

Division of Information and Communication Sciences

RISK ASSESSMENT - HAZARDOUS SUBSTANCES

A risk assessment must be carried out for each process/method involving a hazardous chemical and kept for between 5-30 years. Experimenter and supervisor to jointly complete. If your process/method involves mixing chemicals also complete the Risk Assessment – Experiment/Task Form.

Instructions:

- obtain the MSDS for the chemical/substance
- get the lab manager to review and approve the risk assessment
- keep a copy and give one to the lab manager for filing in the hazardous substances register.

Substance Name:

CAS. No: UN No. Class: PG No.

Risk Phrases (list in full):.....

.....

Safety Phrases (list in full):.....

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Process/ Method:.....

Quantity to be used:Location(s) used:.....

Assessed by (print): Xtn.:Date: ___ / ___ / ___

Assessment Approval: I am satisfied that the risks are not significant and/or are adequately controlled.

Lab Mgr Name:Signature: Date

(where the lab manager is an assessor their supervisor is to approve. This process will be reviewed when a Division Chemical Safety Officer is appointed)

PLEASE CIRCLE RESPONSE
1. Toxicological details (refer to MSDS):

Are there short term/acute effects?			Yes	No
If yes, by what route?	Skin	Respiratory	Ingestion	Other
Are there long term/chronic effects?			Yes	No
If yes, by what route?	Skin	Respiratory	Ingestion	Other
Is the substance a carcinogen?			Yes	No
Mutagen?			Yes	No
Teratogen?			Yes	No

2. Dangerous Goods Class Labelling:

Is the product labelled in accordance with regulations?			Yes	No
Is it	Flammable Class 3	Toxic Class 6	Corrosive Class 8	Oxidising Class 5
Has the product been decanted and labelled?			Yes	No

3. Method of use and exposure details:

Is the substance used as a	Solid	Liquid	Gas	Solution
Is the substance heated?			Yes	No
Are vapours, fumes, mists or dust particles given off?			Yes	No
Is the substance used in a confined space?			Yes	No

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Is the substance used in a well ventilated space?	Yes	No
Area of possible exposure	Ingestion	Inhalation Skin
Possible duration of exposure	<1 minute	< 1 hour Continuous
Possible frequency of exposure	1/day	>5/day Monthly
Has environmental exposure monitoring been performed on the substance?	Yes	No
Is medical surveillance required?	Yes	No
Have any health problems been reported?	Yes	No

If yes to any of the above three questions, what are the results?

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4. Existing Controls:

Engineering controls:

Is it necessary to use a fume cupboard with this substance?	Yes	No
Or is local exhaust ventilation adequate?	Yes	No
Has training been given in the use of fume cupboards? and/or	Yes	No
Local exhaust ventilation?	Yes	No

Personal Protective Equipment (PPE):

Is eye protection required with this ?	Yes	No
Are gloves necessary for use with this substance?	Yes	No
Is it necessary to use a respirator mask with this substance?	Yes	No
Has training been given in the use of PPE?	Yes	No

5. Emergency and Response:

Is an eye wash station/safety shower located near by?	Yes	No
Are the correct first aid facilities available?	Yes	No
Is fire fighting equipment near by?	Yes	No

What training has been given in the correct handling on the substance?

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What are the disposal methods?

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What steps are taken with regard to a spill of the substance?

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7. Risk assessment classifications:

Based on the information collected on the hazardous substance and its use in the workplace, the following classifications may be made (Circle the description that relates to the risk level in this case):

1. Risks are not significant and are not likely to increase.
2. Risks are significant but are effectively controlled.
3. Risks are significant and are NOT adequately controlled.
4. Uncertain about risks, not enough information or uncertain about degree and amount of exposure.