**APPENDIX B3 (Page 1 of 2)**

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| **HAZARD MANAGEMENT – RISK ASSESSMENT** |

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|  | **Date:** | / / |
| **SHORT FORM RISK ASSESSMENT**(This template is not intended for complex tasks.) | **RECORD THE HIGHEST****RESIDUAL RISK RATING**Ensure the appropriate level of authority to complete the task can be evidenced. (e.g. a signature or formal approval attached)  | [ ]  Low[ ]  Medium[ ]  High[ ]  Very high |

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| **Title of the task (e.g. use of ………)** |  |
| **Physical location(s) or Operational unit** |  |
| **List the hazardous plant/equipment/chemical(s) used****(if applicable)** |  |
| **Author: (print name)** |  |

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| ***Supervisors/person in control of the area/activity**** *Ensure that the control measures address the hazards identified for each step in the process for this task.*
* *Ensure that there is a system for retaining this Risk assessment. (See section 5.1 of the Handbook chapter)*
* *Ensure that workers who undertake this task have access to this Risk assessment, are provided with the relevant, information, instruction and training required before they undertake the task. (This includes any other guidance material (e.g. Safe operating procedures) where required by this Risk assessment.)*
* *Ensure that if there is a requirement for instruction (Level 2 proficiency) and/or training (Level 3 competency/qualification) the information is added to the Training plan.*
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| **Step 1: Identify the hazards (tick as applicable)** |
| 1 | [ ]  Animals (e.g. unpredictable behaviour, bites, stings, kicks) | 12 | [ ]  Hazardous terrain |
| 2 | [ ]  Biological (e.g. pathogens, body fluids) | 13 | [ ]  Hot work/risk of fire |
| 3 | [ ]  Communication (e.g. location, isolation) | 14 | [ ]  Moving powered lifting equipment |
| 4 | [ ]  Electrical equip. used outdoors, potential for electric shock | 15 | [ ]  Moving powered plant/equipment |
| 5 | [ ]  Fall from one level to another | 16 | [ ]  Moving vehicles in pedestrian access areas  |
| 6 | [ ]  Falling, flying sharp objects | 17 | [ ]  Noise and sound >85dB(A) |
| 7 | [ ]  Fatigue (e.g. mental/physical exertion) | 18 | [ ]  Noise and sound peak level of > 135dB(C) for any period of time |
| 8 | [ ]  Ground/wall penetration | 19 | [ ]  Poor lighting |
| 9 | [ ]  Hazardous chemical exposure/radiation | 20 | [ ]  Security, aggression, personal threat |
| 10 | [ ]  Hazardous manual handling | 21 | [ ]  Temperature (hypothermia/burns) |
| 11 | [ ]  Hazardous plant/equipment | 22 | [ ]  Other: |

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| **Step 2: Assess the level of risk before control measures based on the likelihood of an incident occurring and the consequence).** **Tick the highest risk rating assessed for the hazards you have identified** |

**Descriptors for assessing the level of risk**

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| **Assess the level of risk based on the likelihood of an incident occurring and the consequence** |
| **Likelihood Table** | **Consequences Table** |
| **Almost certain** | There is an expectation that an event/incident will occur. | **Severe** | Injury resulting in death, permanent incapacity. |
| **Likely** | There is an expectation that an event/incident **could occur** but not certain to occur. | **Major** | Injury requiring extensive medical treatment (e.g. hospitalisation, or activities could result in a Notifiable occurrence. |
| **Possible** | This expectation lies somewhere in the midpoint between “could” and “improbable”. | **Moderate** | Injury requires formal medical treatment (e.g. hospital outpatient/doctors visit).  |
| **Unlikely** | There is an expectation that an event/incident is doubtful or **improbable** to occur. | **Minor** | Injury requires first aid treatment. |
| **Rare** | There is no expectation that the event/incident will occur. | **Negligible** | Injury requires minor first aid (e.g. bandaid), short term discomfort (e.g. bruise, headache), no medical treatment. |

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| **Likelihood** | **Consequences – level of seriousness of the injury following exposure to the hazard(s) -**  |
| **of exposure** | **Negligible** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost certain** | [ ]  | **Medium** | [ ]  | **High** | [ ]  | **Very High** | [ ]  | **Very High** | [ ]  | **Very High** |
| **Likely** | [ ]  | **Medium** | [ ]  | **Medium** | [ ]  | **High** | [ ]  | **Very High** | [ ]  | **Very High** |
| **Possible** | [ ]   | **Low** | [ ]   | **Medium** | [ ]   | **High** | [ ]  | **High** | [ ]   | **Very High** |
| **Unlikely** | [ ]  | **Low** | [ ]  | **Low** | [ ]  | **Medium** | [ ]  | **Medium** | [ ]  | **High** |
| **Rare** | [ ]  | **Low** | [ ]  | **Low** | [ ]  | **Low** | [ ]  | **Medium** | [ ]  | **Medium** |

**Continued overleaf**

**APPENDIX B3 (Page 2 of 2)**

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| **HAZARD MANAGEMENT – RISK ASSESSMENT**  |
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| **Step 3: Manage the risk by selecting the appropriate level(s) of control.** **Enter the ref number of the hazard(s) & tick/highlight control measures applicable.** |
| **Action(s) required to minimise the risk** |

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| **Hierarchy of Control** | **Hazard ref number(s)** | (e.g. Step 1 Ref numbers 1 & 10 if the activity involves Animals and Hazardous manual handling)  | **Hazard ref number(s)** |  |
| **Level 1:** [ ]  Elimination**If this is not practicable, then**: |  | [ ]  Work process to cease. Advise your Supervisor of the outcome and determine next steps. |
| **Level 2:** [ ]  Substitution |  | [ ]  Substituted the hazard with a safer option  (Please specify) |  |
| **Level 2:** [ ]  Isolation/Engineering |  | [ ]  Barrier/guard/shield/crush installed |  | [ ]  Trolley/hoist/mechanical aid used |
|  | [ ]  Power/services isolated [ ]  Platform/scaffold |  | [ ]  Fume hood used |
|  | [ ]  RCD protection provided/installed |  | [ ]  Emergency stop button/device |
|  | [ ]  Restricted/secure/swipe-card access |  | [ ]  Emergency shower/eye wash |
|  | [ ]  Ventilation/extraction system |  | [ ]  Duress alarm (monitored/audible) |
|  | [ ]  PC2 Lab |  | [ ]  Surveillance  |
|  | [ ]  Interlocked physical barrier  |  | [ ]  Additional lighting |
|  | [ ]  Safeguarding |  | [ ]  Communication equipment/radio/mobile |
|  | [ ]  Platform/scaffold/fall protection |  | [ ]  Other: |
| **Level 3:** [ ]  Administrative |  | [ ]  SOP completed & attached (see [Appendix C](https://www.adelaide.edu.au/hr/ua/media/2127/app-c-sop.docx))[ ]  Safety Data Sheet reviewed and attached |  | Appropriate level [of Information, instruction, training provided:](https://www.adelaide.edu.au/hr/hsw/hsw-policy-handbook/hsw-information-instruction-training-handbook-chapter) (\* record to be on file) |
|  | [ ]  Monitoring device/badge dosimeter |  | [ ]  Info on control measures (Induction) |
|  | [ ]  Permits complete (e.g. hotwork/confined space) |  | [ ]  \* Worker induction to hazardous |
|  | [ ]  Permission from Facilities Management to  |  |  chemicals completed |
|  |  penetrate ground/wall (e.g. marquee)  |  | [ ]  \* Workers are proficient (if required) |
|  | [ ]  Signs/warning labels displayed |  | [ ]  \* Workers are competent/licensed |
|  | [ ]  Standard precautions (infection control) |  | [ ]  Buddy/second operator to assist |
|  | [ ]  Maintenance and testing program in place |  | [ ]  Health monitoring [ ]  Audio testing |
|  | [ ]  First aid kit |  | [ ]  Rest breaks |
|  | [ ]  Emergency spill kit on site |  | [ ]  Other |
|  | [ ]  Antidote available |  |
| **Level 3:** [ ]  Personal ProtectionPlease indicate/circle/strike out or be specific if option not listed |  | Gloves | [ ]  Rubber[ ]  Leather [ ]  Cut resistant  | [ ]  Vinyl[ ]  Neoprene[ ]  Nitrile |  | Protective clothing[ ]  Lab coat [ ]  Gown[ ]  Long sleeves [ ]  Long pants[ ]  Helmet [ ]  Hood [ ]  Veil[ ]  Steel capped/enclosed footwear[ ]  Sun protection |
|  |  | [ ]  Butyl | [ ]  Thermal -hot/cold |  |
|  | [ ]  Face shield/visor | [ ]  Dust mask |  |
|  | [ ]  Safety glasses [ ]  Shield [ ]  Goggles |  |
|  | [ ]  Air-purifying respirator |  | [ ]  **Other (please specify)** |
|  | [ ]  Supplied air respirator |  |
|  | [ ]  Hearing protection - Ear plugs |  |
|  | [ ]  Hearing protection - Ear muffs |  |

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| **Step 4: Calculate the residual risk rating after the abovementioned control measures are in place. Transfer to the top of page 1** |
| [ ]  | **Very high**  | [ ]  | **High** | [ ]  | **Medium** | [ ]  | **Low**  |

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| **Step 5: Sign off by author and relevant authority (Name and signature)** |

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| **Residual risk rating** | **Authorisation** | **Name and signature (or attach evidence of authorisation)** |
| **Low & medium risk** | Supervisor/Person in control of the area/activity |  |  |
| **High risk** | Head of School/Branch |  |  |
| **Very high risk** | Executive Dean/Divisional Head |  |  |

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| **Proof of hazard identification and risk assessment is required for this task*** File your completed Risk assessment as instructed by the Supervisor/Person in control of the area/activity
* Ensure there is a system for retaining formal Risk assessments in accordance with the State Records of SA, General disposal [Schedule No 30](https://archives.sa.gov.au/sites/default/files/public/documents/20160317%20General%20Disposal%20Schedule%20No.%2030%20Final%20V1.1.pdf) issued under the State Records Act 1997. (Contact the University’s [Records Management Office](https://www.adelaide.edu.au/records/records-services) for further assistance/information if required.)

**For activities with a Residual risk rating of high or very high risk*** The Head of School/Branch or Executive Dean/Divisional Head is to raise a risk under the [University’s Risk management framework](https://www.adelaide.edu.au/legalandrisk/risk-management/framework) through the [University Risk Register](https://www.adelaide.edu.au/legalandrisk/risk-management/university-risk-register).
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