Formal_Mono_Longhand

**WHS UNIT**

**RISK ASSESSMENT**

| **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. |  |  |

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

| **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 |
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| **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 |
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**Risk Matrix**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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** | | **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** | | **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.  H = High, M = Medium, L = Low | | | | | |
| **Consequence** | **Description** | **Likelihood** | **Description** |  | | **CONSEQUENCES** | | | |
| **Minor** | **Moderate** | Major | **Severe** |
| **Severe** | Death or extensive injuries | **Almost Certain** | Is expected to occur in most circumstances | **LIKELIHOOD** | **Almost Certain** | **M** | **M** | **H** | **H** |
| **Major** | Medical treatment | **Likely** | Will probably occur in most circumstances | **Likely** | **L** | **M** | **H** | **H** |
| **Moderate** | First aid treatment | **Possible** | May occur at some time | **Possible** | **L** | **L** | **M** | **H** |
| **Minor** | Injury report, no treatment | **Unlikely** | May occur, but probably never will | **Unlikely** | **L** | **L** | **M** | **M** |

**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/**](http://staff.uow.edu.au/ohs/)