

HAZARD MANAGEMENT – RISK ASSESSMENT(LONG FORM)

Stage 1:	Hazard Identification	Residual risk rating L, M, H, VH	
Name or description of the activity(s) to be assessed		Date:	____/____/____
Area, School/Branch Building/Room			
Workers completing the risk assessment. Name and contact details		Mobile/Phone	
		Mobile/Phone	
		Mobile/Phone	

- This template or equivalent template can be used. Please note that this list is not exhaustive, but can be used as the basis for your initial hazard identification.
- If you tick yes to any of the hazards listed below, then the hazard is to be transferred and addressed on **Appendix C2**.
Where a number of activities have the same hazards, they may be grouped together on the same assessment and the same control measures applied to each.

Consider – is there potential for, or identified exposure to any of the following, as part of a process/activity

Physical/Environmental Hazards		Plant and Equipment hazards	
<input type="checkbox"/>	Animals (e.g. hazardous wild animals, bees, snakes)	<input type="checkbox"/>	Mobile lifting equipment or farm machinery
<input type="checkbox"/>	Confined space entry (e.g. pit, tank, silo, entry through a hatch)	<input type="checkbox"/>	Pressurised vessels/systems (e.g. autoclave, boiler)
<input type="checkbox"/>	Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding)	<input type="checkbox"/>	Hazardous levels of heat or vibration (to whole or part body)
<input type="checkbox"/>	Fire (potential for uncontrolled fire due to ignition sources)	<input type="checkbox"/>	Hazardous plant (e.g. lathes, lasers, microtomes, cryostats, or operations could result in amputation, eye injury, serious laceration, crushing injury)
<input type="checkbox"/>	Flying or moving items/plant/vehicles, falling object(s)		
<input type="checkbox"/>	Hazardous terrain or environment including wet/slippery surfaces		
<input type="checkbox"/>	Lighting/visibility is compromised and hazardous	Radiation hazards	
<input type="checkbox"/>	Noise or sound levels > 85dB(A) or peak level of greater than 135 dB(C) for any period of time	<input type="checkbox"/>	Sealed sources or unsealed sources
<input type="checkbox"/>	Temperature or weather extremes (e.g. hypothermia, major burns)	<input type="checkbox"/>	Artificial sources (UV)
<input type="checkbox"/>	Isolation (e.g. work in a remote area, difficult to access work site, or a rescue effort would be difficult in the event of an emergency.	<input type="checkbox"/>	Biological hazards (e.g. via inhalation, contact, digestion)
<input type="checkbox"/>	Boating and/or Diving (e.g. risk of drowning)	<input type="checkbox"/>	Contamination (e.g. pathogens, body fluids)
		<input type="checkbox"/>	Animal handling (e.g. bites, allergies)
		<input type="checkbox"/>	Other
Communications		Chemical hazards	
<input type="checkbox"/>	Communication problems (e.g. by virtue of location or isolation)	<input type="checkbox"/>	Explosive substances
Electrical		<input type="checkbox"/>	Flammable substances, gas, airborne contaminants
<input type="checkbox"/>	Electric shock	<input type="checkbox"/>	Toxic or asphyxiate gas (e.g. CO ₂ including dry ice, liquid N ₂)
Ergonomic/Hazardous Manual activity/task(s)		<input type="checkbox"/>	Respiratory irritants (e.g. nanotech, dust, asbestos)
<input type="checkbox"/>	Work requiring repetitive force or movement	<input type="checkbox"/>	Chemical spraying (e.g. agricultural, pesticides)
<input type="checkbox"/>	Sustained force/posture or awkward posture	<input type="checkbox"/>	Prohibited and restricted carcinogens requiring a permit
<input type="checkbox"/>	Working with animals, unpredictable/unbalanced loads	<input type="checkbox"/>	Hazardous chemicals (not included above)
<input type="checkbox"/>	Transfer of item(s) up or down stairs, using both hands or requiring the use of lifting equipment from one level to another	<input type="checkbox"/>	Other
Stress/Duress hazards		Activity combines a number of different hazards, and the impact/results of interaction is unknown e.g. mixing chemicals or recognised as a risk e.g. water and electricity.	
<input type="checkbox"/>	Personal threat e.g. aggressive behaviour, abuse, threat, assault (includes home visits)	<input type="checkbox"/>	Specify -
<input type="checkbox"/>	Fatigue e.g. from excessive work related mental/physical exertion	High Risk Travel	
Remote work location or working in isolation		<input type="checkbox"/>	Destination is rated DFAT 3 or 4 (High/Very High)
<input type="checkbox"/>	Medical emergency, difficult to administer/obtain first aid gain assistance e.g. access to medical facilities	High risk work licence required in accordance with WHS Regs	
Other		<input type="checkbox"/>	Boom-type elevating work platform, scaffolding, dogging, crane and hoist operation, reach stackers, forklift operation, pressure equipment operation.
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>		<input type="checkbox"/>	No hazards identified. No risk assessment required.

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Stage 2 and Stage 3 – Risk Assessment and Control

Record the potential hazards/issues identified in Hazard Identification Process on Appendix C1 and When and where the hazard is present (i.e. when is the worker exposed?)	Inherent risk assessment rating Before controls are implemented (Refer to the risk assessment Tables – Appendix C3) 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 C3 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 page C1.

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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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.

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HIERARCHY OF RISK CONTROL

Hierarchy of control		Examples of control measures		
HIGHEST	Level 1	Elimination	<ul style="list-style-type: none"> Not introducing the hazard into the workplace. Designing out the hazards before they are introduced. Removing the hazard completely. Not conducting the activity. 	MOST
↓		↓		
 LEVEL OF HEALTH AND SAFETY PROTECTION 	<p style="text-align: center;">Level 2</p> <p>Where it is not reasonably practicable to eliminate the hazards and associated risks.</p>	Substitution	<ul style="list-style-type: none"> Replacing or substituting the hazard with something safer. 	 RELIABILITY OF CONTROL MEASURES 
		Isolation	<ul style="list-style-type: none"> Isolating the hazard from the people by distance or using barriers. 	
		Engineering	<ul style="list-style-type: none"> Installing/using a control measure of a physical nature, including a mechanical device or process e.g. trolleys, hoists, guards, residual current devices, fume-hoods, extraction/ventilation systems, RCD protection. 	
↓		↓		
LOWEST	Level 3	Administrative	<ul style="list-style-type: none"> Documenting a standard operating procedure (SOP) and include in the induction program for all staff required to perform the activity Developing a proficiency based training program if required by the risk assessment (see definitions) (Workers may be trained against the SOP Appendix E or other assessment criteria.) Training workers to use control measures implemented when carrying out the activity Introducing a second operator Providing signage or warning labels Restricting access Maintenance and testing programs Changing the work organisation e.g. relocating equipment or items, rotating workers between different activities 	LEAST
	<p>These control measures do not control the hazard at the source. They rely on human behaviour and supervision, and used on their own tend to be the least effective in minimising risks.</p> <p>Exposure is only limited if the worker wears and uses the PPE correctly.</p>	Personal Protective Equipment (PPE)	<p>Requiring the use of one or more of the following:</p> <ul style="list-style-type: none"> ear protection (ear muffs) respirators face masks hard hats/helmet gloves, aprons eye protection (glasses, shield, visor) non-slip footwear appropriate clothing 	

For further examples and explanation on the Hazard Management and Risk Control process, please refer to the Code of Practice for [How to manage WHS Risks \(2011\)](#).

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