**HAZARD MANAGEMENT – RISK ASSESSMENT DECISION TOOL**

1. Check the criteria listed in column A. If the criteria is applicable to the activity, then a formal (documented) risk assessment is not required. Complete the activity as outlined.
2. If column A is not applicable, then one or more of the hazards/criteria in column B will be relevant and a formal risk assessment is required. You will need to determine the nature of the activity (i.e. Static or Dynamic), complete and follow the instructions on the relevant risk assessment template.

**COLUMN A**

1. Is it an item of plant/equipment which is manufactured and being used in the way it was intended and is not defined as hazardous plant? (see definitions in the Hazard Management Handbook Chapter)
   - Yes
   - No

2. Is it a chemical which is being used and managed in accordance with the Safety Data Sheet and not defined as a hazardous chemical? (see definitions in the Hazard Management Handbook Chapter)
   - Yes
   - No

3. An activity which is considered low risk:
   - There is no expectation that an injury/illness will occur.
   - If there was an injury/illness, treatment would be very minor/negligible e.g. first aid treatment requiring a band aid.
   - If you have answered yes to the above criteria
     - NO FORMAL RISK ASSESSMENT IS REQUIRED
     - Complete activities safely and in accordance with the manufacturer’s instruction and/or, SDS and training. Ensure your own safety and the safety of others.

**COLUMN B**

**A FORMAL RISK ASSESSMENT IS REQUIRED**

- The item of plant/equipment or chemical is used in a different way to how the manufacturer intended, or a chemical being used differently to the Safety Data Sheet; and/or
- The activity is an event or an activity which requires the co-ordination of a number of tasks which could impact on the safety of the workers or others in the vicinity of the activity; and/or
- The activity involves one or more of the following hazards:
  - Animal handling (unpredictable behaviour – kicks, bites)
  - Biological (pathogens, body fluids)
  - Boating, risk of drowning
  - Confined space entry
  - Diving work
  - Electrical work on energised electrical equipment
  - Excavation (tunnel, shaft that could collapse)
  - Explosives
  - Fall from work at height which would result in injury
  - Fatigue (work related mental or physical exertion affecting function)
  - Hazardous chemicals
  - Hazardous manual activity
  - Hazardous plant
  - Hidden pipes, cables, wiring
  - High risk travel (DFAT 3 or 4)
  - Hot work/potential for uncontrolled fire
  - Isolation (work in a remote area, or on your own in an unfamiliar environment, rescue would be difficult.)
  - Noise/sound levels greater than safe exposure standards
  - Personal Threat (e.g. threat of harm or injury by another person)
  - Psychosocial hazards
  - Radiation
  - Temperature extremes

*Note: The risk assessment must be completed by a competent person*

**Determine if the activity is Static (constant/stable, performed in the same manner over time) or Dynamic (changed each time, once-off, short-lived).**

For “Static” activities
- Check if there is an existing risk assessment.
  - If held, follow the control measures as outlined; or
  - Add any new hazard(s) and control measures to the overarching risk assessment (if control banding has been adopted).
- If not,
  - Complete a new risk assessment using Appendix C; and
  - Add to the appropriate area/School/Branch Hazard Listing(s).

OR

For “Dynamic” activities
- Complete a short form risk assessment (Appendix D) or equivalent template and provide a copy to your Manager/Supervisor or as instructed.

(Note if the residual risk is high or very high complete Appendix C.)

If you require further information/assistance please contact your School/Branch HSO or the relevant Division/Faculty HSW Manager.