

## Online Risk Register - Instructions for documenting an 'EHS Risk Assessment – For Facility Activities'

The ORR acts as a collection of all risk assessments, so that:

- Assessments can be ranked in order of risk to prioritise action
- Assessments can be easily located
- Supervisors can check that follow-up actions have been taken
- Others can see practical examples of completed assessments
- Assessments expiry dates can be monitored

Risk assessment details can be either entered directly or copied from a paper based assessment template such as a 'Quick & Obvious Risk Assessment' or a 'General Risk Assessment'.

The process can be broken into the following steps:

- 1) Describe the hazardous task
- 2) Identify the hazards associated with the task
- 3) Note controls currently used to manage risk
- 4) Estimate level of risk presented by the task
- 5) Decide if any further action is required
- 6) Follow up to ensure that the action has been taken

### 1) HAZARDOUS TASK

This is a brief description of how the task is performed. Include here any details that may affect risk, such as:

- |   |  |  |
|---|--|--|
| <ul style="list-style-type: none"> <li>• Quantities or scale of activity</li> </ul> | <ul style="list-style-type: none"> <li>• Duration and frequency of activities</li> </ul> | <ul style="list-style-type: none"> <li>• Number of people potentially exposed to harm</li> </ul> |
|---|--|--|

### 2) ASSOCIATED HAZARDS

Note the things associated with the task that can cause harm to people. For example:

- Biological – Imported biomaterial, cytotoxins, pathogens, genetically modified organisms, communicable diseases, animal bites and scratches, allergies to animal bedding, dander and fluids, working with insects, working with fungi, working with bacteria, infectious materials
- Plant – noise, vibration, moving parts (crushing, friction, stab, cut, shear), pressure vessels and boilers, compressed gas, lifts/hoists/cranes, sharps, compressed gas
- Working environment – extremes in temperature, confined space, height, isolation, slip and trip hazards, fieldwork, working in remote locations, working outdoors
- Ergonomic/manual Handling – repetitive movements, lifting awkwardly, lifting heavy objects
- Chemical – hazardous substances, dangerous goods, hazardous waste, fumes, dust, explosion, vapours, gases
- Electrical – plug-in equipment, exposed conductors, high voltage, electrical wiring
- Radiation – ionising, non-ionising

### 3) EXISTING CONTROL MEASURES

Note strategies already in place to minimise the likelihood and/or severity of harm or loss. For example:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• Guarding/barriers</li> <li>• Regular maintenance</li> </ul> | <ul style="list-style-type: none"> <li>• Supervision</li> <li>• Training/information/instruction</li> <li>• Safe Work Method Statement</li> </ul> | <ul style="list-style-type: none"> <li>• Personal protective equipment (PPE) such as gloves, eye protection, boots, overcoat, hat, respirator</li> </ul> |
|--|---|--|

Note any specific assessments or licenses. For example:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• Test and tag electrical equipment</li> <li>• Chemical risk assessment</li> <li>• Safe Work Method Statement</li> </ul> | <ul style="list-style-type: none"> <li>• Licenses (lifts, boilers, pressure vessels, radiation)</li> <li>• Monitor exposure levels (sound/substance/radiation)</li> <li>• Certification/licenses for operators</li> </ul> | <ul style="list-style-type: none"> <li>• UTS Fieldwork Guidelines for overnight excursions in the field</li> <li>• Biosafety assessment for genetic manipulation, cytotoxins, pathogens, imported biological material, ionising radiation sources</li> </ul> |
|---|---|--|

Note any emergency systems. For example:

- |  |   |  |
|--|---|--|
| <ul style="list-style-type: none"> <li>• First aid kit</li> <li>• Extended first aid kit</li> <li>• Emergency stop button</li> </ul> | <ul style="list-style-type: none"> <li>• Safety shower/ eye wash station</li> <li>• Chemical spill kit</li> </ul> | <ul style="list-style-type: none"> <li>• Evacuation/ fire control</li> <li>• Remote communication mechanism</li> </ul> |
|--|---|--|

#### 4) ESTIMATED RISK LEVEL

Taking into account any current control measures, estimate the level of risk. The two components of risk are **likelihood** and **consequence**:

- **CONSEQUENCE OF HARM** – how severe it will be if something goes wrong. Number of people that could be harmed, severity of injury.
- **LIKLEIHOOD OF HARM** – the chances of this harm occurring. Affected by duration of task, frequency of task, number of people doing the task and level of exposure to the hazard.

First estimate level of consequence and likelihood and then use the risk matrix below to determine level of risk.

Note the level of risk as High (H), Medium (M) or Low (L). If the risk is Extreme, the activity should not be undertaken.

*Consequence*, or severity, is how bad it would be if it does go wrong. For example:

- Catastrophic – multiple fatalities or significant irreversible effects to more than 50 persons
- Major – single fatality and/or severe irreversible disability to one or more persons
- Moderate – moderate irreversible disability or impairment to one or more persons
- Minor – objective but reversible disability requiring hospitalisation
- Insignificant – no medical treatment required

*Likelihood* is the chance that something will go wrong. For example:

- Almost certain – the event will occur on an annual basis
- Likely – the event has occurred several times or more in your career
- Possible – the event might occur once in your career
- Unlikely – the event does occur somewhere from time to time
- Rare – heard of something like this occurring elsewhere

Risk Matrix						
		CONSEQUENCE				
LIKELIHOOD		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	High	High	Extreme	Extreme	Extreme
	Likely	Medium	High	High	Extreme	Extreme
	Possible	Low	Medium	High	Extreme	Extreme
	Unlikely	Low	Low	Medium	High	Extreme
	Rare	Low	Low	Medium	High	High

The risk management section of the EHS website [www.ehs.uts.edu.au](http://www.ehs.uts.edu.au) explains the concept of risk in more detail.

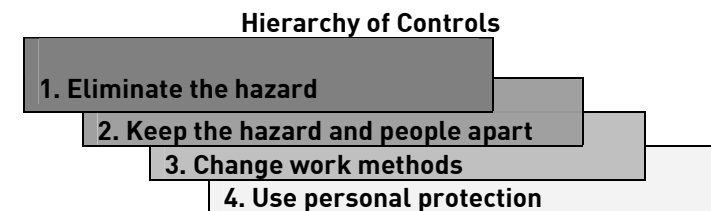
#### 5) FURTHER ACTION REQUIRED

If risk can be further reduced to a practicable level, then note here further actions (control measures) required. Base these on the priorities listed in the hierarchy of controls. Also list any specific assessments required.

Refer to the example controls listed earlier. Also consider:

- Redesigning the workplace or activity
- Replacing the hazard with something less hazardous

**High Risk** must should have a Safe Work Method Statement documented.



#### 6) DATE ACTIONS COMPLETED

All the other sections should be filled in the first time you do the assessment. When the 'Further Actions Required' are completed, then come back and put in this date.

#### 7) RENEWAL DATE

This is the date that the assessment will have to be rechecked. This occurs whenever there is a change to the activity or, at most, 2 years after the assessment was performed.