

WEB FORCE 5 RISK REGISTER

Activity	Associated Risk	Risk Rating	Controls	Date Completed	Responsibility
Word processing and data entry	Musculoskeletal disorders/injury due to: <ul style="list-style-type: none"> ▪ Inappropriate work stations ▪ Unsuitable computer based equipment and/or office furniture ▪ Long periods of typing with no breaks 	MEDIUM	Work station inspection <ul style="list-style-type: none"> ▪ All monitors are adjustable/appropriate height to prevent neck strain ▪ All chairs have adjustable seat height and backrest ▪ Encourage employees to have regular breaks away from computer 		
Walking up/down staircases	Fall/tripping related Injury due to: <ul style="list-style-type: none"> ▪ Lack of handrailing 	HIGH	<ul style="list-style-type: none"> ▪ Installation of handrail 		
Use of radiator heaters	Use of electric radiators can cause fires in some cases: <ul style="list-style-type: none"> ▪ Unit is located closely to flammable material 	HIGH	<ul style="list-style-type: none"> ▪ Before leaving the office daily, the last staff member to check all radiators and ensure they are switched off 		
Use of computers and electrical equipment	Fire related hazards due to: <ul style="list-style-type: none"> ▪ Damaged cables which expose the wiring inside ▪ Improper use of extension leads 	HIGH	<ul style="list-style-type: none"> ▪ Workplace inspection to ensure that extension leads are only used if necessary 		
Use of long power cords	Tripping hazard due to: <ul style="list-style-type: none"> ▪ Poor placement ie in main walkways 	HIGH	<ul style="list-style-type: none"> ▪ Work place inspection ▪ Move all cords away from main walkways ▪ Keep cables tidy and organised 		
Moving and arranging office furniture and equipment	Manual handling injuries from lifting, pushing and pulling	LOW	<ul style="list-style-type: none"> ▪ Worker training for manual handling techniques ▪ Utilise a buddy system for another team member to assist ▪ Use of trolleys 		
Use of kitchen facilities	<ul style="list-style-type: none"> ▪ Poor housekeeping/cleanliness ▪ Accumulation of rubbish ▪ Burns from boiling water ▪ Burns from sandwich press ▪ Cuts from kitchen cutlery 	LOW	<ul style="list-style-type: none"> ▪ Regular cleaning of kitchen facilities. Schedule weekly cleaning with rotating roster ▪ Bins to be checked daily and rubbish taken out when full 		

	<ul style="list-style-type: none"> ▪ Cleaning chemicals ▪ Spoiled food in fridge ▪ Liquid spills 		<ul style="list-style-type: none"> ▪ Place boiling water at appropriate height (between knee and shoulder height) ▪ Cleaning chemicals to be kept in a separate cupboard, away from food ▪ Weekly purging of expired food/drink ▪ Cleaning of spilled liquids immediately 		
Use of bathroom facilities	<ul style="list-style-type: none"> ▪ Slipping in shower over bath ▪ Poor housekeeping / cleanliness ▪ Cleaning chemicals 	LOW	<ul style="list-style-type: none"> ▪ Addition of non slip mat ▪ Rotating roster to ensure bathroom is cleaned regularly 		
General Office environment	<ul style="list-style-type: none"> ▪ Emergency occurrence ie fire/evacuation/internal emergency 	MEDIUM	<ul style="list-style-type: none"> ▪ Regularly checking first aid kit is fully stocked ▪ Inspection and audit of existing policies ▪ Workplace employee induction and training in case of emergency 		
Contracting COVID 19	<ul style="list-style-type: none"> ▪ 	MEDIUM	<ul style="list-style-type: none"> ▪ If experiencing symptoms, each employee must get tested and isolate immediately ▪ Check in QR code in accordance with the Victoria State Government 		