

RISK ASSESSMENT FORM

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Description automatically generated

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| --- | --- |
| **Risk Assessment No.** |  |
| **Reference to SWP/SWMS No.** |  |

List identified hazards and detail measures taken to eliminate / minimise the risks:

(*boxes on this form will expand to fit text*)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **College/Portfolio** |  | **Area/Unit** |  | **Location** |  | **Area/Unit Manager** |  |
| **Task/Procedure** |  | **Workers consulted / involved** |  | **Date** | Click or tap to enter a date. | **Review Date** | Click or tap to enter a date. |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Identified Hazard before controls** | | **Risk Assessment** | | | **Risk Controls** | **Residual risk** | | | **Implementation** |
| **No.** | **Description** | **Consequences** | **Likelihood** | **Risk Measure**  **(see matrix)** | **Control measures** | **Consequences** | **Likelihood** | **Risk Measure**  **(see matrix)** | **Date controls implemented / reviewed** |
| **1** |  |  |  |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |
| **5** |  |  |  |  |  |  |  |  |  |

***Copy and paste subsequent rows as required to keep the lists and date fields.***

## Review the risk measured, and the controls implemented are still relevant and effective, then please select one of the following:

1. The assessment reveals that the potential risk to health and safety from the use of the plant/equipment/procedure is not currently significant.
2. The assessment reveals that the potential risk to health and safety from the use of the plant/equipment/procedure is significant. However controls are in place that reduce risk as low as is reasonably practicable.

**Note:** If the risk level is still **Extreme/High** after controls are in place, then cease the activity, identify and implement further controls and consult with your manager/supervisor until the risk is reduced as low as reasonably practicable.

# To be completed by Supervisor

## Review of control measures

I am satisfied that appropriate controls are in place, still relevant and effective and the risk level is as low as reasonably practicable - Yes No (\*if no, you must put in other controls & do another Risk Assessment.)

**Supervisor signature**: Click or tap here to enter text. **Date**: Click or tap to enter a date.

## HOW TO ASSESS THE RISK

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| **Step A - Consider the consequences** | | **Step B - Consider the likelihood** | |
| For each hazard, consider the consequences if something happens. Consider what could reasonably have happened, as well as what actually happened (if there was an accident/ incident). Look at the descriptions below and choose the most suitable consequence below. | | How likely is it that something will happen as a result of the hazard?  Choose the most suitable likelihood below. | |
| **Consequence** | **Description** | **Likelihood** | **Description** |
| Catastrophic | May cause death, or  permanent disability, and/or permanent ill health | Very likely | Expected to occur in most  circumstances |
| Major | Severe injury or illness | Likely | Will probably occur in most  circumstances |
| Minor | Minor (usually reversible) injury  or illness resulting in days off work | Possible | Might occur occasionally |
| First Aid | First aid level medical  treatment | Unlikely | Could happen at some time |
| Negligible | No treatment required | Highly  unlikely | May happen only in exceptional  circumstances |

**Step C – Calculate the Risk Level**

1. Take the Consequence rating and select the correct line in the matrix below.
2. Take the Likelihood rating and select the correct column in the matrix below.
3. Circle the risk level where the two ratings intersect in the matrix below.

Risk level = Click or tap here to enter text.

# Risk Matrix

|  |  |  |
| --- | --- | --- |
| **Prioritising Hazards** | | |
| **Risk Level** | **Priority** | **Action** |
| **Extreme** | 1 | \* Do not proceed with task/activity until corrective actions have been implemented, reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head.   * Control measures must be implemented to reduce the risk as low as possible. |
| **High** | 2 | \* Do not proceed with task/activity until corrective action has been implemented, reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head.  \* Implement control measures to reduce the risk as low as possible. |
| **Medium** | 3 | \* Notify supervisor/manager and assess activity.  \* Implement control measures to reduce the risk as low as possible. |
| **Low** | 4 | \* Implement control measures. |

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| --- | --- | --- | --- | --- | --- |
| **Consequence** | **Likelihood** | | | | |
| **Very likely** | **Likely** | **Possible** | **Unlikely** | **Highly**  **unlikely** |
| **Catastrophic** | Extreme | High | High | High | Medium |
| **Major injury** | High | High | High | Medium | Medium |
| **Minor injury** | High | Medium | Medium | Medium | Medium |
| **First aid** | Medium | Medium | Medium | Low | Low |
| **Negligible** | Medium | Medium | Low | Low | Low |

|  |  |
| --- | --- |
| **Control Hierarchy** | |
| Elimination | *Remove hazard* |
| Substitution | *Use a less hazardous alternative* |
| Isolation | *Eg Restrict access, use in a closed container, fume cabinet* |
| Engineering | *Eg Trolleys to move loads, guards on machinery, fume cupboard* |
| Administration | *Eg Training, Safe Work Procedure, signage* |
| PPE - Personal Protective Equipment | *Eg Gloves, respirator, safety glasses* |

See [WHS Risk Management Procedure](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/whs-risk-management-procedures.pdf) for further details