

HAZARD MANAGEMENT – EVENT SAFETY MANAGEMENT PLAN (RISK ASSESSMENT) Appendix B (Page 1 of 2)

Stage 2 and Stage 3 – Risk Assessment and Control

List the potential hazards/issues identified in the Hazard Identification Process from Appendix A. and When and where the hazard is present (i.e. when is a person at risk of exposure to the hazard)	Inherent risk assessment rating Before controls are implemented (Refer to the risk assessment Tables – Appendix B page 2) L, M, H, VH	List the control measures implemented (i.e. in place) <ul style="list-style-type: none"> • Control measures are to be in accordance with the Hierarchy of Control. Refer to Appendix C for examples. • Choose the control(s) that most effectively eliminate the hazard or minimises the risk. • Record the control measures in place under the relevant control measure (e.g. list in order under the following headings - substitution, isolation, engineering, administrative, Personal Protective Equipment). • Ensure that control measures do not introduce new hazards. 	Residual risk rating After controls in place The highest rating is to be transferred to the top of Appendix A.

Staff related activities (Note – Low and Medium Residual Risk does not require Manager/Supervisor authorisation)			Student related activities		
Author	Name and Signature		Author	Name and Signature	
High Residual Risk – Authorised by Manager/Supervisor	Name and Signature/authority		Low and Medium Residual Risk – Authorised by Manager/Supervisor	Name and Signature/authority	
High Residual Risk – Authorised by Head of School/Branch	Name and Signature/authority		High Residual Risk – Authorised by Head of School/Branch	Name and Signature/authority	
Very High Residual Risk – Authorised by VC&P	Name and Signature/authority		Very High Residual Risk – Authorised by VC&P	Name and Signature/authority	

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APPENDIX B (Page 2 of 2)

RISK ASSESSMENT TABLES

Three essential steps are taken:

1. The probability or likelihood of an incident occurring is evaluated;
2. The severity of the potential consequences is calculated or estimated;
3. Based on these two factors, the risks are assigned priority for risk control through the use of a risk rating.

Risk assessment involves examining and evaluating the likelihood/severity/consequence in order to prioritise and implement adequate controls. The risk matrix has been adopted based on the principles of AS/NZS ISO 31000 (2009) Risk Management – Principles and Guidelines and Code of Practice “How to Manage Work Health and Safety Risks (2012).

Likelihood Table

CATEGORY	DESCRIPTION
Almost certain	There is an expectation that an event/incident will occur.
Likely	There is an expectation that an event/incident could occur but not certain to occur.
Slight	This expectation lies somewhere in the midpoint between “could” and “improbable”.
Unlikely	There is an expectation that an event/incident is doubtful or improbable to occur.
Rare	There is no expectation that the event/incident will occur.

Consequences Table

CATEGORY	DESCRIPTION
Severe	Injury resulting in death, permanent incapacity.
Major	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.
Moderate	Injury requires formal medical treatment (hospital outpatient/doctors visit etc), activities could result in an Improvement Notice.
Minor	Injury requires first aid.
Negligible	Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches etc), no medical treatment.

Risk matrix

Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Very High	Very High	Very High
Likely	Medium	Medium	High	Very High	Very High
Slight	Low	Medium	High	High	Very High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

If the level of risk is assessed as high or very high

- Stop the activity; or
- Tag out the plant/equipment; or
- Secure any chemical; and
- Determine if the activity is to:
 - continue; or
 - cease

in consultation with your Manager/Supervisor.

Follow the process in 3.5.6.1 where the risk cannot be reduced to medium or low.