

Activity Description:

Craft

Location:

Garage – Craft Space



- Use:**
- A** Activity must be operated by Baptist Camping Victoria qualified staff.
 - B** In-house training by Baptist Camping Victoria staff required before using this equipment.
 - C** No training required, but all Safe Operating Procedures must be read and followed by all users.
 - D** 'Use Rating' does not apply/is not required.

Activity Use Rating: A/B/C

(See Guide Below)

(Refer to RISK MANAGEMENT MODEL over Page)

	Initial Matrix Level	Specify Hazard/s	Actions Taken/Control measures to reduce this risk	Revised Matrix Level
Activity/Task Hazard Identification				
✓				
	M	Using Scissors, pins/needles, knitting needles	Proper instruction on the use of scissors and supervision of participants during the activity. Layout of work area allowing supervision of sharps area away from work area	L
✓	M	Using hammers, punches, etc	Proper instruction on the use of hammers and punches, and supervision of participants during the activity. Dedicated hammer area to reduce cramped work areas, and reduce chance of congestion.	L
✓	L	Utilising power tools, wax melting frypans	Proper instruction on the use of the power tools, and supervision of participants during the activity. Power tools should be outside with adequate ventilation	L
		N/A		
✓	L	Use of glues and waxes, allergies	Adequate ventilation needs to be employed when using glues and waxes.	L
✓	M	Running around room, running into other participants, knocking over objects	Briefing should include not running around the area, and encouraging awareness of surroundings and other in the same space	L
		Other Factors:		
Workplace Conditions/ Environmental Hazard Identification				
		N/A		
		N/A		
✓	L	Insufficient light to complete tasks safely	Ensure adequate lighting for the task	L
✓	L	Fumes from glues or waxes	Adequate ventilation needs to be employed when using glues and waxes.	L
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		
		N/A		

RISK MATRIX

Work Health and Safety (WHS) Act 2011

This WHS Act 2011 is used by Baptist Camping Victoria on Risk Management Assessment Forms

		CONSEQUENCE				
		MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
LIKELIHOOD	RARE	LOW	LOW	LOW	LOW	LOW
	UNLIKELY	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	POSSIBLE	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	LIKELY	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	AMOST CERTAIN	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME

CONSEQUENCE	MINOR	MODERATE	MAJOR	CRITICAL	CATASTROPHIC
OH&S DESCRIPTION	Injury in the Workplace (first aid may be required)	Minor injury requiring professional medical attention, or lost time from the workplace	Injury requiring hospitalisation	Major injury requiring prolonged hospitalisation and rehabilitation	Injury causing significant permanent disability or death

LIKELIHOOD	DESCRIPTION
AMOST CERTAIN	Is expected to occur, almost inevitable
LIKELY	Will occur in most circumstances, not surprised if it happens
POSSIBLE	Possible or likely to occur in some circumstances
UNLIKELY	Could occur in some circumstances, surprised if it happens
RARE	May occur only in rare or exceptional circumstances, but would be highly unexpected