

HAZARD MANAGEMENT – RISK ASSESSMENT

Date: / /

SINGLE TASK

(This template or equivalent template can be used)

(If you have not completed a risk assessment before refer to the [Handbook Chapter Appendix A](#) for guidance)

<p style="text-align: center;">RECORD THE HIGHEST RESIDUAL RISK RATING</p> <p style="text-align: center;">Ensure the appropriate level of authority to complete the activity can be evidenced. (e.g. a signature or formal approval attached)</p>	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
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Title of the task (e.g. use of)	
Physical location(s) or operational unit	
Names of workers involved in completing the risk assessment	Author: Other workers (if applicable)

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.

Hazard identification: Stop and think. What could cause harm from start to finish?	Assess the harm	What needs to be in place before you start?	Re-assess the level of risk
Identify and list each hazard that is part of this work process	Record how/when the worker is exposed to the hazard (e.g. what is the route of exposure when completing the task)	Calculate the risk rating without controls in place (See descriptor table overleaf)	The measures you select must address the hazard, be selected in accordance with the Hierarchy of Control and be clear to the worker. (Refer to the Hierarchy of Control Appendix A page 6 for guidance.)
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	i.e. the residual risk rating after controls are in place <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high
	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high	<input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Very high

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Authorisation for staff and student related tasks

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	

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](#) issued under the State Records Act 1997. (Contact the University's [Records Management Office](#) 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](#) through the [University Risk Register](#).

DESCRIPTORS FOR ASSESSING THE LEVEL OF RISK

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.
Possible	This expectation lies somewhere in the midpoint between "could" and "improbable". May happen occasionally.
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 (e.g. hospitalisation), or activities could result in a Notifiable occurrence.
Moderate	Injury requires formal medical treatment (e.g. hospital outpatient/doctors visit) Activities could result in an Improvement/Prohibition Notice.
Minor	Injury requires first aid treatment.
Negligible	Injury requires minor first aid (e.g. bandaid), or result in short term discomfort (e.g. bruise, headache, muscular aches), no medical treatment.

The level of risk will increase as the likelihood of harm and its severity increases									
Likelihood of exposure	Consequences – level of seriousness of the injury following exposure to the hazard(s) -								
	Negligible	Minor	Moderate	Major	Severe				
Almost certain	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> Very High	<input type="checkbox"/> Very High	<input type="checkbox"/> Very High	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Likely	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> Very High	<input type="checkbox"/> Very High	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Possible	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/> High	<input type="checkbox"/> Very High	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unlikely	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/> High	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rare	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Low	<input type="checkbox"/> Medium	<input type="checkbox"/> Medium	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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