RISK ASSESSMENT FORM

Risk Assessment Details	
Description of activity	
Location of activity	
Scope of risk assessment	
Who may be at risk from the activity?	
How were they consulted?	
MRC / Department / Program	
Risk assessment conducted by	
Person responsible for ensuring compliance with risk assessment	
☐ **New** ☐ **Updated**	**Replaces:**
Detail: legislation, Codes of Practice, Australian / New Zealand standards, MRC procedures, manufacturer's guidance etc used to determine control measures necessary	

Note: If the risk score is not reduced to a Low (L), the risk assessment must be approved and signed off by the required level of management as per the attached matrix before any work begins.

Date:_____ **Name:**_____ **Position:** _____ **Signature:** _____

CONSEQUENCE TABLE

Rating	Description	
	Safety	Compliance
Catastrophic	Fatality/multiple fatalities or permanent disability	Criminal prosecution where reckless conduct exposes an individual to risk of death or serious injury. Possible fine greater than $300k; jail.
Major	Lost time injury (LTI) - a work injury after which a worker is temporarily unable to return to work, extensive injuries, temporary disability, surgery/hospitalisation required.	Prosecution where a failure to comply with a WHS duty exposes an individual to risk of death or serious injury. Possible fines greater than $150k
Moderate	Suitable duties injury (SDI) - an injury resulting in a short term reversible disability, where a worker is temporarily placed on suitable duties	Issue of a penalty notice for failure to comply with a WHS duty. Possible fines greater than $50k. Incident notifiable to WHSQ.
Minor	Medical treatment injury (MTI) - an injury which is beyond the scope of first aid, requiring treatment by a medical practitioner.	MRC issued with improvement or prohibition notice.
Insignificant	No injury, non-treatment injury, first aid injury.	Internal notification only

LIKELIHOOD

Rating	Description
Almost Certain	Event expected to occur at most times
Likely	Will probably occur at some stage based on evidence of previous incidents
Possible	Not generally expected to occur but may under specific circumstances
Unlikely	Could occur but not likely under normal operations; no evidence of previous incidents
Rarely	Only ever occurs in exceptional circumstances

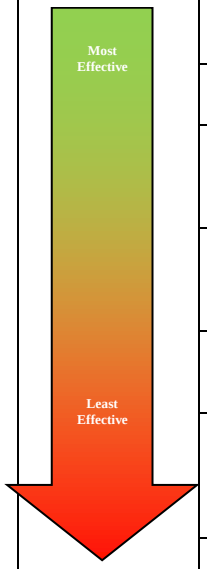
RISK RATING MANAGEMENT ACTION

Risk Rating	Management Action	Approval
Extreme Unacceptable	**Immediate action required. Stop work** and implement risk controls. Must not continue without controls in place.	CEO or Director
High ALARP	**Reduce risk to *as low as reasonably practicable* (ALARP)** using the hierarchy of control. Document in risk assessment, SWMS, JSA, SOP. Refer to legislation or Codes of Practice.	Manager
Medium ALARP	**Reduce to ALARP** - using the hierarchy of control. Document in risk assessment, SWMS, JSA, SOP. Refer to legislation or Codes of Practice.	Coordinator / Supervisor / Person in Charge
Low Acceptable	**Acceptable** - Manage using normal work practices and procedures which must include application of the hierarchy of control. Monitor to ensure it remains acceptable	Team Member

RISK MATRIX

Likelihood	Consequences				
	Insignificant No Injury/ Non-Treatment/ First Aid Injury	Minor Medical Treatment Injury	Moderate Suitable Duties Injury	Major Serious Injury/ LTI	Catastrophic Fatality/ Multi-fatalities or permanent disability
Almost Certain (Expected to occur)	Medium 8	High 16	High 18	Extreme 23	Extreme 25
Likely (Probably occur at some stage)	Medium 7	Medium 10	High 17	High 20	Extreme 24
Possible (Not expected to occur)	Low 3	Medium 9	Medium 12	High 19	High 22
Unlikely (Could occur but not likely)	Low 2	Low 5	Medium 11	Medium 14	High 21
Rare (Occurs in exceptional circumstances)	Low 1	Low 4	Low 6	Medium 13	Medium 15

HIERARCHY OF CONTROL



Treatment	Description
Elimination	Always aim to eliminate a hazard, which is the most effective control. Eg, do work at ground level rather that work at heights; remove trip hazards; dispose of unwanted chemicals. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.
Substitution	Substitute the hazard with something safer. Eg, replace solvent-based paints with water-based ones; replace toxic chemicals with non-toxic alternatives.
Isolation	Involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.
Engineering	A control measure that is physical in nature, including a mechanical device or process. Eg, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches)
Administration	Work methods or procedures that are designed to minimise exposure to a hazard. Eg, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, use signs to warn people of a hazard.
PPE	PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly. PPE should only be used: when there are no other practical control measures available (as a last resort); to supplement higher level control measures (as a back-up).

Note: It is best to use a combination of control measures to achieve the desired level of risk control.

Activity / Task Step	Hazard (What can cause Injury or harm)	Risk Types (Type of harm- what could happen)	Risk Score Before Control (use Risk Matrix on page above)	Risk Controls (List the control measures required to eliminate or minimise the risk of injury arising from the identified hazard/s)	Risk Score After Control (use Risk Matrix on page above)	Risk Owner / Responsible Person/s
E.g. Preparing and painting walls	*Working in heat and humidity*	*Heat stress, illness, sunburn, skin cancer*	*H19*	• *Erect portable gazebo to provide shade* • *Take regular rest breaks* • *Keep hydrated* • *Schedule work for cooler times of the day* • *Wear protective clothing – long sleeved shirts, broad brimmed hats, sunglasses* • *Wear sunscreen*	*M13*	*Artists*
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Risk Assessment Sign-on Names of workers who have been consulted in the development of this risk assessment and have been trained in the work activities described in this risk assessment Signing indicates that the worker was consulted in the development and understands the contents and how to conduct the task safely					
Name (print)	**Signature**	**Date**	**Name**	**Signature**	**Date**