

# Working in Elevator Shafts

## HAZARD & RISK IDENTIFICATION

### HAZARD IDENTIFICATION, ASSESMENT & CONTROL REPORT

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**Business Location:** \_\_\_\_\_

**Machine Inspected:** \_\_\_\_\_ DATE \_\_\_\_\_

**Intended Application:** \_\_\_\_\_

**Inspected by:** \_\_\_\_\_ Signature \_\_\_\_\_

<b>RISK ASSESSMENT</b>	Rate the severity & likelihood of any potential or existing hazards present within the machine			
<b>RISK SEVERITY</b>	4 = Possible fatality	3 = Major injury	2 = Minor injury	1 = Negligible I injury
<b>LIKELIHOOD OF OCCURANCE</b>	4 = Very likely	3 = Likely	2 = Unlikely	1 = Very unlikely
<b>FREQUENCY</b>	<i>If the exposure to a hazard is very frequent, e. g: continuous, compared to daily, weekly, monthly etc, this exposure should be reflected in increased likelihood of occurrence.</i>			
a) Add the Risk Severity to the likelihood of Occurrence to calculate the Risk Assessment Rating				
b) The Hierarchy of Risk Control document must be viewed prior to specifying any Risk Controls				
c) Risk Assessments greater than 6 shall be recorded in the Risk Control Register				

HAZARD TYPE		CAUSE OF HAZARD		RISK CONTROL	
REF	is there a potential for injury or illness due to.....	YES / NO	if YES, what is the cause or source of the hazard.....	RISK ASSESS RATING	Determine and apply appropriate risk controls after considering the Hierarchy of Risk Control
H1	<b>ENTANGLEMENT</b> Entanglement, drawing in, pinching or trapping				
H2	<b>CRUSHING OR IMPACT</b> Crushing or impact during operation?				
H3	<b>STRIKING</b> An object striking the operator or other persons?				
H4	<b>CUTTING</b> A cutting, stabbing, puncturing or shearing injury?				
H5	<b>SLIPPING</b> Slipping, tripping or falling?				

**NOTE:** It is vital that the **HIERARCHY of CONTROL DOCUMENT** be fully read and understood prior to applying the Hazard and Risk Assessment and Control Process, this is to eliminate any assumptions or guesswork on the part of the person completing the Hazard & Risk Assessment & Controls.

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**HAZARD IDENTIFICATION, ASSESMENT & CONTROL REPORT** *continued*      **PAGE 2.**

REF	is there a potential for injury or illness due to.....	YES / NO	if YES, what is the cause or source of the hazard.....	RISK ASSESS RATING	Determine and apply appropriate risk controls after considering the Hierarchy of Risk Control
H6	<b><u>EXPOSURE</u></b> Exposure to vibration, heat, radiation, friction or abrasion?				
H7	<b><u>NOISE</u></b> Excessive noise?				
H8	<b><u>FLUID</u></b> Hydraulic fluid penetration?				
H9	<b><u>HAZARDOUS SUBSTANCES</u></b> Hazardous or dangerous substances or suffocating?				
H10	<b><u>MANUAL HANDLING</u></b> Manual Handling or ergonomic conditions causing physical injury?				
H11	<b><u>EXPLOSION</u></b> An explosion?				
H12	<b><u>ELECTROCUTION</u></b> Electrocution or electrical burning?				
H1 To H12	<b><u>All HAZARDS</u></b> And combinations of hazards shown above?	Yes	All machine features & functions  A fatal or serious injury is potentially possible from the use of any machines in this category that are not operated correctly and in a safe manner	4 + 3 = 7  4 + 3 = 7	Fit decal -"Read Operators Manual before operating this machine".  Provide an Operator's Manual containing specific safety warnings, information about safety features & safe operating procedures

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