

HOW TO COMPLETE AN ANNUAL HAZARD REVIEW

Purpose

The Work Health and Safety Act requires that the 'Officers' of the University undertake due diligence with respect to safety. One component of this due diligence as defined under the Act is to take reasonable steps to gain an understanding of the hazards associated with the business or undertaking (i.e. understand the hazard profile).

This Annual Hazard Review template is to be completed as part of the reporting processes of Faculty/Divisional Health and Safety Committees and tabled at the first meeting of each year. The data is collated into an overall hazard profile for the University that then informs and assists the due diligence of Officers including members of University Council. If required, advice can be sought from a Senior HSW Advisor.

Before you start you will need to know

- Your current list of Hazards that required risk assessment (See HSW Handbook Chapter Hazard Management – [5 Step Hazard Management Process](#))
- Looking at your previous years' Annual Hazard Review, you should consult with key managers in your area to see if any hazards were eliminated or introduced during the year.

Once you have this information, follow these steps

1. Read down the list of hazard categories and check the boxes for all those hazards which applied in the School/Branch in the previous 12 months and where a risk assessment would have been required.
2. Place an "X" in the box which indicates the **highest** residual risk recorded for each category. ***This "X" indicates that this hazard exists and the area holds a risk assessment.***
Example 1: If the School has identified and risk assessed 5 activities using explosives with 4 assessed as Medium (residual) Risk and one has been assessed as High (residual) Risk – then check the explosives box and place an "X" under the H category signifying High (residual) Risk.

Chemical	Highest Residual Risk			
	L/M	H	VH	NRA
Explosives		X		

3. If a hazard requiring a risk assessment existed (i.e. workers were, or are currently, exposed to the hazard) but it has not yet been risk assessed, place an "X" in the NRA (Not Risk Assessed).
 (Please **DO NOT** indicate NRA for hazards that do not currently exist, but may exist in the future – these will be picked up in next year's review. Please **DO NOT** indicate NRA for hazards that do not need to be risk assessed under the HSW Handbook Chapter 3.5 Hazard Management – [5 Step Hazard Management Process](#)).

Notes:

- If an area has a large number of hazards associated with a particular item e.g. an area with many hazardous chemical activities, only indicate the highest residual risk assessed by placing an "X" in the corresponding box.
- If High risk travel has been undertaken by staff of the School/Branch in the previous 12 months, indicate this by placing an "X" the H (high) or VH (very high) residual risk category that corresponds to the **highest** residual risk travel undertaken in the previous 12 months. ***Attach copies of authorised High Risk Approval forms associated with travel.***
- When completed, the Annual Hazard Review must be signed off by the Head of School/Branch and provided to the Executive Dean/Head of Division and Faculty/Division HSW Committee.
- The Executive Deans and Divisional Heads should ensure they receive completed reports in a timely fashion, review the hazard profile and residual risk ratings in their Faculty/Division, and undertake further enquiries should any of the information contained in the profile raises concerns.
- There is space for an area to add further broad hazard categories if required. Hazard categories that are not known to exist in a School/Branch are left blank.
- Access this form here [HR | HSW | HSW staff intranet | HSW Committees](#)

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UNIVERSITY OF ADELAIDE ANNUAL HAZARD REVIEW

This data will be used to assist Officers of the University undertake their due diligence by providing a high-level hazard profile.

Note: If you are completing this form electronically, double click on the check box and select "checked" under the default value, click "OK"

L/M	Low or medium residual risk	VH	Very high residual risk
H	High residual risk	NRA	Not risk assessed

School/Branch	Date:			
Off Campus Activities	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Field work (teaching)				
<input type="checkbox"/> Field work (research)				
<input type="checkbox"/> Home visits				
<input type="checkbox"/> Travel to overseas locations designated high risk by DFAT (include copy of approval with this form)				
<input type="checkbox"/> Diving				
<input type="checkbox"/> Boating				
Plant and Equipment	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Vehicles				
<input type="checkbox"/> Tractors/farm machinery				
<input type="checkbox"/> Forklift/lift truck				
<input type="checkbox"/> Workshop plant/equipment including hoists				
<input type="checkbox"/> Laboratory plant/equipment				
<input type="checkbox"/> Respirable silica dust exposure				
<input type="checkbox"/> Lasers (Class 3b or 4)				
<input type="checkbox"/> Firearms				
<input type="checkbox"/> Other please specify				
Electrical	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Design and construction of electrical devices (mains powered or capacity to cause injury)				
<input type="checkbox"/> Utility strikes (trenching or working near overhead power lines)				
<input type="checkbox"/> Electrical				
Chemical	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Explosives				
<input type="checkbox"/> Nanotechnology				
<input type="checkbox"/> Corrosives				
<input type="checkbox"/> Cryogenics				
<input type="checkbox"/> Flammables				
<input type="checkbox"/> Controlled substances including pharmaceuticals &/or poisons				
<input type="checkbox"/> Chemical Other please specify				
Radiation	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Radiation ((including naturally occurring radiation, unsealed sources, sealed sources, X-ray apparatus, XRD and XRF)				
<input type="checkbox"/> High sources of electromagnetic radiation				
Hazardous Manual Tasks	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Hazardous manual tasks				
Personal Threat	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Personal threat				

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Biological	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Infectious and communicable (human contact, blood and body fluids)				
<input type="checkbox"/> Microbiological (bacteria, prions, viruses, fungi, potting mix, etc)				
<input type="checkbox"/> Contaminated Sharps				
Heights	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Roofs access				
<input type="checkbox"/> Ladders				
<input type="checkbox"/> Scaffolding				
Confined Space Entry	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Confined space entry				
Noise	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Noise				
Hot Work	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Hot work (welding, etc.)				
Working in Isolation (in either of scenarios below)	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Working in isolation in the field or other remote location				
<input type="checkbox"/> Working in isolation in laboratories/workshops after hours				
Contractors and/or Events	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Construction (as per Project Safety Management Plan)				
<input type="checkbox"/> Events (as per Event Safety Management Plan)				
Temperature extremes	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Environmental temperature extremes (including UV exposure)				
<input type="checkbox"/> Substance or equipment temperature extremes				
Animal Handling	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/> Zoonoses and animal handling allergies				
<input type="checkbox"/> Large animals (e.g. equine/cattle)				
<input type="checkbox"/> Animal bites				
Other – please specify	<i>Highest Residual Risk</i>			
	<i>L/M</i>	<i>H</i>	<i>VH</i>	<i>NRA</i>
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

I have undertaken my own due diligence to ensure that I understand the nature of the hazards listed above.

I have reviewed any items marked NRA (activity undertaken that requires but does not yet have a risk assessment) and put appropriate actions in place to cease the activity until a risk assessment is completed and to investigate the matter.

.....
Name of Head of School/Branch (Print)

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Signature of Head of School/Branch

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