

## HIRARC FORM

<b>Faculty/School/Unit/Laboratory/Workshop:</b>		Building Information Centre (BIC)			<b>Conducted by:</b> (Name, Designation, Signature)		Nur Aqeela Binti Ismail (Penolong Jurutera J29)				
<b>Work Process:</b>					<b>Conducted Date:</b>		From: 17 Mei 2020		Until: 18 November 2020		
<b>Location/Block:</b>		Level 4, Block B12, FABU			<b>Reviewed by:</b> (Name, Designation, Signature)						
<b>Approved by:</b> (Name, Designation, Signature)					<b>Review Date:</b>						
<b>Approval Date :</b>					<b>Next Review Date:</b>						
1. HAZARD IDENTIFICATION				2. RISK ANALYSIS				3. RISK CONTROL			
No.	Activities (Routine / Non-Routine)	Actual and Potential Hazards	Which can Cause Potential Consequences / Risk Effects	Existing Control Measures	Likelihood (A)	Severity (B)	Risk Level (A) x (B)	Legal & Other Requirements	Additional / Recommended Control Measures	Person In Charge (Due Date / Status)	
1	Computer consumption	Wire is not properly placed	- Electric shocked risk - Risk of fire - Risk of falling	Properly place the wire in a PVC conduit and at hidden place	4	1	4	L5, L6		Nur Aqeela	
2	Staff/student movement	Unsuitable position of furniture cause a narrow route	- Difficult to move especially during emergency	Set up an appropriate space with less moving interruption	3	1	3	L1	Lessen the useless item	Nur Aqeela	
3	Space consumption	Dusty space	- Health effect (Lung infection)	Clean up the space regularly	1	1	1	L1	Conduct a gotong-royong regularly	Nur Aqeela	

**Likelihood (A)**

- 5 - Most Likely (The most likely result of the hazard / event being realized)
- 4 - Possible (Has a good chance of occurring and is not unusual)
- 3 - Conceivable (Might be occur at sometime in future)
- 2 - Remote (Has not been known to occur after many years)
- 1 - Inconceivable (Is practically impossible and has never occurred)

**Severity (B)**

- 5 - Catastrophic (Numerous fatalities, irrecoverable property damage and productivity)
- 4 - Fatal (Approximately one single fatality major property damage if hazard is realized)
- 3 - Serious (Non-fatal injury, permanent disability)
- 2 - Minor (Disabling but not permanent injury)
- 1 - Negligible (Minor abrasions, bruises, cuts, first aid type injury)

**Hierarchy of Control**

- 1 - Elimination
- 2 - Substitution
- 3 - Isolation
- 4 - Engineering Control
- 5 - Administration Control
- 6 - Personal Protective Equipment (PPE)

**Risk Level**

- 1-4 (Low)
- 5-12 (Medium)
- 15-25 (High)

**Legal & Other Requirements**

- L1 - Occupational Safety and Health Act 1994 (Act 514)
- L2 - Factories and Machinery Act 1967 (Act 139)
- L3 - Atomic Energy Licensing Act 1984 (Act 304)
- L4 - Biosafety Act 2007 (Act 678)
- L5 - Electricity Supply Act 1990 (Act 447)

L6 - Fire Service Act 1988 (Act 341)

L7 - Others Act & Regulation (Specify)

L8 - NIL (Not In List)