



The risks must be minimised to the lowest reasonably practicable level by taking the following measures in the following order. In most cases a combination of elimination, substitution, engineering controls, administrative controls and PPCE are chosen to effectively control the risks.

<b>Elimination</b>	The job is redesigned or the substance is eliminated so as to remove the hazard. However, the alternative method should not lead to a less acceptable product or less effective process.
<b>Substitution</b>	Replace the material or process with a less hazardous one. For example, replace mercury thermometers with spirit thermometers.
<b>Engineering controls</b>	Install or use additional machinery such as local exhaust ventilation to control the risk. Separating the hazard from operators by methods such as enclosing or guarding dangerous items of machinery. For example, use guards on compression testing machines.
<b>Administrative controls</b>	Reduce the time the worker is exposed to the hazard. Prohibit the eating, drinking and smoking in laboratory areas. Provide training. Perform risk assessments. Increase safety awareness signage.
<b>Personal Protective Clothing and Equipment</b>	Only after all the previous measures have been tried and found to be ineffective in controlling the risks to a reasonably practicable level, then Personal Protective Clothing and Equipment must be used. If chosen, PPCE should be selected and fitted to the person who uses it. Workers must be trained in the function and limitation of each item of PPCE. For example, an operator should know how long the compressed supply in a self contained breathing apparatus will last. PPCE may be used as a temporary control measure until other alternatives are installed.