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



## **WHS UNIT**

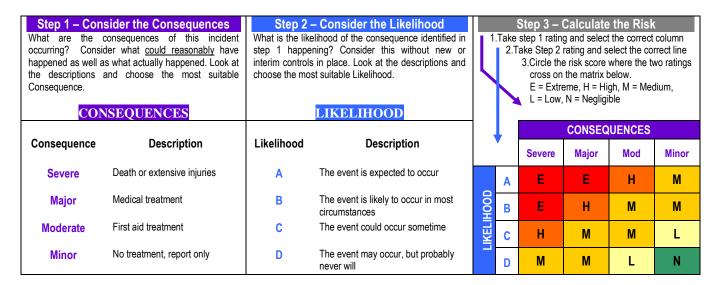
# **RISK ASSESSMENT**

Initial Details							
Faculty/Division:		Unit:					
Work Activity:							
Location:		Building:		Room:			
Specific Location:				·			
Purpose : (select one only)  General  Maintena	ance Office	☐ Other	Research	☐ Teac	ning		
Process Flow		The engage is t					
Developer/s:	Approver/s:	The approver is t		ture:/	Date:		
1. The developer is the person completing the	1.	assessment and s	igns off on		/		
2. risk assessment. At	2.	it when they fo		Only the approver must sign			
3. times there may be	3.	sufficient. There more than one ap		the assessment to confirm they have reviewed it and			
4. more than one person.	4.	example you ma	y want to	deem it appropriate and			
5.	5.	include a specia activity as well		sufficient.			
6.	6.	supervisor in this					
Referenced Documentation							
Type (select one only):	Docu	ment Title/Descr	iption				
Aust Std CoP Legis.	JOW Doc.				e date that the risk sment has been		
	JOW Doc.				ved and signed.		
Aust Std CoP Legis. Other	· Qoc.						
	JON 100						
	This section is where y documentation you need part of your risk assess example, for a lot of wo university guidance that safe way to do	to refer to as sment. For ork there is outlines the					

Asses	sment 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)	e (Eliminatio	Control Type on, Substitution, Isolation, ng, Administration, PPE)		Risk rating current controls in uence, L= likeliho	
2.	This section is where you outline what the hazard is, basically what has the potential to cause you harm? Some examples		s where you outline what currently have in place.	the likel	ction is where you list lihood of the hazard			
4.       5.	include:  Hazardous substances  Manual handling Sharps Slips, trips and falls	intend to put it page under 'F  Examples of of a substituting a less haz  Fitting a growith moving the substitution of the sub	his is not where you list controls you tend to put in place - they go on the next age under 'Risk Control'.  camples of controls include:  Substituting a hazardous substance for a less hazardous one Fitting a guard to a piece of equipment with moving parts		g the consequence d.  mple, if you chose a consequence in the column, what is the d of a HIGH lence occurring – lill of your current into account?  matrix on page 4 ou the list of potential		the risk by conseque likelihood.  The risk matrity you the calculating depositions of the consequence of the risk by the consequence of the risk by th	is where you recombining the rence and the left of the hazard ix on page 4 giulation of the recent o
7.			nember the hierarchy of ted and explained on page 4	Iikelihoods.  NB: Remember – this is the likelihood of the listed consequence with current controls in place!		\ \-		
					This section is where the hazard taking your the risk matrix on particles.  NB: Remember – the consequences.	ge 4 gives yo	u the list of pot	ential

Risk Co	ntrol						
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)	Perso	n Responsible	Target Date	Date Completed
2.	This page is where you record what further controls you need to implement to reduce the risk rating of the hazard.			ir S fu	his section is where ynplement the listed comeone else. For exarther training it may and attend this.	ontrol. <b>It may be</b> cample, if the co	yourself or ntrol is to attend
4.		control Hierard The ord	ection is where you note what type it is in accordance with the chy of Controls (page 4).  Ider of priority is:  Inination stitution action	of			
5.		■ Adm	ineering ninistrative sonal Protective Equipment				
6.	This section is where you outline what controls you <b>intend</b> to implement but have not yet been able to.				This is the date wher you aim to have the		
7.	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				control implemented by. Follow the Timeframes listed or page 4.	n w	This is the section where you record then the control hopeen implemente

#### Risk Matrix



#### **Timeframes**

Rick Score

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

Timoframo

Kisk ocoie	Timename
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 <a href="http://staff.uow.edu.au/ohs/">http://staff.uow.edu.au/ohs/</a>