

PHYSICAL EDUCATION AND SPORTS SCIENCES

INVENTORY OF ACTIVITIES

No.	Process/Location:	Work Activities
1	PESS Computer Lab: NIE5-02-RR07	<p>Activities:</p> <ul style="list-style-type: none">• Handling of computers (desktop and notebooks) & AV equipment <p>Laboratory activities are extended to students when necessary.</p>

PHYSICAL EDUCATION AND SPORTS SCIENCES
ACTIVITY-BASED RISK ASSESSMENT FORM

Process/Location: PESS Computer Lab

Conducted by: (Names, designations, date)	Sebastian Tan	Approved by: (Names, designations, date)	Dr Chow Jai Yi
Last Review Date:	Apr 2011	Next Review Date:	Apr 2013

1. Hazard Identification				2. Risk Evaluation				3. Risk Control	
1a.	1b.	1c.	1d.	2a.	2b.	2c.	2d.	3a.	3b.
No.	Work Activity	Hazard	Possible Accident / Ill Health & Persons-at-Risk	Existing Risk Control (if any)	Severity	Likelihood	Risk Level	Additional Risk Control	Follow up by (name, designation & date)
1	Deskbound computer-based task	Malfunctioning of chair Ergonomic: prolong seating	Falls Carpal tunnel syndrome	Laboratory technician to do regular inspection of chairs and to replace faulty chairs. To take a walk periodically	2	1	2	To take a walk periodically	Laboratory Technician
2	Use of electrical equipment	Electrical hazards/fire	Electrocution	Proper maintenance of equipment Check equipment before use Use of safety mark plugs and extension cord Do not overload power plugs with too many electrical or electronics equipment. Refer to operation manual on safe use of equipment Switch off electrical equipment at the end of the day	2	2	4		Laboratory Technician

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No.	Work Activity	Hazard	Possible Accident / Ill Health & Persons-at-Risk	Existing Risk Control (if any)	Severity	Likelihood	Risk Level	Additional Risk Control	Follow up by (name, designation & date)
3	Overheating	Smoke and fire hazard	Body injuries Burns	Switch off equipment when not in use Use approved safety plugs. Do not overload power plugs with too many electrical or electronics equipment.	4	1	4	Turn off power when not in use	Laboratory Technician
4	Door opening/closing	Fingers may unknowingly be left between the gaps.	Laceration	Notice to put up at door. Reminder to watch out when opening/closing of door.	2	1	2	Place notice to remind users not to put finger within the gap.	Laboratory Technician