

Risk Assessment Template

This template is to be used with reference to the *OHS Risk Management Procedure*. For support in conducting a Risk Assessment contact the OHS Advisory Service on 1300 074 715 or email safety@edumail.vic.gov.au.

1. Background Information			
School/Workplace:	QA Community	Date:	5/28/21
Title of Assessment:	IMS Project Risk Assessment	Name of person conducting assessment:	Cody Fritz

2. Risk Assessment				
Identify and list Hazards		List Current Risk Controls	Risk Rating	List Additional Controls (if any - where current controls are not adequately managing the level of risk)
1	Power outage	Upload copy of finished steps to GitHub - can continue work when power returns	3	
2	Internet outage	Can use mobile for internet in emergency	2	
3	Time constraints	Carefully avoiding distractions and documenting steps completed along the way	7	
4	Task Coverage	JIRA board created to organize task requirements	7	
5	Health Failure	Maintaining CDC recommended social distancing and ensuring sleep needs are met	8	
6	Equipment Failure	Has alternate keyboard and mouse if needed, in case of desktop failure has old desktop that can clone from github	2	

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7	Quality Control	Ensuring submitted works meets minimum requirements per documentation given	5	
8	Presentation Failure	Biggest risk is completion status - presenters natural charisma should be sufficient to cover and weak points	4	

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- 1. Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

- 3. Risk Matrix** – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

- 2. Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

4. Risk Level/Rating and Actions

Descriptor	Definition
Extreme:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification.
Medium:	Notify Nominated employee, HSR / HSC . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.

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Low

Notify **Nominated employee, HSR / HSC**. Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.