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| **Risk Assessment No.:** *(use dept number system)* | **Date:**  | **Version No.:** | **Review Date:** | **Authorised by:** |
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| **Step 1: Enter information about the task, activity or health and safety issue, including the location and the people completing the risk assessment** |
| **Reason for this risk assessment:**[ ]  **New task** [ ]  **New information** [ ]  **Change to existing work environment/task/object/tool** [ ]  **Report of injury** [ ]  **Cyclic review** [ ]  **Identification of a health and safety hazard** [ ]  **Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Location (including building and room):** | **Assessed by:**  | **HSR/worker representation:** |
| **Description of task/activity/issue (if necessary observe/analyse the task being performed by different people at different times to capture variation in work flow)** |
| **Workplace conditions (describe environment, layout and physical conditions – including access and egress)** |
| **Hazards to consider** |
| Manual tasks | Overexertion or repetitive movement can cause muscular strain | Gravity | Falling objects, falls, slips and trips can cause bruises, lacerations, fractures, dislocation | Electricity | Potential ignition sourceExposure to live electrical wires can cause shock, burns or death from electrocution |
| Machinery and equipment | Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures,bruises, lacerations, dislocations, permanent injuries or death | Hazardous chemicals | Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica)can cause respiratory illnesses, cancers or skin conditions | Extreme temperatures | Heat can cause burns, heat stroke or fatigue. Cold can cause hypothermia or frost bite |
| Noise | Exposure to loud noise can cause permanent hearing damage | Radiation | Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness | Biological | Micro-organisms can cause hepatitis, legionnaires’ disease, Q fever, HIV/AIDS or allergies |
| Psychosocial hazards | Effects of work demands, bullying, violence, work-related fatigue, incivility, etc |  |  |  |  |

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| **Step 2: Risk rating – risk matrix and definitions** |
|  |  | **Consequence** |
|  |  | Minor1 | Disruptive2 | Significant3 | Critical4 | Catastrophic5 |
| **Likelihood** | Almost Certain5 | Moderate5 | Major10 | High15 | Very High20 | Very High25 |
| Likely4 | Moderate4 | Moderate8 | Major12 | High16 | Very High20 |
| Possible3 | Low3 | Moderate6 | Major9 | Major12 | High15 |
| Unlikely2 | Low2 | Moderate4 | Moderate6 | Moderate8 | Major10 |
| Rare1 | Low1 | Low2 | Low3 | Moderate4 | Moderate5 |

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| **Likelihood** |  | **Consequence** |  | **Risk rating priority** |
| **Almost certain:** | 99% probabilityCould occur within ‘days to months’ |  | **Catastrophic:** | Multiple fatalities Multiple significant irreversible disabilities Systemic instances of mental health issues |  | **Risk rating** | **Action** | **Recommended action time frame** |
| **Likely:** | >50% probabilityCould occur within ‘months to years’ |  | **Critical:** | Single fatalitySevere irreversible disabilities Widespread workforce stress or clusters of mental health issues affecting delivery of services and initiatives |  | **High/Very high** | Cease activity or isolate source of riskImplement further risk controlsMonitor, review and document controls | ImmediateUp to 1 monthOngoing  |
| **Possible:** | >10% probabilityMay occur shortly but distinct probability it will notCould occur within ‘the next three to five years’ |  | **Significant:** | Long term injuries / disabilityShort term hospitalisation and rehabilitation Workforce stress or elevated levels of mental health issues affecting delivery of initiatives |  | **Major** | Implement risk controls if reasonably practicableMonitor, review and document controls | Within 1 to 3 monthsOngoing  |
| **Unlikely:** | >1% probabilityMay occur but not anticipatedCould occur in ‘five to ten years’ |  | **Disruptive:** | Injury requiring medical treatment Sustained lost timeMental health issues impacting delivery |  | **Moderate** | Implement risk controls if reasonably practicableMonitor, review and document controls | Within 3 to 6 monthsOngoing  |
| **Rare:** | <1% probabilityOccurrence requires exceptional circumstancesExceptionally unlikely even in the long term futureOnly occurs as a ‘100 year event’ |  | **Minor:** | Injury requiring minimal medical treatment or first aid |  | **Low** | Monitor and review | Ongoing  |

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| **Step 3: Identify hazards and associated risk scores and controls** |
| **For a task or activity, list each step****or****For a health and safety issue, list the potential hazards** | **Who can get harmed and how?** | ***Uncontrolled risk score*** | **Controls required** | **Residual risk score** | **Implementation of controls** |
| **Person/s responsible** | **Due Date** | **Indicate when completed** |
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| **Step 4: Sign off and acceptance**Your signature below indicates you have read and understood the above risk assessment and will adhere to the controls at all times. Should any unexpected situation arise that hasn’t been identified above, please seek assistance from your supervisor/manager contact immediately.  |
| **Name** | **Signature** | ***Date*** |  | **Name** | **Signature** | ***Date*** |
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