## FORM B - Risk Assessment

**Form completed by (name and role):**

**Date completed:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| WHS issue | Hazard  Describe the hazard. What could cause damage or injury? One hazard per row. | Impact of hazard  What and who might be harmed, and how? | Inherent risk score | Control measures  List the control measures required to eliminate or minimise the risk of injury. | Treated risk score | Person responsible for implementing risk treatments |
| **1** |  |  |  |  |  |  |

**Please note:**

1. Consult the Risk matrix resource information on the following pages if you are unsure how to complete this document
2. This completed report **must** be submitted to your supervisor (and teacher) in line with workplace policies and procedures.
3. In the event of High or Extreme hazards, you should consider reporting these to management immediately to reduce the risk as quickly as possible. You may complete required documentation after the risk is reduced to a safer and/or less urgent level.
4. If assessing multiple WHS issues/hazards, please copy the row and add underneath your first row.

**Risk matrix resource information**

**Please note:** Harm here refers to any negative outcome to an individual.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **CONSEQUENCE** | |  | **LIKELIHOOD** | |
| **INSIGNIFICANT (=1)** | No injury/First Aid only |  | **ALMOST CERTAIN (=5)** | It is expected to occur in most circumstances |
| **MINOR (=2)** | Non-permanent harm |  | **LIKELY (=4)** | Will probably occur in most circumstances |
| **MODERATE (=3)** | Semi-permanent harm with medical intervention |  | **MODERATE (=3)** | Might occur sometime |
| **MAJOR** **(=4)** | Permanent harm |  | **UNLIKELY (=2)** | Could occur sometime |
| **CATASTROPHIC (=5)** | Death |  | **RARE (=1)** | May occur in exceptional circumstances |

**Please note:** therisk assessment outcome (risk score) is calculated by multiplying the consequence value by the likelihood value, examples are provided in the matrix table. Catastrophic consequences (death) are skewed to extreme for all but the rarest of likelihoods. You will notice some risk score ranges overlap.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  | **Consequence** | | | | |
|  |  |  | **1** | **2** | **3** | **4** | **5** |
|  |  |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Likelihood** | **5** | **Almost Certain** | **HIGH** | **HIGH** | **EXTREME** | **EXTREME** | **EXTREME**  **(e.g. 5x5 = 25)** |
| **4** | **Likely** | **MODERATE** | **HIGH**  **(e.g. 2x4 = 8)** | **HIGH** | **EXTREME** | **EXTREME** |
| **3** | **Moderate** | **LOW**  **(e.g. 1x3 = 3)** | **MODERATE** | **HIGH** | **EXTREME**  **(4x3 = 12)** | **EXTREME** |
| **2** | **Unlikely** | **LOW** | **LOW** | **MODERATE (e.g. 3x2 = 6)** | **HIGH** | **EXTREME** |
| **1** | **Rare** | **LOW** | **LOW** | **MODERATE** | **HIGH** | **HIGH**  **(e.g. 5x1 = 5)** |

### RISK ASSESSMENT OUTCOME

|  |  |
| --- | --- |
| **EXTREME (Red)** | Immediate reporting and action required. Dealt with by Senior Management (range: 10-25). |
| **HIGH (Yellow)** | Senior management attention and management responsibility specified (range: 5-12). |
| **MODERATE (Blue)** | Management responsibility must be specified (range: 4-6). |
| **LOW (Green)** | Manage by routine procedures management (range: 1-4). |

**Treated risk score Resource Information**

**Please note:** the following hierarchy of controls details the categories of controls that can be used to reduce (or treat) the risk associated with hazards you identify. They are listed and numbered in order of preference from **1. Eliminate** being the first preferred, if practical, to **5. PPE** being the final choice if other controls above it in the hierarchy are not possible or practical to implement.

You should use these controls to develop your risk assessment, specifically the control measures section, applying the hierarchy to each hazard you have identified to lower your inherent (initial, untreated) risk score to arrive at a treated risk score that is more acceptable.

**Hierarchy of controls**