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| **CONFINED SPACE ENTRY- HAZARD IDENTIFICATION CHECKLIST (Template)** |
| Building/location |  | **Date** |  |
| RoomDescription of space |  |
| Name of person authorising entry to the confined space |  | **Mobile/****Phone** |  |
|  | **Mobile/****Phone** |  |
| Designated safety co-ordinator (if applicable) |  | **Mobile/****Phone** |  |
| Number of people entering the confined space |  | **Reminder – a confined space entry permit is****required and is to be attached to this assessment on completion of the task.** |

**HAZARD IDENTIFICATION (or action identified)**

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| **If you are completing this form electronically, double click on the check box and select “checked” under the default value** |
| [ ]  Access (restricted entry and/or exit) [ ]  Airborne contaminants[ ]  Activity/task performed in the space  (e.g. use of paints, adhesives, solvents)[ ]  Biological hazards (e.g. contact with micro-organisms, viruses, bacteria or fungi associated with a sewer,  grain silo)[ ]  Communication [ ]  Crushing, cutting, piercing or shearing of parts of a person’s body if exposed to plant such as augers, agitators, blenders, mixers and stirrers[ ]  Electrical hazards (e.g. potential for electric shock)[ ]  Emergency management (including evacuation)[ ]  Engulfment (e.g. swallowed up or immersed by sand, liquids, grain, animal feed)[ ]  Entanglement in moving parts[ ]  Entry of natural contaminants such as groundwater and  gases from the surrounding land, soil or strata[ ]  Environment - dirty[ ]  Environment - wet[ ]  Environment - other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Fall from a height (e.g. ladders)[ ]  Fire hazard/naked flame, fire explosion [ ]  Guarding/barriers inadequate[ ]  Hazardous substances/chemicals[ ]  Hazards outside the confined space[ ]  Ignition source such as a sparking or electrical tool, including from static on a person being introduced into a  space containing a flammable atmosphere[ ]  Located near a footpath or road[ ]  Lighting inadequate [ ]  Manual handling – lifting, pushing large items of equipment required | [ ]  Manufacturing process[ ]  Medical emergency – first aid [ ]  Mobile confined space[ ]  Noise (e.g. > 85dBA (8 hrs), or 140dB peak)[ ]  Permits, licenses and registration required, (e.g. asbestos removal)[ ]  Residue left in tanks, vessels etc or remaining  on internal surfaces[ ]  Restricted movement (e.g. space restricted by size or requirement to wear personal protective equipment)[ ]  Personal protective equipment – grip is compromised[ ]  Physiological and psychological demands  (e.g. physical ability of the person to conduct the work, possibility of a person being claustrophobic, ability to wear the person protective equipment required to do the work (e.g. respirators) [ ]  Powered equipment[ ]  Skin contact with hazardous substances which could cause a burn, irritation or allergic dermatitis)[ ]  Slip, trip hazards or uneven surfaces[ ]  Steam, water or other liquids, gases or solids may  result in drowning, or being overcome by fumes[ ]  Temperature extremes (cold)[ ]  Temperature extremes (hot), heat stress[ ]  Uncontrolled introduction of substances[ ]  Unsafe oxygen level  (less than 19.5% or greater than 23.5%)[ ]  Vertical opening adjacent to or within the confined space[ ]  Workplace/surface is unstable or uneven[ ]  **Other** (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  **Other** (specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

* Please note that this list is not exhaustive, but can be used as the basis for your initial hazard identification**.**
* If you tick yes to any of the above, then the hazard is to be transferred and addressed on the **Safety Management Plan** (page 2).
* If you require assistance or further information please contact your [School/Branch Health and Safety Officer](https://www.adelaide.edu.au/hr/hsw/intranet/contact/hsos/) or [HSW Team.](http://www.adelaide.edu.au/hr/hsw/contact/)

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| **CONFINED SPACE****RISK ASSESSMENT TEMPLATE** |
| **Item No.** | **List the potential hazards/issues** **identified in Appendix C.1** | **Risk Assessment****Rating**Before controls are implemented (Refer to the Risk Assessment Tables - [Appendix C.4](#AppendixC4))**L, M, H, VH**  | **List control measures to be implemented**Dot point the action(s) you will take to manage the hazard and reduce the risk of an injury/illness.Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C.4 | **Who is responsible** **for the action** | **Residual Risk****Rating**After controls in place(High will require sign off by the Head of School/Branch, Very High will require sign off by the VC&P.) |
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| **Authorised by:** **(Print name)**  |  | **Position** |  | **Signature**  |  | **Date** |  |

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| **CONFINED SPACE****RISK ASSESSMENT TEMPLATE** |

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| **UNIVERSITY DELEGATE**(i.e. person conducting the induction/briefing) | **I acknowledge that I have received information and understand my responsibilities as per the Safety Management Plan.** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Name (Please print)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature | **Print Name** | **Signature** | **Position/role (also includes stand-by person(s)** |
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**RISK ASSESSMENT TABLES**

**Likelihood Table: How likely is it to occur?**

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| **CATEGORY** | **DESCRIPTION** |
| **Almost Certain** | There is an expectation that an event/incident **will occur** (pre/during/post the event) |
| **Likely** | There is an expectation that an event/incident **could occur** but not certain to occur |
| **Slight** | This expectation lies somewhere in the **midpoint between “could” and “improbable”** |
| **Unlikely** | There is an expectation that an event/incident is **doubtful** or **improbable** |
| **Rare** | There is **no expectation** that the event/incident will occur |

**Consequences Table: What is the likely impact on the event and/or participants/university community?**

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| --- | --- |
| **CATEGORY** | **DESCRIPTION** |
| **Negligible** | * No potential for injury, or consequence would involve very minor first aid treatment (eg bandaid), short term discomfort (eg bruise, headache)
 |
| **Minor**  | * First aid treatment on site
 |
| **Moderate**  | * Formal medical treatment required (ie ambulance, hospital outpatient/doctors visit)
 |
| **Major**  | * Extensive injuries, hospitalisation. Could result in a Notifiable Occurrence (see definitions).
* Incident requiring investigation and outside assistance (eg,Fire Service, Police, SafeWork SA)
 |
| **Severe** | * Death, permanent incapacity
 |

**Risk Score Calculator**

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| **Likelihood** | **Consequences** |
|  | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost certain** | **Medium** | **High** | **Very High** | **Very High** | **Very High** |
| **Likely** | **Medium** | **Medium** | **High** | **Very High** | **Very High** |
| **Slight** | **Low** | **Medium** | **High** | **High** | **Very High** |
| **Unlikely** | **Low** | **Low** | **Medium** | **Medium** | **High** |
| **Rare** | **Low** | **Low** | **Low** | **Medium** | **Medium** |

**HIERARCHY OF CONTROL: Risk control/safety measures**

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| The first responsibility is to eliminate the hazard at its source. Where this is not achievable, consider how the risk can be minimised to the lowest reasonably practical level by applying control mechanisms in the following order of preference. |
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| **1** | Elimination (permanent solution – remove the hazard entirely) |
| **2** | Substitution (replacing the hazard by one that presents a lower risk)  |
| **3** | Isolation (placement of an enclosure, fence to separate people from the hazard) |
| **4** | Engineering (structural change to the environment, equipment) |
| **5** | Administration (Procedural eg training, signage, monitoring, safe work procedure)  |
| **6** | Personal Protective Equipment (to place a barrier between person and hazard) eg gloves, clothing, hats, sunscreen  |

**Please note: A residual risk of “High” requires authorisation from the Head of School/Branch and a residual risk assessment of “Very High” requires authorisation from the Vice-Chancellor and President.**

**Refer to the HSW Handbook Chapter** [**“Hazard Management”**](http://www.adelaide.edu.au/hr/hsw/handbook/hazard/) **for further information.**