FACULTY OF EDUCATION
LOW RISK HEALTH AND SAFETY FORM
FORM B

Research Projects Date / /

Faculty of Education Staff/Student No.

Research Project Information

Circle the appropriate research activity pertaining to this risk assessment:

- Research Project AND/OR
- Research Higher Degree or Research Pathway

Research Project / Activity Title:

_____
_____

1. Project, Work and Equipment Details

Principal Investigator / Chief Investigators and / or Student Name/s:	
Estimated Commencement Date :	Estimated Completion Date (or continuing) :
External collaborators (other QUT Faculties and non-QUT parties):	
Location(s) of work, eg field site, building, room, campus:	
Equipment types involved, if any : e.g., computer, stationery, digital audio recorders.	

2. Hazards / Potential Hazards Identification List

Use this list to identify all hazards in the workplace, systems of work, equipment and substances used, to which anyone associated with the research project may be exposed. This list is designed to assist in the identification of hazards but is not intended to be comprehensive or exhaustive. Indicate any other hazards in the space provided.

Once completed, transfer all identified risks that have been ticked off, to section 3 for risk assessment and control implementation.

Personal

- Manual handling ☐
- Striking and grasping ☐
- Slips/trips - footwear appropriate to task? ☐
- Fixed posture for extended periods ☐
- Repetitive movements (e.g., on keyboard) ☐
- Pressure (diving or altitudes) ☐
- Heat or cold stress ☐
- Interviews with participants ☐
- Working alone ☐
- Driving vehicles ☐
- Long distance driving in vehicles ☐
- In home visits ☐
- After Hours Work ☐
- Emergency situations ☐
- Aggression or violence by others ☐
- Mental or psychological stress ☐
- Sunlight exposure of UV radiation ☐
- Excessive Noise e.g., Industry sites ☐
- Sharps ☐
- Animal attacks or bites e.g., dogs ☐

Temperature

- High temperature materials ☐
- Cryogenic (freezing) fluids ☐

Mechanical

- Machinery /plant / equipment in motion ☐
- Excessive Vibration ☐
- Compression / tension of part ☐
- Pressure equipment (high/vacuum) ☐

Other Hazards

Specify_____

Potentially Hazardous Environments

- Hospitals / clinics / medical centres ☐
- Industrial / manufacturing sites ☐
- Mines ☐
- Abattoir ☐
- Roadside ☐
- Farms and isolated or remote areas ☐
- Working in confined spaces ☐
- Working at heights ☐
- Electromagnetic/infrared/microwave radiation exposure ☐

Other potentially hazardous environments:

Specify_____

Specialised Equipment ☐

Eg. Clinical or laboratory instruments

Electrical

- High voltage equipment ☐
- Live electrical equipment ☐

Fire and Explosion

- Flammable substances ☐
- Explosives ☐

Chemical / Hazardous Substances

- Carcinogens ☐
- Toxic / hazardous substances ☐
- Corrosive agents ☐
- Solvents ☐
- Genotoxins (mutagens/teratogens) ☐
- Generation of dusts, vapours, fumes etc ☐

The use of Chemicals and Hazardous Substances must conform to the Workplace Health & Safety Regulation (1997) s87 to 114.

These Regulations are met Yes ☐ No ☐

Biological ☐ Complete Form C

All activities involving the handling of biological material [including human blood, human urine, any human or animal tissue or fluid (except sweat), any pathogenic, bacteria, virus, fungi, genetically modified organism or small and large animal handling], must have the approval of the Faculty Biosafety committee.

Radiation - Ionising and Laser Radiation ☐ Complete Form D

For the use of radioactive substances, irradiating apparatus and laser radiation devices.

3. Hazard Identification and Control *(This is an example only. Please delete details and fill out as relevant for your project)*

HAZARDS IDENTIFIED	LIKELIHOOD OF EXPOSURE Rare, Moderate, Frequent	CONSEQUENCES What can happen. Are the consequences low, moderate or extreme.	CONTROL MEASURES To reduce the risk: Elimination, substitution, engineering, administrative, PPE, altered work practices	Given the nature of the risks identified, specify the NAMES OF STAFF/STUDENTS H&S TRAINING RECEIVED, DATE OF TRAINING, for each staff/student where required
Fixed posture for extended periods	Frequent	Low - physical injury could be sustained	Data entry will be staggered where possible to reduce data-entry work load for researcher. Limit length of time in fixed position. Ensure regular movement and exercises. Ergonomic office equipment will be used and will be adjusted in accordance with QUT 'Workstation set up checklist', information for which is able at:http://www.hrd.qut.edu.au/healthsafety/docs/keyboardassesschecklist.doc	n/a
Repetitive movements (eg on keyboard)	Frequent	Low - physical injury could be sustained	Data entry will be staggered where possible to reduce data-entry work load for researcher. Limit length of time in fixed position. Ensure regular movement and exercises. Ergonomic office equipment will be used and will be adjusted in accordance with QUT 'Workstation set up checklist', information for which is able at: http://www.hrd.qut.edu.au/healthsafety/docs/keyboardassesschecklist.doc	n/a
Working alone	Moderate	Low – risk of accident, injury or threat by others	Researcher to work alone in safe home environment or on campus in areas where other staff/students are present. Land-line/mobile telephone available as required.	n/a
After Hours Work	Moderate	Low – researcher working after hours in home environment or on campus	Land-line/mobile telephone available as required. When working after hours on campus, security will be contacted on 85855 to advise them when I will be arriving and leaving. I will ensure main doors are locked behind me.	n/a
Travel by researcher	Moderate	Low- no greater than everyday activities.	Personal vehicle will be used.	n/a
Mental or psychological stress	Low	Moderate –	Should any participant show any signs of distress, data production will cease immediately and the researcher will follow the risk management plan put in place in the approved ethics review documents.	n/a

4. Health & Safety Manuals

Provide details of any health and safety manuals provided to research staff and students engaged on this research project (eg chemical safety manuals, laboratory manuals).

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_____

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5. First Aid

- Are appropriate first aid items available, if required Yes ☐ No ☐
- Have first aid skills been acquired, if necessary? Yes ☐ No ☐
- Has consideration been given to the requirement for after hours first aid treatment? Yes ☐ No ☐

6. Ancillary Staff

Have ancillary staff (cleaners, technicians) been provided with appropriate information relating to special health & safety requirements? Yes ☐ No ☐

If yes, what information was provided?

Endorsements (must be completed)

Please use the next page and copy as required if additional names need to be added.

ENDORSEMENTS

All staff and / or students who will be engaged on this project must sign this endorsement. This project/work has been examined in consultation with the staff members involved and where appropriate, the Workplace Health and Safety Representative/Officer. The hazards associated with the work have been identified and the control measures where indicated have been implemented:

Principal Investigator and Chief Investigators involved:

Principal Investigator:_____ Signature _____ Date / /

Chief Investigator _____ Signature _____ Date / /

Chief Investigator _____ Signature _____ Date / /

Staff and / or postgraduate research students involved in the project / activity:

Name _____ Signature _____ Date / /

Name _____ Signature _____ Date / /

Name _____ Signature _____ Date / /

Name _____ Signature_____ Date / /

Name _____ Signature _____ Date / /

Supervisor:

Name: _____ Signature _____ Date / /

Once completed, this **Health & Safety Risk Assessment of Research Project Form B**, together with any other completed Risk Assessment forms as required, are to be returned with the application for research ethics approval for this research project, to the Head of School.

Final approval is given by the Head of School.

Endorsement by the Head of School:

Name _____ Signature _____ Date / /

School _____