injury
 | * Regular servicing and maintenance of the lift is conducted by (INSERT NAME)
* Lift is locked at all times and those who require access will be provided with a swipe card / key to prevent horseplay / misuse. (Education Sector)
* Ensure SWL of lift is adhered to. Stick to the recommended maximum occupancy identified for the lift
* When using the lift for moving stock between floors (e.g. desks and chairs), person is to obtain the key that can be used to keep the doors open.
* Lift is serviced every (INSERT TIME FRAME) by (COMPANY) and records retained. Lift is registered with SafeWork SA.
* If lift malfunctions, lift Service Company is called to assist anyone trapped.
* Lift is put out of service by the service company until it is repaired
 |
| **Gravity*** Unsecured lift during maintenance
 | * Death
* Serious Injury
 | * Lift Company is responsible for ensuring barricades are erected to prevent personnel accessing the lift when it is being serviced.
 |
| **Psychological*** Malfunctioning lift
* Insufficient communication system
 | * Anxiety
* Fear
* Panic
 | * All personnel are advised to remain calm and not to attempt to open the doors as there is greater risk of injury.
* Person to remain on outside of lift doors and keep in constant communication with the trapped people reassuring them
* Communication system is checked on a regular basis
* Instructions are displayed inside the lift of what to do if the lift malfunctions
 |
| **Hazardous Chemicals*** Transporting chemicals
 | * Burns
* Asthma
 | * Hazardous chemicals are not to be transported in the lift whilst personnel are in there.
* Trolley with lips to be used in the event chemicals have to be transported in the lift to prevent spillage.
 |
| **Hazardous Manual Tasks*** Moving heavy / awkward items
 | * Musculoskeletal injuries
* Sprains
* Strains
* Repetitive Strain Injury (RSI)
* Slips, trips, falls
 | Lifts to be used for moving heavy / awkward items* When using the lift for moving stock / items between floors (e.g. desks and chairs), person is to obtain the key that can be used to keep the doors open.
 |
| **Other** | *
 |       |

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| **Authorised by (name):** |  | **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:** |  |