



Office Risk Assessment

09 Jun 2021 / TBG Corp. / Ford White

Complete

Score	100%	Failed items	0	Actions	0
Site name	TBG Corp.				
Conducted on	9th Jun, 2021 10:30 AM PST				
Prepared by	Ford White				
Location	26 Crawford St, Blakehurst NSW 2221, Australia (-33.9855274, 151.1053463)				

Work Activity

Advise the work activity that appears to be a risk

Enter details of activity

Repositioning of workstations

Hazards Identified

List all the hazards identified in relation to the particular activity

- electrical hazards
- ergonomic safety

Take picture of hazard if possible

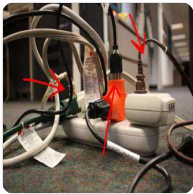


Photo 1



Photo 2

Who might be harmed?

Who can be harmed or affected by these risks?

Staff

Description

Advise description of risks

- Check and avoid octopus wiring.
- Defective equipment should be taken out of use safely and replace promptly.
- Avoid lifting heavy boxes at the same time.
- Workstation and equipment set to ensure good posture and to avoid glare and reflections on the screen.

Risk rating

Severity	Minor Injuries
Probability of occurrence	Likely
Risk rating	Medium

Risk Matrix

Likelihood		Very Likely	Lively	Unlikely	Highly Unlikely
Consequences	Fatality	High	High	High	Medium
	Major Injuries	High	High	Medium	Medium
	Minor Injuries	High	Medium	Medium	Low
	Negligible Injuries	Medium	Medium	Low	Low

Existing Measures

100%

Were there any existing measures in place to control this risk?

Yes

Please detail existing measures

- Administrative controls

Resolution

Indicate if this risk can be controlled immediately or not

Adequately Controlled

Implementation Plan

Enter description of implementation plan

- Employees should report all hazards that may cause danger to workers.
- Avoid having too many devices plugged into an outlet, it can lead to overheating and power shortage.
- Follow the 10 ergonomic principles.
- Encourage early reporting of MSD symptoms.

List who will be responsible for actioning the implementation plan

Employees involved in the activity

When will this be actioned and completed by?

9th Jun, 2021 4:00 PM PST

Completion

100%

Risk assessment has been completed

Yes

Risks reported have been resolved and completed

Yes

Signature



Ford White

9th Jun, 2021 11:28 AM PST

Appendix

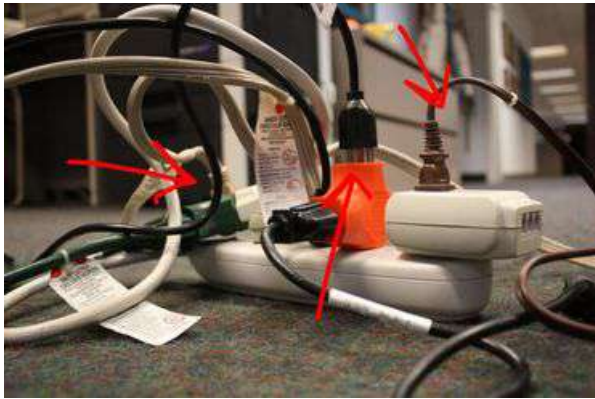


Photo 1



Photo 2