**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](https://www.adelaide.edu.au/hr/ua/media/2106/app-a-5-step-haz-man-process.docx))
* 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** |  |  |

1. 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](https://www.adelaide.edu.au/hr/ua/media/2106/app-a-5-step-haz-man-process.docx)).

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](https://www.adelaide.edu.au/hr/hsw/hsw-staff-intranet#hsw-committees)

##### 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.

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

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

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.

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