

OHS-F-001	Risk Assessment and Risk Control Work Sheet
Risk Assessment Completed By:	

Office:		Division:	Reference No.	
Job Number:	Client:	Site Location:	Date of Assessment:	Last Reviewed: Next Review:

Risk Assessment Title:	GENERAL OFFICE RISK ASSESSMENT
Step 1:	Identify the activity
<div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <p>This Risk Assessment has been reviewed against the requirements of Project No. _____. It sufficiently addresses the risks and hazards associated with site work on this project.</p> </div>	
Describe the location where the activity occurs (attach sketches or photos if applicable)	
Step 2:	Identify who may be at risk by the activity

DIRECTORS Brendan L Rehbein Brent F Woolgar Ashley P Ruffin Steve A Williams
SENIOR ASSOCIATES Andrew M Pezzutti Terence Chan Fred A Gattuso David A Lenarduzzi Ben J Hargreaves



Steps 3 to 7: Identify the hazards / risks and rate the risks									
Tasks	Hazards (Step 3)	Associated Risks (Step 4)	Risk Rating without Controls (Step 5)			Risk Controls Required (Step 6) <i>Apply the hierarchy of risk controls</i>	Risk Rating with Controls* (Step 7)		
			I	L	R		I	L	R

* I = impact or consequence

L = likelihood

R = risk rating from the Risk Rating Table (Last Page of this document)

Step 8 Assessment & PM / DM Approval			
Completed By:		Authorised By:	
	(signature)		(signature)
		Date:	

Step 9 Implement the additional risk controls identified		
Indicate briefly what additional risk controls from Step 6 above were implemented, when and by whom.		
Risk Control:	Date:	Implemented By:
Risk Control:	Date:	Implemented By:
Risk Control:	Date:	Implemented By:
Risk Control:	Date:	Implemented By:

Step 10 Monitor & review the risk controls		
It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. Reviews could be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.		
Review Date:	Reviewed By:	Authorised By:
Review Date:	Reviewed By:	Authorised By:
Review Date:	Reviewed By:	Authorised By:
Review Date:	Reviewed By:	Authorised By:
Review Date:	Reviewed By:	Authorised By:

Documentation
It is important that any legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.
AS/NZS 4801:2001, QLD Work Health and Safety Act 2011, QLD Work Health and Safety Regulation 2011, QLD Codes of Practice, QLD Electrical Safety Regulation 2013

OHS Risk Rating

Impact or Consequence Rating Table	
Rating	Description
Severe 5	One or more fatalities or life threatening injuries or illness, OR Public or staff exposed to a severe, adverse long-term health impact or life-threatening hazard
Major 4	One or more major injuries or illness requiring major surgery or resulting in permanent disablement OR Public or staff exposed to a hazard that results in major surgery, permanent disablement or adverse permanent health effects
Moderate 3	One or more injuries or illness requiring treatment by a physician or hospitalization OR Public or staff exposed to a hazard that could cause injuries or moderate adverse health effects.
Minor 2	One or more injuries or illness requiring treatment by a qualified first aid person OR Exposure of public or staff to a hazard that could cause minor injuries or minor adverse health effects.
Negligible 1	Minor injury or ailment that does NOT require medical treatment by a physician or a qualified first aid person.

(L) Likelihood of the consequences occurring	
Rating	Description
Almost Certain 5	Has happened several times in the past year and in each of the previous 5 years OR has a > 90% chance of occurring in the next 24 months if the risk is not mitigated
Likely 4	Has happened at least once in the past year and in each of the previous 5 years OR has a 60-90% chance of occurring in the next 24 months if the risk is not mitigated.
Possible 3	Has happened during the past 5 years but not in every year OR has a 40-60% chance of occurring in the next 24 months if the risk is not mitigated.
Unlikely 2	May have occurred once in the last 5 years OR has a 10-30% chance of occurring in the future if the risk is not mitigated.
Rare 1	Has not occurred in the past 5 years OR may occur in exceptional circumstances, i.e. less than 10% chance of occurring in the next 24 months if the risk is not mitigated.

Risk Rating (L & I)

Likelihood Rating	Consequence Rating				
	Severe 5	Major 4	Moderate 3	Minor 2	Negligible 1
Almost Certain 5	Very High 10	Very High 9	High 8	Medium 7	Low 6
Likely 4	Very High 9	High 8	Medium 7	Medium 6	Low 5
Possible 3	High 8	High 7	Medium 6	Medium 5	Low 4
Unlikely 2	High 7	Medium 6	Medium 5	Low 4	Very Low 3
Rare 1	High 6	Medium 5	Low 4	Low 3	Very Low 2

Risk level	Required action
Very High	<u>Act immediately:</u> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	<u>Act today:</u> The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) The supervisor must review and document the effectiveness of the implemented risk controls.
Medium	<u>Act this week:</u> The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor.
Low	<u>Act this month:</u> Managed by local documented routine procedures which must include application of the hierarchy of controls.
Very Low	<u>Keep a watching brief:</u> Although the risk level is low the situation should be monitored periodically to determine if the situation changes.

Hierarchy of controls

1	Eliminate the hazard — remove it completely from your workplace.	<i>If this isn't practical, then...</i>
2	Substitute the hazard — with a safer alternative.	<i>If this isn't practical, then...</i>
3	Isolate the hazard — as much as possible away from workers.	<i>If this isn't practical, then...</i>
4	Use engineering controls — adapt tools or equipment to reduce the risk.	<i>If this isn't practical, then...</i>
5	Use administrative controls — change work practices and organisation.	<i>If this isn't practical, then...</i>
6	Use personal protective equipment (PPE) — this should be the last option after you have considered all the other options for your workplace.	

