WHS UNIT

# RISK ASSESSMENT

This section is where you list the general details of the risk assessment, things like the location and purpose for example.

## Initial Details

| | | |
|---|---|---|
| **Faculty/Division:** | **Unit:** | |
| **Work Activity:** | | |
| **Location:** | **Building:** | **Room:** |
| **Specific Location:** | | |

**Purpose** : (select one only) ☐ General ☐ Maintenance ☐ Office ☐ Other ☐ Research ☐ Teaching

## Process Flow

| **Developer/s:** | **Approver/s:** | **Signature:** | **Date:** |
|---|---|---|---|
| 1. | 1. | | |
| 2. | 2. | | |
| 3. | 3. | | |
| 4. | 4. | | |
| 5. | 5. | | |
| 6. | 6. | | |

The developer is the person completing the risk assessment. At times there may be more than one person.

The approver is the person that reviews the risk assessment and signs off on it when they feel it is sufficient. There may be more than one approver, for example you may want to include a specialist in the activity as well as your supervisor in this section.

Only the approver must sign the assessment to confirm they have reviewed it and deem it appropriate and sufficient.

This is the date that the risk assessment has been approved and signed.

## Referenced Documentation

| **Type (select one only):** | | | | | **Document Title/Description** |
|---|---|---|---|---|---|
| ☐ Aust Std | ☐ CoP | ☐ Legis. | ☐ O | ☐ UOW Doc. | |
| ☐ Aust Std | ☐ CoP | ☐ Legis. | ☐ Other | ☐ UOW Doc. | |
| ☐ Aust Std | ☐ CoP | ☐ Legis. | ☐ Other | ☐ Doc. | |
| ☐ Aust Std | ☐ CoP | ☐ Legis. | ☐ Other | ☐ UOW | |

This section is where you list the documentation you need to refer to as part of your risk assessment. For example, for a lot of work there is university guidance that outlines the safe way to do it.

## Assessment of Hazards

| No. | Description of Hazard (What has potential to cause injury or damage to property/environment?) | Current Controls (What is in place today that controls the risk? List any control measures already implemented) | Control Type (Elimination, Substitution, Isolation, Engineering, Administration, PPE) | Risk rating (With current controls in place) (C = consequence, L= likelihood, R = risk) | | |
|---|---|---|---|---|---|---|
| | | | | C | L | R |
| 1. | | | | | | |
| 2. | | | | | | |
| 3. | | | | | | |
| 4. | | | | | | |
| 5. | | | | | | |
| 6. | | | | | | |
| 7. | | | | | | |

This section is where you outline what the hazard is, basically what has the potential to cause you harm? Some examples include:

- Hazardous substances
- Manual handling
- Sharps
- Slips, trips and falls

This section is where you outline what controls you **currently** have in place.

This is not where you list controls you intend to put in place - they go on the next page under 'Risk Control'.

Examples of controls include:

- Substituting a hazardous substance for a less hazardous one
- Fitting a guard to a piece of equipment with moving parts

**NB: Remember the hierarchy of controls listed and explained on page 4**

This section is where you list the likelihood of the hazard achieving the consequence you listed.

For example, if you chose a HIGH consequence in the previous column, what is the likelihood of a HIGH consequence occurring – **taking all of your current controls into account?**

The risk matrix on page 4 gives you the list of potential likelihoods.

**NB: Remember – this is the likelihood of the listed consequence with current controls in place!**

This section is where you rate the risk by combining the **consequence** and the **likelihood** of the hazard.

The risk matrix on page 4 gives you the calculation of the risk rating depending on the consequence and likelihood you chose.

This section is where you list the potential consequence of the hazard **taking your current controls into account.**

The risk matrix on page 4 gives you the list of potential consequences.

**NB: Remember – this is the consequence with current controls in place!**

| Risk Control | | | | | |
|---|---|---|---|---|---|
| Hazard No. | Additional Control Description (What should be done in the future to control the risk? What can be done to eliminate or further reduce the risk?) | Control Type (Elimination, Substitution, Isolation, Engineering, Administration, PPE) | Person Responsible | Target Date | Date Completed |
| 1. | | | | | |
| 2. | | | | | |
| 3. | | | | | |
| 4. | | | | | |
| 5. | | | | | |
| 6. | | | | | |
| 7. | | | | | |

This page is where you record what **further controls you need to implement** to reduce the risk rating of the hazard.

This section is where you record who is responsible to implement the listed control. **It may be yourself or someone else.** For example, if the control is to attend further training it may be you that is responsible to arrange and attend this.

This section is where you note what type of control it is in accordance with the **Hierarchy of Controls (page 4).**

The order of priority is:

- Elimination
- Substitution
- Isolation
- Engineering
- Administrative
- Personal Protective Equipment

This section is where you outline what controls you **intend** to implement but have not yet been able to.

Examples of future controls include:

- Further training courses identified as necessary for the task
- Purchase of new equipment with better safety features

**NB: Remember the hierarchy of controls listed and explained on page 4**

This is the date when you aim to have the control implemented by. Follow the **Timeframes** listed on page 4.

This is the section where you record when the control has been implemented.

## Risk Matrix

### Step 1 – Consider the Consequences

What are the consequences of this incident occurring? Consider what could reasonably have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.

**CONSEQUENCES**

| Consequence | Description |
|---|---|
| Severe | Death or extensive injuries |
| Major | Medical treatment |
| Moderate | First aid treatment |
| Minor | No treatment, report only |

### Step 2 – Consider the Likelihood

What is the likelihood of the consequence identified in step 1 happening? Consider this without new or interim controls in place. Look at the descriptions and choose the most suitable Likelihood.

**LIKELIHOOD**

| Likelihood | Description |
|---|---|
| A | The event is expected to occur |
| B | The event is likely to occur in most circumstances |
| C | The event could occur sometime |
| D | The event may occur, but probably never will |

### Step 3 – Calculate the Risk

1. Take step 1 rating and select the correct column
2. Take Step 2 rating and select the correct line
3. Circle the risk score where the two ratings cross on the matrix below.

E = Extreme, H = High, M = Medium, L = Low, N = Negligible

| LIKELIHOOD | CONSEQUENCES: Severe | Major | Mod | Minor |
|---|---|---|---|---|
| A | E | E | H | M |
| B | E | H | M | M |
| C | H | M | M | L |
| D | M | M | L | N |

## Timeframes

Corrective actions must be assigned the required timeframes using the table below.

| Risk Score | Timeframe |
|---|---|
| Extreme | = Immediately |
| High | = 24 hours |
| Medium | = 14 days |
| Low | = 28 days |
| Negligible | = Not applicable |

## Risk Control

Risk control is a method of managing the risk with the primary emphasis on controlling the hazards at source. For a risk that is assessed as "high", steps should be taken immediately to minimize risk of injury. The method of ensuring that risks are controlled effectively is by using the "hierarchy of controls". The Hierarchy of Controls are:

| Order No. | Control Type | Example |
|---|---|---|
| Firstly | Eliminate | Removing the hazard, eg taking a hazardous piece of equipment out of service. |
| Secondly | Substitute | Replacing a hazardous substance or process with a less hazardous one, eg substituting a hazardous substance with a non-hazardous substance. |
| Thirdly | Isolation | Isolating the hazard from the person at risk, eg using a guard or barrier. |
| Fourthly | Engineering | Redesign a process or piece of equipment to make it less hazardous. |
| Fifthly | Administrative | Adopting safe work practices or providing appropriate training, instruction or information. |
| Sixthly | Personal Protective Equipment | The use of personal protective equipment could include using gloves, glasses, earmuffs, aprons, safety footwear, dust masks. |

**For more information on risk management visit http://staff.uow.edu.au/ohs/**