



Risk Assessment Form

When manual handling tasks which are likely to cause risks to health and safety are identified, they then need to be assessed to determine the risk factors.

This risk assessment form is to be used to ensure high risk work is reviewed and control measures are implemented before commencing work; to eliminate risks within the workplace.

WORKSITE:

ASSESSMENT NUMBER:

ASSESSMENT DATE:

REVIEW DATE:

WHAT IS BEING ASSESSED? - DESCRIBE THE ITEM, TASK, PROCESS, WORK ARRANGEMENT:

STEP 1 - FORM A TEAM OF ASSESSORS. DECIDE WHO ELSE SHOULD BE CONSULTED.

ASSESSOR (S):

OTHERS CONSULTED (EG ELECTED HEALTH AND SAFETY REPRESENTATIVE)

STEP 2 - IDENTIFY THE HAZARDS ASSOCIATED WITH THE SITUATION OR THING

HAZARDS: POTENTIAL TO CAUSE HARM TO PEOPLE, PROPERTY OR THE ENVIRONMENT. TICK APPLICABLE HAZARDS

General Work Environment

Restricted access or egress
Confined spaces
Air-conditioning (thermal comfort)
Air quality
Lighting
Noise (discomfort)
Outdoors (sun exposure)
Uneven walking surfaces
Working at height
Crowds/Public

Health & Security

Food
Poisoning or contamination
Intoxication
Dehydration
Violence
Working alone or in isolation
Working in remote areas
Bites / Stings

Plant & Equipment

Vehicles
Mobile and fixed plant
Powered equipment
Non-powered equipment
Elevated Work Platforms
Pressure vessel
Laser (Class 2 or above)
Traffic control
Electrical
Vibration
Moving parts
Acoustic / Noise

Ergonomic/manual handling

- Workstation set up
- Poor posture
- Lifting / Carrying
- Pushing / Pulling
- Reaching/overstretching
- Repetitive movement
- Bending
- Eye strain

Work design and management

- Fatigue
- Workload
- Mental stress
- Organisational change
- Work violence or bullying
- Inexperienced or new personnel

Chemical

- Hazardous chemicals
- Explosives
- Engineered nanomaterials
- Gas cylinders

Radiation

- Ionising radiation
- Ultraviolet (UV) radiation
- Radiofrequency/microwave
- Infrared radiation

Biological

- Microbiological
- Animal tissue / Fluids
- Human tissue / Fluids
- Allergenic
- Other Biological

Temperature / Weather effects

- Heat
- Cold
- Rain / Flood
- Wind
- In or on water
- Pressure (Diving / Altitude)
- Lightning
- Smoke

LIST THE HAZARDS IDENTIFIED FROM ABOVE

1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

ANY SPECIFIC CIRCUMSTANCES (DESCRIBE):

PERSONS AT RISK (LIST):

ANY RELEVANT REGULATION, CODE, STANDARD OR GUIDELINE (LIST):



Risk Assessment Form

STEP 3 - RISK ASSESSMENT FOR EACH IDENTIFIED HAZARD RATE THE RISK USING THE RISK RATING MATRIX

STEP 4 - RISK CONTROLS DETAIL CONTROLS MEASURES REQUIRED TO ADDRESS THE RISKS APPLYING THE HIERARCHY OF CONTROLS

CONTROLS TO BE CONSIDERED FROM THE FOLLOWING HIERARCHY OF CONTROL

- 1. Elimination (is it necessary?)
- 2. Substitution
- 3. Substitution
- 4. Isolation (restrict access)
- 5. Engineering (guarding, redesign)
- 6. Administration (training. SWMS's)
- 7. Personal Protective Equipment (PPE) e.g., gloves, apron, coveralls, respirator)

ANY SPECIFIC CIRCUMSTANCES (DESCRIBE):

IDENTIFIED HAZARDS EXPOSURE:	RISK ASSESSMENT		RISK RATING	REQUIRED CONTROLS	CONTROLS IMPLEMENTED	
	CONSEQUENCES	LIKELIHOOD			YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
					YES	NO
IS THE RISK? (TICK ONE)	Adequately controlled. No further action required - Sign off form as completed.					
	Inadequately controlled. Further Action/Investigation required. Continue with Step 5.					

STEP 5 – IMPLEMENTATION PLAN (FOR CONTROLS NOT ALREADY IN PLACE)

CONTROL OPTION	RESOURCES	PERSON(S) RESPONSIBLE	PROPOSED IMPLEMENTATION DATE
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STEP 6 – COMMENTS AND ENDORSEMENTS

Name: _____ Signature: _____ Date: _____

Assessment Approval: (eg PCBU, Director, WHS Manager)

I am satisfied that the risks are not significant and/or adequately controlled and that resources required will be provided.

Name: _____ Signature: _____ Date: _____

Risk Assessment Matrix

Step 1 – Determine Consequence (Impact) (C)

I Consequence (Impact) Table				
Impact band	Health & Safety		Environment & Heritage	Reputation
Substantial (5)	Fatal Incident (Class 1)		Permanent widespread ecological damage	International negative media coverage. Loss of business from key sector.
Major (4)	Permanent Injury (Class 1)	Damage, which permanently alters a person's future (e.g. quadriplegia, paraplegia, amputation of a limb).	Heavy ecological damage, costly restoration	Sustained national negative media coverage. Loss of long term key client.
Moderate (3)	Lost Time Injury (Class 2)	Damage, which temporarily alters a person's future.	Major but recoverable ecological damage	Regional/short negative media coverage. Loss of Client / project.
Minor (2)	Medical Treatment (Class 2)	Damage, which temporarily inconveniences a person	Limited but medium term damage	Local negative media coverage. Site or project problem
Negligible (1)	First Aid Treatment (Class 3)	Actual injury which requires no treatment or simple first aid	Short term damage	Brief local negative media coverage.

Step 2 - Determine Probability (Likelihood) of Event Occurring (P)

Probability (Likelihood) Table			
Probability band	Description		
Almost Certain (5)	The threat can be expected to occur 75% - 99%	Common / Frequent Occurrence	More than 1 event per month
Likely (4)	The threat will quite commonly occur 50% - 75%	Is known to occur or "It has happened regularly"	More than 1 event per year
Possible (3)	The threat may occur occasionally 25% - 50%	Could occur or "I've heard of it happening"	1 event per 1 to 10 years
Unlikely (2)	The threat could infrequently occur 10% - 25%	Not likely to occur very often	1 event per 10 to 100 years
Rare (1)	The threat may occur in exceptional circumstances 0% - 10%	- Conceivable but only in exceptional circumstances	Less than 1 event per 100 years

Step 3 – Assess Risk Level (R) Determine the risk level by combining Consequence with Probability

Risk Assessment Matrix	Consequence (Impact) Table				
	Negligible (1)	Minor (2)	Moderate (3)	Major (4)	Substantial (5)
Almost Certain (5)	Moderate (5)	High (10)	Very High (15)	Extreme (20)	Extreme (25)
Likely (4)	Moderate (4)	High (8)	Very High (12)	Extreme (16)	Extreme (20)
Possible (3)	Low (3)	Moderate (6)	High (9)	Very High (12)	Very High (15)
Unlikely (2)	Low (2)	Moderate (4)	Moderate (6)	High (8)	High (10)
Rare (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

Hierarchy of Controls

Highest Level of Control

Elimination

Substitution

Engineering

Administration

Lowest Level of Control

Personal Protective Equipment

Probability:

- 5=Almost Certain
- 4=Likely
- 3=Possible
- 2=Unlikely
- 1=Rare

1-6 Acceptable

Consequence:

- 5=Substantial
- 4=Major
- 3=Moderate
- 2=Minor
- 1=Negligible

11-25 Unacceptable

7-10 Acceptable with Strict Control Measures or Short Duration

