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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:** |  |