



WHS UNIT

RISK ASSESSMENT

Initial Details			
Faculty/Division:		Unit:	
Work Activity:			
Location:		Building:	Room:
Specific Location:			
Category: (select one only) <input type="checkbox"/> General <input type="checkbox"/> Maintenance <input type="checkbox"/> Office <input type="checkbox"/> Other <input type="checkbox"/> Research <input type="checkbox"/> 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
<input type="checkbox"/> Aust Std <input type="checkbox"/> CoP <input type="checkbox"/> Legis. <input type="checkbox"/> Other <input type="checkbox"/> UOW Doc.	
<input type="checkbox"/> Aust Std <input type="checkbox"/> CoP <input type="checkbox"/> Legis. <input type="checkbox"/> Other <input type="checkbox"/> UOW Doc.	
<input type="checkbox"/> Aust Std <input type="checkbox"/> CoP <input type="checkbox"/> Legis. <input type="checkbox"/> Other <input type="checkbox"/> UOW Doc.	
<input type="checkbox"/> Aust Std <input type="checkbox"/> CoP <input type="checkbox"/> Legis. <input type="checkbox"/> Other <input type="checkbox"/> 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
1.						
2.						
3.						
4.						
5.						
6.						
7.						

Is there a safe work procedure available for this activity? Yes No

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.					

Risk Matrix

Step 1 – Consider the Consequences		Step 2 – Consider the Likelihood		Step 3 – Calculate the Risk					
What are the consequences of this incident occurring? Consider what <u>could reasonably</u> have happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.		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.		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					
CONSEQUENCES		LIKELIHOOD							
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/>