

# Hazard & Risk Register - Office Environment

<b>Location:</b>	All Sellick Consultants Worksite (Canberra, and Sydney Offices)
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**Competed By:** Robert Capozzi (QEHS Consultant) **Signature:** Robert Capozzi

**Responsible Supervisor/ Authorising Personal:** Amanda Whalen (QEHS manager) **Signature:** Amanda Whalen

Identify the activity and the location of the activity:		Identify who may be at risk:	
Description of activity	Working in an office environment including, working with computers, working inside a building, working with office equipment, using kitchen appliances, thermal comfort in offices, moving furniture, boxes, and other objects, photocopying and workload, liaising with staff and working alone.	This may include fellow workers, visitors, contractors and the public. The types of people may affect the risk controls needed and the location may affect the number of people at risk.	
		Persons at risk.	Management, Full-Time Staff, Part-Time / Casual Staff; Visitors and Contractors.
		How they were consulted on the risk.	QEHS Committee or Departmental Manager / Staff.

List legislation, standards, codes of practice, manufacturer's guidance etc used to determine control measures necessary	
<b>Australian Capital Territory</b> <ul style="list-style-type: none"> <li>Work Health and Safety Act 2011</li> <li>Work Health and Safety Regulation 2011</li> </ul> <b>New South Wales</b> <ul style="list-style-type: none"> <li>Work Health and Safety Act 2011</li> <li>Work Health and Safety Regulation 2011</li> </ul> <b>Work Safe Authority</b> <ul style="list-style-type: none"> <li>WorkCover ACT</li> <li>WorkCover NSW</li> </ul>	<b>Code of Practice</b> <ul style="list-style-type: none"> <li>Code of Practice for Hazardous Manual tasks</li> <li>Code of Practice for management of workplace environments</li> </ul> <b>Australian Standards</b> <ul style="list-style-type: none"> <li>AS 3760:2022 In Service Safety Inspection and Testing of electrical Equipment</li> </ul> <b>Additional Act / Regulations</b> <ul style="list-style-type: none"> <li>The Tobacco Products Control Act 2006</li> <li>Tobacco Products Control Regulations 2006</li> </ul>

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Working with Computers	Ergonomic <ul style="list-style-type: none"> <li>Poor posture</li> <li>Excessive duration in a seated position</li> <li>Incorrect setup of workstation</li> <li>Glare</li> <li>Repetitive movements</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury to the wrists, arms, neck, shoulder or back.</li> <li>Eye strain</li> </ul>	<ul style="list-style-type: none"> <li>All staff will be provided with Workstation guide (QEHS-WI-01) and Workstation Checklist (QEHS-FM-01) to conduct workstation assessment.</li> <li>All new staff complete online ergonomics course</li> <li>Adjustable chairs, desks and ergonomic accessories such as document holders are available for staff to use.</li> <li>Individual staff are responsible for taking breaks and doing stretches</li> <li>Staff are advised to report any symptoms to QEHS Manager and Supervisor</li> </ul>	Review every 2 years	√				
Working with Computers	<ul style="list-style-type: none"> <li>Electrical</li> </ul>	<ul style="list-style-type: none"> <li>Electrical shock,</li> <li>Fire,</li> <li>Burns,</li> <li>Physical injury from tripping over cords</li> </ul>	<ul style="list-style-type: none"> <li>PR 12 Measurement &amp; Monitoring Procedure</li> <li>Testing and tagging Program</li> <li>RCD's on main switchboard checked by Facilities</li> <li>Regular Workplace Inspections</li> </ul>	AS 3760:2022 Testing & Tagging		√			
Working with other office equipment E.g. Photocopiers, Printers, Fax, electronic equipment, etc.	<ul style="list-style-type: none"> <li>Exposure to Toner</li> <li>Electrical</li> </ul>	<ul style="list-style-type: none"> <li>Irritation to skin, eyes</li> <li>Electrical shock</li> </ul>	<ul style="list-style-type: none"> <li>PR 12 Measurement &amp; Monitoring Procedure.</li> <li>Ensure photocopiers are located in well ventilated areas.</li> <li>Testing and tagging program.</li> <li>RCD's on main switchboard checked by Facilities.</li> <li>Regular workplace inspections.</li> </ul>	AS 3760:2022 Testing & Tagging		√			
Working with shredders, laminators, guillotines	<ul style="list-style-type: none"> <li>Sharp edges</li> <li>Moving parts</li> <li>Pinch points</li> <li>Hot parts</li> </ul>	<ul style="list-style-type: none"> <li>Cuts</li> <li>Entanglement</li> <li>Physical injury</li> </ul>	<ul style="list-style-type: none"> <li>Ensure covers prevent people having access to moving parts during operation.</li> <li>Do not insert items other than those allowed by the operating manual.</li> <li>Do not operate with loose clothing or jewellery. People with long hair must tie it back.</li> <li>Safe work procedures</li> <li>Training and instruction given</li> </ul>		√				

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Meetings/ face to face dealings with staff, clients and contractor	<ul style="list-style-type: none"> <li>Physical /emotional intimidation</li> <li>Aggression towards staff members</li> </ul>	<ul style="list-style-type: none"> <li>Physical or emotional injury to staff.</li> <li>Malicious damage.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with staff</li> <li>Procedures to minimise risk</li> <li>Workplace bullying policy communicated to all staff</li> <li>Conflict resolution training</li> <li>Staff security</li> <li>Workplace violence Prevention and management</li> <li>WHS Policy</li> </ul>		√				
Telephone and email correspondence and communication	<ul style="list-style-type: none"> <li>Aggression towards staff members</li> <li>Intimidation and harassment issues</li> </ul>	<ul style="list-style-type: none"> <li>Emotional injury to staff</li> </ul>	<ul style="list-style-type: none"> <li>Consultation with staff</li> <li>Procedures to minimise risk</li> <li>Workplace bullying policy communicated to all staff</li> <li>Conflict resolution training</li> <li>Staff security</li> <li>Workplace violence prevention and management policy</li> </ul>		√				
Working in the building	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Fire in building</li> <li>Working after hours</li> <li>Electrical shock</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury</li> <li>Burns and smoke inhalation</li> <li>Personal assault</li> </ul>	<ul style="list-style-type: none"> <li>Building fire wardens</li> <li>Building fire safety</li> <li>Compliance with safety &amp; environmental emergency</li> <li>Making sure staff are aware of emergency procedures</li> <li>Workplace inspections to identify slip, trip &amp; falls hazards</li> </ul>		√				
Using kitchen appliances for preparing food & drinks	<ul style="list-style-type: none"> <li>Boiling water from tap/urn</li> <li>Hot surfaces with sandwich maker/toaster</li> <li>Food getting caught in toaster</li> <li>Overheating food in microwave</li> <li>Using cleaning chemicals</li> </ul>	<ul style="list-style-type: none"> <li>Burns from hot water or touching hot surfaces</li> <li>Severe scalding from superheated food &amp; fluids</li> <li>Irritation to skin, eyes, chemical burns.</li> <li>Electrical shock</li> </ul>	<ul style="list-style-type: none"> <li>Signage put up in kitchen to remind people e.g. "Caution: Hot Water" etc.</li> <li>Follow instructions on label for cleaning chemicals</li> <li>Microwaves should not be placed at high levels</li> <li>Signage do not place metal utensil in toaster.</li> </ul>			√			



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Thermal comfort in offices	<ul style="list-style-type: none"> <li>Excessive heat</li> <li>Lack of ventilation / air flow</li> </ul>	<ul style="list-style-type: none"> <li>Heat exhaustion</li> <li>Dehydration</li> <li>Headaches</li> <li>Fainting</li> <li>Dizziness</li> </ul>	<ul style="list-style-type: none"> <li>Providing fans and opening doors, windows and vents where practical,</li> <li>Providing water,</li> <li>Wearing lighter and loose-fitting clothing during hot weather.</li> <li>Monitor staff for signs of heat distress</li> <li>Temperature control heater / air-conditioning.</li> </ul>		√				
Working alone	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>Fire in building</li> <li>Working after hours</li> </ul>	<ul style="list-style-type: none"> <li>Physical injury</li> <li>Burns and smoke inhalation</li> <li>Personal assault</li> </ul>	<ul style="list-style-type: none"> <li>Building fire safety</li> <li>Compliance with safety &amp; environmental emergency</li> <li>Making sure staff are aware of emergency procedures</li> <li>Workplace inspections to identify slip, trip &amp; falls hazards</li> <li>After hours guideline</li> <li>Swipe card access only after hours</li> </ul>			√			
Working after business hours	<ul style="list-style-type: none"> <li>Walking to and from your vehicle / transport alone or in the dark</li> </ul>	<ul style="list-style-type: none"> <li>Risk of being physically assaulted</li> </ul>	<ul style="list-style-type: none"> <li>Use well-lit areas (Car parked in building secure parking)</li> <li>Try to walk in groups or pairs</li> <li>Contact building security for a Security Escort from / to vehicle or transport.</li> <li>Arrange someone to pick you up.</li> <li>Notify supervisor or manager when leaving the building.</li> </ul>		√				
Filing & storage hard copies of documents	<ul style="list-style-type: none"> <li>Repetitive movements involved in filing documents, reaching up/down to reach shelving in storage room/compact s, lifting &amp; moving archive boxes</li> </ul>	<ul style="list-style-type: none"> <li>Overuse injuries from extended periods of filing low or high cabinets/shelving</li> </ul>	<ul style="list-style-type: none"> <li>Hazardous Manual task procedure provided for all staff</li> <li>Manual Handling Training for all staff</li> <li>Rest breaks, exercise and task rotation</li> <li>Manual handling aids provided e.g. Trolleys</li> <li>Early intervention when identified</li> <li>Manual Handling policy / guidelines</li> </ul>				√		

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Alcohol and Other Drugs	<ul style="list-style-type: none"> <li>Injury / health impacts</li> <li>Affect on performance</li> <li>Inappropriate behaviour</li> <li>Discarded needles</li> </ul>	<ul style="list-style-type: none"> <li>Injury or illness</li> <li>Property damage</li> <li>Environmental impacts</li> </ul>	<ul style="list-style-type: none"> <li>Events Management Plans</li> <li>Alcohol permits and approvals</li> <li>Responsible serving of alcohol requirements</li> <li>Counselling services</li> <li>Health Promotion Information</li> <li>Alcohol and Other Drugs at the Workplace</li> <li>Australian Drug Information network web site (Commonwealth)</li> </ul>	Sellicks Alcohol and Other Drugs Policy		√			
Smoking	<ul style="list-style-type: none"> <li>Passive smoking</li> <li>Fires</li> <li>Generation litter / cigarette butts</li> </ul>	<ul style="list-style-type: none"> <li>Injury or illness</li> <li>Property damage</li> <li>Environmental impacts</li> </ul>	<ul style="list-style-type: none"> <li>No smoking in buildings, vehicles, main thoroughfares, within 5 metres of entrances and air inlets</li> <li>Workers &amp; Contractor Safety Handbook</li> <li>Appendix to NOHSC guidance note on elimination of tobacco smoke</li> <li>Guidance Note on Elimination of Environmental Tobacco Smoke in the Workplace (NOHSC: 3019 (2003))</li> </ul>	Smoking Policy	√				
Emergency Incident	<ul style="list-style-type: none"> <li>Uncontrolled emergency incident leading to adverse outcomes:</li> <li>Loss of communications</li> <li>Loss of services</li> <li>Breakdown in emergency procedures</li> </ul>	<ul style="list-style-type: none"> <li>Loss of life</li> <li>injury or illness</li> <li>Property damage</li> <li>Environmental impacts</li> </ul>	<ul style="list-style-type: none"> <li>Body corporate</li> <li>Building and specific emergency management plans</li> <li>Inductions and training</li> <li>Trained first aiders and building wardens</li> <li>Scheduled building evacuations and exercises</li> <li>Building essential services and ongoing maintenance of those services</li> <li>Building specific emergency procedures and plans</li> <li>Sellick Offices activity specific emergency procedures &amp; plans</li> </ul>			√			

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Legal compliance	<ul style="list-style-type: none"> <li>Injury and/or property damage</li> </ul>	<ul style="list-style-type: none"> <li>Prosecution and fines</li> <li>Intervention programs</li> <li>Reputation damage to Sellick Con.</li> <li>Loss of certification</li> </ul>	<ul style="list-style-type: none"> <li>Occupational Health and Safety Management System</li> <li>Risk assessments</li> <li>Licenses, Permits and Agreements</li> <li>Authorising Officers</li> <li>Records management and data control</li> <li>University Safety Committee</li> <li>Safety and Health Representatives and designated work groups</li> <li>Internal &amp; External auditing</li> <li>Incident reporting, recording and management</li> </ul>		√				
Workplace Environment and Facilities	<ul style="list-style-type: none"> <li>Poor ergonomic and workstation layout</li> <li>Poor storage and office space</li> <li>Office waste</li> <li>Emergency access and egress</li> </ul>	<ul style="list-style-type: none"> <li>Poor environmental characteristics: <ul style="list-style-type: none"> <li>thermal discomfort</li> <li>nuisance noise</li> <li>inadequate lighting</li> <li>glare</li> <li>poorly maintained equipment</li> </ul> </li> <li>Access to facilities including: <ul style="list-style-type: none"> <li>toilets</li> <li>washing facilities</li> <li>drinking water</li> <li>dining facilities</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Provision of facilities: <ul style="list-style-type: none"> <li>toilets</li> <li>washing facilities</li> <li>eating</li> </ul> </li> <li>Workplace design</li> <li>Ergonomic assessments</li> <li>Incident reporting and follow-up</li> <li>Workplace inspections</li> <li>Office waste removal and recycling</li> </ul> <p><b>Specific Standards:</b></p> <ul style="list-style-type: none"> <li>AS 1680 (series) Interior Lighting</li> <li>AS 3590 (series) Screen-Based Workstations</li> <li>AS 2107 Noise in Offices</li> <li>AS 2822 Acoustics – Methods Of Assessing And Producing Speech Privacy And Speech Intelligibility</li> <li>AS 2107 Acoustics – Recommended Design Sound Levels and Reverberation Times For Building Interiors</li> <li>AS/NZS 1668 (series) The Use Of Ventilation And Air Conditioning In Buildings</li> <li>AS/NZS 4438 Height Adjustable Swivel Chairs</li> <li>AS/NZS 4442 Office Desks</li> <li>AS/NZS 4443 Office Panel Systems – Workstations</li> <li>AS/NZS 2466 Guide to the Design of Microform Workstations</li> </ul> <p><b>Specific Codes of Practice:</b></p> <ul style="list-style-type: none"> <li>First aid, workplace amenities and personal protective clothing</li> <li>National Code of Practice for the Prevention of Occupational Overuse Syndrome [NOHSC:2013 (1994)]</li> </ul>	<p><b>PROCEDURES:</b></p> <p>Safety Risk Management</p> <p>Computer Workstation Ergonomics</p> <p>Waste Management - Disposal of Miscellaneous Waste</p> <p><b>GUIDELINES:</b></p> <p>Work Environment, plant and equipment - inspection, testing and monitoring</p> <p>Summary for Good Seated Posture at the Computer</p> <p>Computer Workstation and Office Safety Checklist</p> <p>Ergonomic equipment availability</p> <p>Thermal Comfort</p>	√				



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Psychosocial	<ul style="list-style-type: none"> <li>Occupational Stress</li> <li>Workplace bullying and harassment</li> <li>Occupational Violence</li> <li>Fatigue</li> </ul>	<ul style="list-style-type: none"> <li>Injury or Illness</li> <li>Property damage</li> <li>Environmental impacts</li> </ul>	<ul style="list-style-type: none"> <li>Equity and Diversity Office and Advisers</li> <li>Grievance Resolution Process</li> <li>Counselling services (EAP)</li> </ul> <p><b>Specific Codes of Practice:</b></p> <ul style="list-style-type: none"> <li>Violence Aggression and Bullying at Work</li> <li>Working Hours</li> </ul> <p><b>Specific Guidance:</b></p> <ul style="list-style-type: none"> <li>Dealing with bullying at work (a guide for workers)</li> </ul>	<p>Code of Ethics &amp; Code of Conduct</p> <p>Guidelines for Conduct in the Workplace</p> <p>Workplace bullying</p>	√				

Reviewed: May 2025

New Review: May 2026