

## Experiment-Based Risk Assessment Form

Name of Department

Physics

Location of Lab

S12- M01

Name of Laboratory

General office

Name of PI

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Name of Researcher/LO

Ben Kek Chun Peng

Name of Activity/Experiment

No	Description/Details of Steps in Activity	Hazards	Possible Accident / Ill Health & Persons-at-Risk	Existing Risk Control (Mitigation)	Severity	Likelihood (Probability)	Risk Level	Additional Risk Control	Person Responsible	By (Date)
	Workstation activities (working on laptop/computer)	Poor lighting	Damage to eyesight	Ensure adequate lighting and usage of computer screen is at suitable distance to eyes.	1	1	1	Ensure faulty lights are promptly replaced.	Ben Kek Chun Peng	21/10/2016
		Ergonomics. Cramped space and uncomfortable working position	Muscle strain. Wrist and shoulder injuries. Stress.	Ensure workspace is not cluttered and there is ample leg space	1	1	1			
		Electrical equipment	Electric Shocks	Check for condition of electrical cords. Dispose cables that are frayed.	2	1	2	Always ensure that electrical power switch off at the end of the day.		
		Repetitive motion, bad posture	Muscle strain. Wrist and shoulder injuries.	Take quick 5 minute breaks every 60 minutes.	1	1	1			
	Microwave Oven	Sparks from metal objects	Fire	Ensure no metals are put into microwave oven.	2	1	2			
		Electrical	Electric shock	Ensure hands are dry before switching on/off. Check condition of cables every 6 months for damage	1	1	1	Always ensure that electrical power switch off at the end of the day.		
	Oven	Heat	Fire	Ensure combustibles are kept away from oven and its usage is monitored.	2	1	2			
		Electrical	Electric shock	Ensure hands are dry before switching on/off. Check condition of cables every 6 months for damage	1	1	2	Always ensure that electrical power switch off at the end of the day.		
	Electric Water kettle	Electrical	Electric shock	Ensure electrical cables are dry before using. Do not overfill the kettle. Close the kettle lid before use. Check condition of cables every 6 months for damage	1	1	1	Always ensure that electrical power switch off at the end of the day.		
	Compactor	Physical	Crushed by shelves	Ensure the locking device is pulled before access to the documents/items in the compactor shelves.	1	1	1	Do not slide/move the compactor when another person is accessing documents/items at the shelves in the compactor.		
		Heavy items on shelves above height	Hit by falling objects	Ensure heavy objects are placed on the lower level of the shelves.	1	1	1			
	Laminator	Heat	Fire	Minimise combustibles in the area. Do not leave the laminator switched on unattended.	2	1	2	Always ensure that electrical power switch off at the end of the day.		
	Shredder	Sharp blades	Loose clothing gets caught in blades.	Before using, ensure that loose clothing are secure. (Tie, etc ) Switch off and unplug the power of the shredder before clearing the waste paper bin .	2	1	2	Protective cover install on the top of the shredder to enhance safety. Always ensure that electrical power switch off at the end of the day.		

Conducted By

Mr Ben Kek Chun Peng

Approved By

Name Sng Wee Lee

Signature

Approval date 21/10/2016

Next Revision date  
(Maximum 3 years)

2019