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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 source  Exposure 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** | | | | | |
|  |  | Minor  1 | Disruptive  2 | Significant  3 | Critical  4 | Catastrophic  5 | |
| **Likelihood** | Almost Certain  5 | Moderate  5 | Major  10 | High  15 | Very High  20 | Very High  25 | |
| Likely  4 | Moderate  4 | Moderate  8 | Major  12 | High  16 | Very High  20 | |
| Possible  3 | Low  3 | Moderate  6 | Major  9 | Major  12 | High  15 | |
| Unlikely  2 | Low  2 | Moderate  4 | Moderate  6 | Moderate  8 | Major  10 | |
| Rare  1 | Low  1 | Low  2 | Low  3 | Moderate  4 | Moderate  5 | |

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| **Likelihood** | |  | **Consequence** | |  | **Risk rating priority** | | |
| **Almost certain:** | 99% probability  Could 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% probability  Could occur within ‘months to years’ |  | **Critical:** | Single fatality  Severe 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 risk  Implement further risk controls  Monitor, review and document controls | Immediate  Up to 1 month  Ongoing |
| **Possible:** | >10% probability  May occur shortly but distinct probability it will not  Could occur within ‘the next three to five years’ |  | **Significant:** | Long term injuries / disability  Short term hospitalisation and rehabilitation  Workforce stress or elevated levels of mental health issues affecting delivery of initiatives |  | **Major** | Implement risk controls if reasonably practicable  Monitor, review and document controls | Within 1 to 3 months  Ongoing |
| **Unlikely:** | >1% probability  May occur but not anticipated  Could occur in ‘five to ten years’ |  | **Disruptive:** | Injury requiring medical treatment  Sustained lost time  Mental health issues impacting delivery |  | **Moderate** | Implement risk controls if reasonably practicable  Monitor, review and document controls | Within 3 to 6 months  Ongoing |
| **Rare:** | <1% probability  Occurrence requires exceptional circumstances  Exceptionally unlikely even in the long term future  Only 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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