

SAFETY GUIDELINES FOR EDUCATION RISK REGISTER

SCHOOL:

YEAR LEVEL: 12

SUPERVISING TEACHERS/STAFF:

DATES: 2021

PROGRAM/EXCURSION: UNIT 4 ORGANIC COMPOUNDS AT KIOSC LOCATION(S): KIOSC (SWINBURNE UNIVERSITY OF TECHNOLOGY WANTIRNA)

Risk Description	Existing Controls	Risk Assessment – with existing controls				Treatment	Residual Risk Assessment – after treatments			Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating		Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s. For example, <i>Something occurs ... caused by ... leading to ...</i>	Describe any existing policy, procedure, practice or device that acts to minimise the risk		Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	For those risks requiring treatment in addition to the existing controls. List: • What will be done? • Who is accountable? • When will it happen?	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Options are: Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Slips from spills of liquids onto floor	Risks and processes described to students prior to laboratory work	Satisfactory Poor Unknown	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Immediate clean up by staff	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Low
Chemicals into eyes	Goggles required during attendance	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low	Students constantly surveyed for proper use of goggles	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Low
Anaphylactic reaction to methanol	Students requested to wear gloves	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low	Students to wear gloves Teachers to identify students with anaphylaxis	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Low
Anaphylactic reaction to caffeine	Students requested to wear gloves	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low	Students to wear gloves Teachers to identify students with anaphylaxis	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Low
Glass breakage leading to cuts	Students advised of safe handling of glassware	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low	Glass breakages to immediately be cleaned up by staff	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Low
Pinprick from injector	Students advised of safe injecting technique	Satisfactory Poor Unknown	Major Moderate Minor Insignificant	Almost certain Likely Unlikely Rare	Extreme High Medium Low	Treat pinprick with sterile swab	Severe Major Moderate Minor Insignificant	Almost certain Likely Possible Unlikely Rare	Extreme High Medium Low	Low

Appropriate Safety Data Sheets for this Practical Task are available on request or can be viewed in on the day of the experiment in the Lab.