Background:

Context:

Implementation plan:

Conduct a Risk Assessment

**Step 1:** Identify the Consequences – or how severely could it hurt someone

**Step 2:** Identify the Likelihood – or how likely is it for an injury to occur

**Step 3:** Identify the Risk Priority Score – to prioritise your actions

**Step 4:** Controlling the risks – the hierarchy of control

**Step 5:** Apply the hierarchy of hazard control

**Step 6:** Identify who, how and when the effectiveness of controls will be checked and reviewed

Identification and analysis

**Step 1: Identify the Consequences – or how severely could it hurt someone**

|  |  |  |
| --- | --- | --- |
| Risk likelihood legend | Grade | Level of likelihood |
| A | Expected (will occur regularly) |
| B | Probable (will occur at some stage) |
| C | Possible (could occur) |
| D | Improbable (could occur but unlikely) |
| E | Rare (may occur but in limited situations) |

**Step 2: Identify the Likelihood – or how likely is it for an injury to occur**

|  |  |  |
| --- | --- | --- |
| Risk impact/ consequence legend | Grade | Level of impact |
| 1 | Insignificant |
| 2 | Minor |
| 3 | Medium |
| 4 | Major |
| 5 | Severe |

Risk priority score

**Step 3: Identify the Risk Priority Score – to prioritise your actions**

Risk categorisation matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level of likelihood | Level of impact | | | | |
| 1 (Insignificant) | 2 (Minor) | 3 (Medium) | 4 (Major) | 5 (Severe) |
| A (Highly likely) | High **1A** | High **2A** | Very-High **3A** | Extreme **4A** | Extreme **5A** |
| B (Likely) | Moderate **1B** | High **2B** | High **3B** | Very-High **4B** | Extreme **5B** |
| C (Possible) | Moderate **1C** | Moderate **2C** | Moderate **3C** | High **4C** | Very-High **5C** |
| D (Unlikely) | Low **1D** | Low **2D** | Moderate **3D** | Moderate **4D** | High **5D** |
| E (Rare) | Low **1E** | Low **2E** | Low **3E** | Moderate **4E** | Moderate **5E** |

Risk categorisation table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority | Risk | Likelihood | Impact | Level of risk |
|  |  |  |  |  |
|  |  |  |  |  |
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Risk control/treatment

**Step 4: Controlling the risks – the hierarchy of control**

Once the risk assessment process has been completed, those hazards identified as being a VERY HIGH RISK or HIGH RISK should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure that the most effective controls are implemented.

|  |  |
| --- | --- |
| Risk Control Hierarchy | |
| **Elimination:** this is the best control measure. E.g. remove a trip hazard. | |
| **Substitution:** e.g. substitute a hazardous chemical with a less hazardous substance. | |
| **Isolation:** e.g. barricade off the area where the hazard is present. | |
| **Engineering**: e.g. re-design of tools and equipment, provision of load shifting equipment (trolleys etc). | |
| **Administrative:** e.g. written procedures, training, warning signs | |
| **Personal Protective Equipment (PPE):** Introduce PPE only when other control measures cannot be implemented or as a supplement. | |
| **Risk = Action and Response** | |
| 1. **Extreme** | Stop the activity – immediate action is required to ensure safety – safety measures applied must be cleared by the Station Manager before any activity recommences  Proceed with caution – immediate reporting of emerging or ongoing risk exposure at this level to the Station Manager for decision is mandatory |
| 1. **High** |
| 1. **Substantial Risk** | Be aware – action required as soon as possible to prevent injury or illness  Report these risks to the responsible Manager during the current shift or before the next shift |
| 1. **Moderate Risk** |
| 1. **Low Risk** | These risks should be recorded, monitored and controlled by the responsible Manager |
| 1. **Acceptable Risk** | Do something when possible. Manage by routine procedures. |

Action and response

**Step 5: Apply the hierarchy of hazard control**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity: | | | |
| Risks |  | | |
| Control measures/ treatments | Control measure | Strength | Weakness |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Impact of risk/s on areas outside your responsibility |  | | |
| Personnel involved |  | | |
| Expected outcomes of risk treatment plan |  | | |

**Step 6: Identify who, how and when the effectiveness of controls will be checked and reviewed**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Workplace location: | | | |  | | | | | | |
| Name and position of person/s conducting assessment: | | | |  | | | | | | |
| Date | | | |  | | | | | | |
| Serial | **Hazard Identification** | | **Risk Assessment** | | | **Risk Control** | | | **Review** | |
|  | What is the Hazard? | What injury, illness or consequence could occur? | List any Control Measures already implemented | | Risk level | Describe what can be done to reduce the harm further | Whom responsible | When by | Are the Controls Effective? (Revised Risk Score\*) | Date Finalised |
|  |  |  |  | |  |  |  |  |  |  |
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