

Appendix 1 – Example of Low Risk Activity

Activities	Control Measures
<p>People engaged in tasks they would normally undertake in their office and where the work does not involve use of dangerous machinery equipment or hazardous substances.</p>	<p>Lone work is permitted, but it is good practice to ensure that a second person is aware of the first person’s location and that they have access to means of communication.</p> <p>It is recommended that the second person could be a relative/friend who knows where the first person is located and approximate time of return. Relevant details should be exchanged (e.g. campus number and security telephone number).</p> <p>Inspections/risk assessments of the work area should be undertaken by the Departmental Health and Safety Co-ordinator to ensure that hazards have been identified, risks controlled and provisions for emergencies are in place (e.g. escape routes open, fire fighting equipment, first aid, etc.).</p> <p>Departmental health and safety induction and other health and safety information is provided by the Department.</p> <p>Local departmental procedures are developed and are known to all staff.</p> <p>Staff are aware of the correct accident/incident reporting procedures and are encouraged to report actual and near miss incidents.</p>