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| **Site / Area:** | |  | | **Date of assessment:** |  | **Risk Assessment #:** | **RA089** |
| **Completed by (name):** | |  | | **Signature:** |  | | |
| **In Consultation with** | |  | | **Signature:** |  | | |
| **Identify / describe activity, equipment, area or event you are assessing:** | | | | | **Laundry Services** | | |
| **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** | | |
| **Hazardous Manual Tasks**   * Twisting, bending, reaching, lifting and pulling when unloading, receiving linen/fabrics | | * Sprains & strains * Fatigue * Musculoskeletal Injury | | * Correct manual handling techniques * Tables and trolleys for movement and sorting of linen/fabrics | | |
| **Gravity**   * Inappropriate footwear * Slippery surfaces * Wet floors * Poor lighting | | * Wet linen/fabrics leaks on floor * Water from washing machine splashes on floor * Slips Trips Falls | | * PPE provided for all tasks – Wet floor signs * Wet floor cleaned as soon as occurs * Work Instructions’ in place for Laundry Services tasks * Non slip footwear must be worn | | |
| **Hazardous Chemicals**   * Chemical exposure (Dangerous goods, irritants, bleach, skin contact, spill potential, transport) * Incorrect labelling * Potential spill | | * Exposure to chemicals that are delivered and handled as part of the laundering process * Dermatitis * Asthma * Inhalation of chemicals * Respiratory illness * Fire * Burns * Incorrect storage * Incorrect handling * Incorrect disposal | | * Work Instructions’ in place for Laundry Services tasks * PPE provided for all tasks – Gloves, safety glasses, aprons * Chemical Training * Chemical Risk Assessments – use least hazardous and dangerous chemicals * Emergency Plan in place * Safety Data Sheets available * Correct labelling of containers or pipework, use warning placards and displaying safety signs * Chemicals stored appropriately (separate room for large quantities) * Maintaining a register / manifest of hazardous chemicals * Fire Extinguishers available | | |
| **Biological**   * (Biological waste, blood/bodily fluids, mould, infection, needles) | | * Exposure to bacteria and airborne diseases on dirty linen/fabrics * Needle stick injury * Hepatitis * Allergies * Dermatitis * Gastroenteritis | | * Workers exposed to diseases offered vaccinations * PPE provided for all tasks – Gloves, safety glasses, aprons * Hand Hygiene * Workers immunised where appropriate | | |
| **Electricity**   * Damaged electrical cord * Electrical fault within the piece of machinery * Overloading power sockets * Over heating equipment * Electrical short * Water on electrical equipment | | * 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 | | |
| **Machinery and Equipment**   * Fire/ damage to plant & building * Parts being ejected * Sharpes edges * Cracked hoses on machines * Caught in moving parts * Lack of maintenance | | * Filters blocked with lint on the dryer leading to overheating of machine * Burns * Lacerations * Contact with hot / cold parts * Crushing / pinching / trapping | | * Regular, scheduled cleaning of lint filters * Preventative Maintenance Schedule in place. | | |
| **Noise**   * Exposure to noisy machines | | * Hearing assessment implemented | | * Workers to wear protective hearing equipment where applicable * Equipment serviced per manufacturers recommendations | | |
| **Extreme Temperatures**   * Heat | | * Heatstroke * Fatigue | | * Exhaust / extraction fans insitu and cleaned on a regular basis * Rest breaks * Adequate fluid intake throughout the working day * Cooling systems (air-conditioning available) | | |
| **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:** |  |