Managing workplace hazards

Student Activity 1: Identifying hazards and risk management

Answer the following questions.

1) List 3 hazards that you may find in each of the following workplaces:
   a) Office
      ____________________________________________________________
      ____________________________________________________________
   b) Hotel
      ____________________________________________________________
      ____________________________________________________________
   c) Factory
      ____________________________________________________________
      ____________________________________________________________
   d) Farm
      ____________________________________________________________
      ____________________________________________________________
   e) Building site
      ____________________________________________________________
      ____________________________________________________________

2) List injuries that may result from each of the following hazards:
   a) Manual handling
      ____________________________________________________________
      ____________________________________________________________
   b) Noise
      ____________________________________________________________
      ____________________________________________________________
   c) Hazardous substances
      ____________________________________________________________
      ____________________________________________________________

3) Complete the attached worksheet on hazards in your school.

Unit 2: Managing workplace hazards, and consultation in the workplace  Page 13 of 28
### Hazards, Risks and Controls Worksheet

Complete the following worksheet using your school as an example.

- List hazards you have observed in different areas of the school.
- Describe the risks associated with each hazard.
- Suggest ways that the risks associated with the hazard may be controlled.

Places to observe may include computer rooms, the kitchens, industrial arts rooms, the library, the front office, classrooms, the playground.

<table>
<thead>
<tr>
<th>Hazard (problem)</th>
<th>Risk (harm)</th>
<th>Controls (solution)</th>
</tr>
</thead>
<tbody>
<tr>
<td>“anything that can lead to someone developing an illness or being injured”</td>
<td>“the potential to cause harm to people or property”</td>
<td>“Eliminate, change the equipment or materials, change work methods, use personal protection”</td>
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<tr>
<td>Example: Manual Handling</td>
<td>Muscle strain Back injuries</td>
<td>Change work practice to ensure correct procedures are followed.</td>
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