

# **MACQUARIE UNIVERSITY**

## **OCCUPATIONAL HEALTH & SAFETY INSPECTION REPORT OF Vice Chancellors Office**

**Centre for Professional Development**

Report by: Kim Richard  
On behalf of  
VCO Workgroup OHS Committee  
12 June 2007

## **Introduction**

The aim of the inspection was to identify risks that may prevent the area from achieving its identified safety objective and to identify and document the internal controls which have been implemented to manage those risks and, where appropriate, to assist in the identification of appropriate strategies to reduce or mitigate those risks.

Occupational health & safety functions are a significant feature of the day-to-day operations of the area that may involve personnel from various other centres. Consequently, there may be a number of risks that can significantly impact the ability of the area to provide a safe working environment for staff, students and visitors. The scope of this exercise was limited to the following risks:

- Unsafe Premises – Where hazards impact on the safety of people.
- Emergency Arrangements – For any emergencies, including first aid.
- Training – Occupational Health and Safety at all levels.
- Supervision – Of all people at the area.

As part of the preliminary risk assessment, key risk areas were identified based on an analysis of these risks and on information provided by the staff. The # key risk areas are summarised in Table 1 below.

## **Methodology**

Risks were identified through interviews with key staff and independent observations.

## **Analyse Risks**

The scoring system outlined in the Australian/New Zealand Standard 4360:1999 "Risk Management" was applied in assessing and prioritising risks. Identified risks were given two risk scores on a scale of 1 to 5 for each – severity of consequence and likelihood of occurrence. The table can be found in the Appendix to this report.

The risk scores were assessed ignoring the effect of internal controls. This is the *inherent* risk. The risks were then ranked as being "critical", "high", "medium", "low" or "very low", based on the risk ranking process. The risk scores were based largely on the view of the University's Occupational Health & Safety Manager supported by the available information.

## OH&S Risk Summary

The inherent and residual risk scores represent the highest scores recorded for a risk in the key risk area. The residual risk scores represent the opinion of the Inspection Team and they are reported here as they provide a constructive basis for the development of a future audit program into the Occupational Health & Safety function.

RISK SUMMARY					
Ref No.	Objective	Risk Description	2006 Report		
			Inherent Risk	Residual Risk	Date Reviewed
1	To provide a healthy and safe working environment for staff, students, and visitors to the area.	Stair to building – tripping hazard	Low	None	
2		Stairs to Room 115 – tripping hazard	Low		
3		Boxes under desks	Low		
4		Photocopy room poorly ventilated	High		
5		Books on top shelves not accessible	Low		
6		Bar heater under desk	Medium		
7		Toner recycle box behind exit door	Low		
8		Rubbish and boxes on floor	Low		
9		Too many chairs in tearoom	Low		
10		Boxes on top of stationery cupboard	Low		
11		Printers too noisy	Low		
12		Floor rug - tripping hazard	Low		
13		Teacrates in room 143	Low		
14		Empty Neverfail bottles lying on floor	Low		
15 & 16		Electrical cords on floor	Low		
17		Entryway poorly lit	Low		
18		Plant on top shelf	Low		

Table 1

## **Conclusion**

Several issues were found as detailed below.

Most have now been attended to.

## Risk Register

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
1	<b>C4C Room 115</b> Trip hazard on stairs leading to the office. Boxes under desk are cluttered and pose a restriction in workspace. Hub room contains old computers and mail boxes, no access to workstation.	Minor	Possible	LOW	Stairs need fluro tape. Unpack boxes under desk and put neatly on shelves. Remove old computers and mail boxes from Hub room.	None	Impossible	None	
2	<b>C4C Room 117</b> Books not accessible from top shelves. Safety risk to climb up to access them.	Minor	Possible	LOW	Move books to lower level.	None	Impossible	None	

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
3	<b>C4C Room 120</b> Folders not accessible from top shelves. Safety risk to climb up to access them.	Minor	Probable	LOW	Move folders to lower level	None	Impossible	None	
4	<b>C4C Room 115</b> Bar heater under desk. Fire hazard	Major	Probable	MEDIUM	Change bar heater to oil heater.	None	Impossible	None	
5	<b>C4C Hallway 199B beside 120</b> Hallway poorly lit, too dark, tripping hazard. Toner recycle box behind exit door, makes exit and entry difficult.	Minor	Possible	LOW	Keep hallway light on and remove toner recycle box from behind door.	None	Impossible	None	
6	<b>C4C Room 130</b> In the process of moving								

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
7	<b>C4C Hallway 199E beside 130</b> None								
8	<b>C4C Room 131</b> Bags, rubbish and boxes on floor pose a tripping hazard and health risk. Box behind door makes opening door difficult	Moderate	Probable	MEDIUM	Clean floor and put things away. Move box from behind door.	None	Impossible	None	
9	<b>C4C Room 132</b> In the process of moving								
10	<b>C4C Room 123</b> Photocopy room too small and poorly ventilated. With the high volume of photocopying, the smell in the room poses a respiratory risk.	Catastrophic	Possible	CRITICAL	Move photocopier to a larger room or put a window in the existing room. Extend the room to provide more ventilation and a larger exhaust fan.	None	Impossible	None	

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
11	<b>C4C Room 135</b> General purpose tearoom, which contains the fax, guillotine and electronic stapler. Too many chairs in the room to utilise equipment	Minor	Possible	LOW	Move equipment to another room or remove some of the chairs	None	Impossible	None	
12	<b>C4C Room 139</b> None								
13	<b>C4C Hallway 199D beside 139</b> Stationery cupboards with boxes on top pose a threat of falling boxes. Stationery cupboards are too deep for the hallway and are a hazard for people walking back and forth.	Minor	Possible	LOW	Remove boxes from the top and put inside the stationery cupboard. Relocate stationery cupboards to an office. Relocate printers.	None	Impossible	None	

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
	Printers too noisy for the occupant of Room 140								
14	<b>C4C Room 140</b> Bags on floor – tripping hazard. Plant on top shelf, hard to reach and maybe too heavy for the shelf?	Minor	Possible	LOW	Put bags away. Put plant on the table.	None	Impossible	None	
15	<b>C4C Room 141</b> None.								
16	<b>C4C Room 142</b> Rug on floor - tripping hazard.	Minor	Possible	LOW	Put rug under the desk or frame rug and put on wall.	None	Impossible	None	
17	<b>C4C Room 143</b> Teacrates on floor pose a tripping hazard	Minor	Possible	LOW	Remove teacrates.	None	Impossible	None	
18	<b>C4C Room 144</b> Toilet - none.								
19	<b>C4C Room 145</b> Folders on top	Minor	Possible	LOW	Move folders to a lower shelf	None	Impossible	None	

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
	shelf not accessible. Safety hazard to climb up and get them.								
20	<b>C4C Room 146</b> Folders on top shelf not accessible. Safety hazard to climb up and get them.	Minor	Possible	LOW	Move folders to a lower shelf	None	Impossible	None	
21	<b>C4C Room 144</b> Toilet - none.								
22	<b>E6A 116</b> Training Room – Empty Neverfail bottles lying on floor, tripping hazard	Minor	Possible	LOW	Ring Neverfail to collect empty bottles. Order two wire racks to store full bottles.	None	Impossible	None	
23	<b>X5B 232</b> Folders on top shelf not accessible. Safety hazard to	Minor	Possible	LOW	Move folders to a lower shelf	None	Impossible	None	

Ref	The Risk	Consequences of Event Happening		Initial Risk	Risk Control Plan	Assessment of Risks with Control		Level of Risk	Date Review
		Consequence	Likelihood			Consequence	Likelihood		
	climb up and get them.								
24	<b>X5B 236</b> Electrical cords on floor and boxes - tripping hazard	Minor	Possible	LOW	Remove boxes and tie electrical cords.	None	Impossible	None	
25	<b>X5B 237</b> None								

## Appendix I Risk Assessment Tables

### Risk Assessment Matrix

Risk rating as a function of consequence and likelihood scores.

Consequence	5	MEDIUM	HIGH	CRITICAL	CRITICAL	CRITICAL
	4	LOW	MEDIUM	HIGH	CRITICAL	CRITICAL
	3	LOW	LOW	MEDIUM	HIGH	CRITICAL
	2	VERY LOW	LOW	LOW	MEDIUM	HIGH
	1	VERY LOW	VERY LOW	LOW	LOW	MEDIUM
		1	2	3	4	5
Likelihood						

### Consequence Criteria

The descriptions below are indicative only and provide a guide to relative consequence.

Rating	Score	Criteria
<b>Catastrophic</b>	<b>5</b>	<ul style="list-style-type: none"> <li>• Council or external agency instigates an inquiry or legal action.</li> <li>• Significant damage to the University's reputation</li> <li>• Widespread, ongoing, negative media coverage</li> <li>• Legal action involving major criminal charges and/or civil suits with possible fines and costs exceeding \$1 million</li> <li>• Multiple deaths and injuries</li> <li>• Severe environmental damage</li> <li>• Long term cessation of core activities (months)</li> <li>• Destruction or long-term unavailability of infrastructure, systems and resources directly impacting operations</li> <li>• Financial loss not covered by insurance (more than \$5 million)</li> </ul>
<b>Major</b>	<b>4</b>	<ul style="list-style-type: none"> <li>• Widespread negative media coverage</li> <li>• Legal action involving criminal charges and/or civil suits with possible fines and costs exceeding \$500,000</li> <li>• Single death and/or multiple injuries</li> <li>• Short term cessation of core activities (weeks)</li> <li>• Financial loss not covered by insurance (\$2.5 - \$5 million)</li> </ul>
<b>Moderate</b>	<b>3</b>	<ul style="list-style-type: none"> <li>• Unfavourable media coverage</li> <li>• Injuries requiring off campus medical treatment</li> <li>• Significant disruption to core activities (days)</li> <li>• Financial loss not covered by insurance (\$500,000 - \$2.5 million)</li> </ul>
<b>Minor</b>	<b>2</b>	<ul style="list-style-type: none"> <li>• Limited unfavourable media coverage</li> <li>• Injuries requiring on campus medical treatment</li> <li>• Short-term disruption to core activities (days)</li> <li>• Long-term disruption to non-core activities (weeks)</li> <li>• Financial loss not covered by insurance (\$50,000 - \$500,000)</li> </ul>
<b>Insignificant</b>	<b>1</b>	<ul style="list-style-type: none"> <li>• Unlikely to have an impact on the University's public image</li> <li>• Minor injuries</li> <li>• Minimal impact on operations</li> <li>• Minimal financial loss (less than \$50,000)</li> </ul>

**Likelihood Criteria**

<b>Rating</b>	<b>Score</b>	<b>Description</b>
<b>Almost Certain</b>	<b>5</b>	High likelihood of risk event happening several times within the next year.
<b>Probable</b>	<b>4</b>	A risk event is likely to occur more than once in the next 12 months.
<b>Possible</b>	<b>3</b>	Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years.
<b>Unlikely</b>	<b>2</b>	The risk event could occur at some time but is unlikely.
<b>Rare</b>	<b>1</b>	Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years.

**Occupational Health and Safety Committee****Workgroup: Vice Chancellor's Office****Workplace Inspection: Centre for Professional Development**

The inspection was conducted the morning of Tuesday 7 June 2007, by Lyn Hammett, Centre for Professional Development; Leanne Price, Higher Degree Research Unit and Kim Richard, Centre for Professional Development.

The standard *Workplace Inspection Checklist A: Office* was used, and each area assessed in accordance with the criteria itemised on the Checklist.

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Lyn Hammett, CPD

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