

Reverse Garbage Workshop Risk Management Plan - : High School Age Workshop involving tools & warehouse materials

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Activity	Hazard Identification Type/Cause	Inherent Risk Assessment Use matrix	Elimination or Control Measures	Who manages the control measures and resultant risk	When
Using cutting tools. e.g. scissors or staplers, Stanley knife, wire, hole punch	Cutting hands or fingers when using scissors, wire, staplers or Stanley knives	Minor x possible = Low	Educators will demonstrate correct use and carrying procedures for all cutting tools. Educators will supervise use of tools and ensure students are not using tools incorrectly. First aid kit will be easily accessible.	The Educator Minor x unlikely = low	During workshop
Use of hand tools such as screwdrivers, pliers, hammers, saws.	Cutting, pinching, hitting hands and fingers	Minor x possible = Low	Educators will demonstrate correct use and carrying procedures for all hand tools. Educators will supervise use of tools and ensure students are not using tools incorrectly. First aid kit will be easily accessible.	The Educator Minor x unlikely = low	During workshop
Use of small power tools such as drills, and impact drivers, electric sanders	Burns, cutting, pinching fingers. Dropping	Minor x possible = Low	Educators will demonstrate correct use and carrying procedures for all small power tools. Educators will supervise use of tools and ensure students are not using tools incorrectly. First aid kit will be easily accessible. Students must wear appropriate PPE including covered shoes and eye protection	Teacher & Educator Minor x unlikely = low	Prior to & during workshop
Carrying large or heavy objects	Injury to back, from incorrect lifting or feet from dropping of objects	Moderate x Possible = medium	Educators to ensure students are not carrying any objects over 10kg. Educators to demonstrate correct lifting and handling methods for large objects. Make trolley available for moving large objects.	Educators Moderate x unlikely = low	
Using glue, paint, egg cartons, materials that have previously contained substances	Children or educators could potentially be allergic to materials such as EVA, egg cartons, glue, paint	Moderate x Possible = medium	Teachers must make workshop facilitators aware of any known allergies to latex, glue, paint etc. that the students may have. Educators can minimise inherent risk of allergy making sure products that previously contained substances have been washed. If there are students with known allergies it is the educator's role to remove the product.	The educator/ teachers/ parents Moderate x unlikely = low	Prior to & during workshop
Sorting through reuse fixings	Fixings supply boxes are often made up of mixed materials and could include hidden sharp objects	Moderate x Possible = medium	Educators and participants are to be aware of and cautious when sorting through boxes of mixed materials. They should take caution themselves and instruct participants to take caution. First aid kit should be made available.	Educator Minor x unlikely = low	During workshop

Activities involving off-cuts and waste materials	Materials come from a variety of sources, germs or substances could rub off onto participants hands	Moderate x Possible = medium	Educators should instruct participants to wash hands after using materials to avoid the spread of dirt and germs. There are no toxic materials at reverse garbage but some of our REUSE stock maybe dusty.	Educator Minor x unlikely = low	During workshop
Moving around warehouse and Education space	Slips trips and falls	Moderate x Possible = medium	Educators and warehouse staff to ensure passageways are clear. Educator to ensure enough space is available for students to move around education space and all electrical cables are kept clear of thoroughfares.	Educators and warehouse staff Moderate x unlikely = low	Prior to & during workshop

Monitor and Review - Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or a significant change occurs.

Risk Matrix

Likelihood

N.B. For more details regarding use of this matrix / definitions refer to final page of this document

Consequence

	Rare	Unlikely	Possible	Likely	Almost Certain
Severe <i>Eg. Potential Fatality or Injury or Illness with permanent disability</i>	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
Major <i>Eg. Potential Lost Time Injury (but non-permanent disability)</i>	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
Moderate <i>Eg. Potential Medical Treatment injury or illness (but no lost time)</i>	LOW	LOW	MEDIUM	MEDIUM	HIGH
Minor <i>Eg. Potential First Aid injury</i>	LOW	LOW	LOW	MEDIUM	MEDIUM
Minimal <i>Eg. Hazard or near miss requiring reporting and follow up action</i>	LOW	LOW	LOW	LOW	LOW