SCHOOL OF CIVIL & ENVIRONMENTAL ENGINEERING

WORKPLACE SAFETY COMMITTEE

PROJECT RISK ASSESSMENT FORM

PROJECT DATA

Student/staff/researcher

Supervisor/s

Date

Project title

LEGAL OBLIGATION

The OHS Regulation 2001 requires an employer to identify foreseeable hazards, to assess the risks of those hazards and to eliminate or control the risks.

Reference OHS Regulation 2001 Chapter 2

PHYSICAL RISK ASSESSMENT

Are Safe Operating Procedures clearly displayed?	☐ Yes	☐ No
Does your experiment emit 85dB or greater over an 8 hour period?	☐ Yes	☐ No
Are noise control methods adequate?	☐ Yes	☐ No
Has the electrical equipment you may use been tested and tagged?	☐ Yes	☐ No
Does your project involve lifting more than 16 kgs ?	☐ Yes	☐ No
Are there adequate manual handling facilities available?	☐ Yes	☐ No
Does your project involve the use of a forklift or overhead crane?	☐ Yes	☐ No
Does your experiment generate dust?	☐ Yes	☐ No
Are dust control methods adequate?	☐ Yes	☐ No

CHEMICAL RISK ASSESSMENT

Obtain and attach MSDS's. Using Appendix 1 list all the chemicals to be used and their

- **Risk phrases**
- **Safety phrases**
- **Dangerous Goods Class**
- **Packaging Group**

From the MSDS's for your substances determine if any are :

☐ flammable ☐ corrosive ☐ carcinogenic ☐ mutagenic ☐ teratogenic
☐ toxic ☐ explosive ☐ noxious ☐ irritant ☐ hazardous
☐ radioactive

Hazardous substances: If any substance is defined as hazardous then complete the separate Hazardous Substance Risk Control Plan, available on CivilSafe. A substance is defined as hazardous if it is listed on the NOHSC List Of Designated Hazardous Substances.

Radioactive substances: If any substance is defined as radioactive then complete the separate Radioactive Substance Risk Control Plan, available on CivilSafe.

List any controls measures required, eg Personal Protective Equipment, ventilation, etc.

Does your work area have the necessary control measures?	☐ Yes	☐ No
Are you trained in the use of relevant control measures?	☐ Yes	☐ No

Identify any risks with the transport and storage of your chemicals

Are the transport and storage facilities available to you adequate?	☐ Yes	☐ No
Are disposal systems available for your waste chemicals?	☐ Yes	☐ No
Are disposal systems available for your contaminated sharps?	☐ Yes	☐ No
Will your project create biological waste?	☐ Yes	☐ No
Are disposal systems available for your biological waste?	☐ Yes	☐ No
Is health surveillance required?	☐ Yes	☐ No

HIGH RISK HAZARD ASSESSMENT

Does your project involve the use of

• **lasers**	☐ Yes	☐ No
• **microorganisms**	☐ Yes	☐ No
• **cryogenic substances**	☐ Yes	☐ No
• **low flashpoint substances**	☐ Yes	☐ No
• **climbing towers, high ladders, scaffolding**	☐ Yes	☐ No
• **operating chainsaws, lathes, milling machines, power saws, grinders, etc. capable of inflicting serious injury**	☐ Yes	☐ No

Using the OHS Risk Rating Procedure and the Risk Assessment and Control Form, you must assess the risk rating for each stage of your project and follow the Recommended Action Guide.

Extra copies of the Risk Rating Procedure and the Risk Assessment and Control Form are available on the OHSWC website: http://www.hr.unsw.edu.au/ohswc/ohs/ohs_home.html

UNSW
THE UNIVERSITY OF NEW SOUTH WALES

OHS Risk Rating Procedure

UNSW Procedure	
Control number	OHS328
Linked UNSW Policy	This procedure details actions and processes pursuant to the UNSW OHS Policy.
Responsible Officer	Director, Human Resources
Authorisation	Director, Human Resources
Contact Officer	Manager, OHS and Workers Compensation
Effective Date	1 January 2007
Superseded Documents	OHS503 UNSW OHS Risk Rating System v1, 10 March 2006
Review	This procedure will be reviewed in accordance with the OHS Management System Review Procedure
File Number	TRIM 2007/1219

1. Purpose

The purpose of the OHS Risk Rating Procedure is to ensure a consistent standard procedure for rating OHS risks across the University. The procedure ensures that identified risks are controlled to as low as reasonably practicable using the hierarchy of risk controls.

2. Scope

This procedure applies to all activities undertaken at all UNSW campuses, field trips, student placements, etc.

3. Definitions

Hazard: A hazard is a source of potential harm or a situation with the potential to cause harm.

Risk: A risk is the chance of something happening that will have an impact on objectives. It is measured in terms of consequences and likelihood. In the OHS context, risk should be thought of as the consequence of a given event measured in terms of harm, and the likelihood of that particular consequence occurring.

Consequence: The outcome of an event measured in terms of harm.

Event: An event is exposure to a hazard.

Likelihood: In OHS terms, the probability or frequency of the consequences of an

4. Procedure

4.1 Determine the consequences

Using Table 1, determine the most probable consequence in terms of harm should an event occur with existing risk controls.

Table 1 **Consequences**

Level	Descriptor	Examples
1	Insignificant	Injuries not requiring first aid
2	Minor	First aid required
3	Moderate	Medical treatment required
4	Major	Hospital admission required
5	Severe	Death or permanent disability to one or more persons

4.2 Determine the likelihood

Using Table 2, determine the most probable likelihood of the determined consequence occurring.

Table 2 **Likelihood**

Level	Descriptor	Examples
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Could occur at some time
D	Unlikely	Not likely to occur in normal circumstances
E	Rare	May occur only in exceptional circumstances

4.3 Determine the risk level

Using Table 3, determine the risk level for each identified hazard.

Table 3 **Matrix**

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost certain A	Medium	High	High	Very high	Very high
Likely B	Medium	Medium	High	High	Very high
Possible C	Low	Medium	High	High	Very high
Unlikely D	Low	Low	Medium	Medium	High
Rare E	Low	Low	Medium	Medium	Medium

4.4 Recommended action guide

Using Table 4, determine the action required based on the determined risk level. UNSW requires that all activities must be controlled to as low as reasonably practicable using the hierarchy of risk controls. No activities rated at Very High or High can proceed until additional risk controls have been implemented to reduce the risk level.

Risk level	Recommended action
Very high	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	Act today: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
Medium	Act this week: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

5. Legal & Policy Framework

5.1 Associated Documents

Standards Australia. AS/NZS 4360 Risk Management
Standards Australia. HB-205 OHS Risk Management Handbook

6. Evaluation & History

This procedure will be reviewed in accordance with the OHS Management System Review Procedure.

6.1 Modifications

Version	Date	Author	Approval	Sections modified	Details of amendments
0.1	1/11/2006	Lindsay O'Keeffe	Director, Human Resources	All sections reformatted	Reformatted document. Modified Table 3 Risk Level and added Table 4 Recommended Action
1.0	01/01/2007	Lindsay O'Keeffe	Director, Human Resources	3.0, 4.4	Minor changes to definitions and recommended action guide.

OHS017

OHS Risk Assessment and Control Form

Risk assessment completed by:
Staff/student number:

UNSW THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division:		School/Unit:		
Document number	Initial Issue date	Current version	Current Version Issue date	Next review date

For additional information refer to the OHS Risk Assessment and Control Procedure, the OHS Risk Rating Procedure and the Hierarchy of Risk Controls.

Risk Assessment title::

Step 1: Identify the activity

Describe the activity:

Describe the location:

Step 2: Identify who may be at risk by the activity

A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk.

Steps 3 to 7: Identify the hazards, risks, and rate the risks

1. An activity may be divided into tasks. For each task identify the hazards and associated risks.
2. List existing risk controls and determine a risk rating using the UNSW Risk Rating Procedure.
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.

Tasks	*Hazards* (Step 3)	*Associated risks* (Step 4)	*Existing risk controls*	*Risk rating with existing controls ** (Step 5)			*Additional risk controls required* (Step 6) (Apply the hierarchy of risk controls)	*Risk Rating with additional controls ** (Step 7)		
				C	*L*	*R*		*C*	*L*	*R*

** C = consequence L = likelihood R = risk rating from the UNSW Risk Rating Procedure*

Step 8 Documentation and supervisor approval

Completed by: (name)	(signature)	Authorised by: (name)	(signature)	Date:

Step 9: Implement the additional risk controls identified

Indicate briefly what additional risk controls from Step 6 above were implemented, when and by whom.		
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:

Step 10: Monitor and review the risk controls

It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. Reviews could be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.

Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:

Documentation

It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.

UNSW Concise OHS Risk Rating Table

OHS697

What you need to do

1. Consider what can go wrong that can hurt someone
2. Determine what the most likely outcome would be - Consequences
3. Determine how likely those consequences are - Likelihood
4. Calculate the risk rating
5. Required action

CONSEQUENCES:	*How severely could someone be hurt*
Severe	death or permanent disability to one or more persons
Major	hospital admission required
Moderate	medical treatment required
Minor	first aid required
Insignificant	injuries not requiring first aid
LIKELIHOOD:	*How likely are those consequences?*
Almost certain	expected to occur in most circumstances
Likely	will probably occur in most circumstances
Possible	could occur at some time
Unlikely	is not likely to occur in normal circumstances
Rare	may occur only in exceptional circumstances

	CONSEQUENCES				
LIKELIHOOD	**Insignificant 1**	**Minor 2**	**Moderate 3**	**Major 4**	**Severe 5**
Almost certain A	**M**	**H**	**H**	**VH**	**VH**
Likely B	**M**	**M**	**H**	**H**	**VH**
Possible C	**L**	**M**	**H**	**H**	**VH**
Unlikely D	**L**	**L**	**M**	**M**	**H**
Rare E	**L**	**L**	**M**	**M**	**M**

Risk level	Required action
Very high	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
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Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

TRAINING

Indicate if you have completed the following training course

Compulsory training courses

1. **Laboratory Safety Awareness** ☐ **Yes** **Date Completed**
2. **Green Laboratory Training** ☐ **Yes** **Date Completed**

Other courses that may be required by the nature of your project.

1. **Hazardous Substances**	☐ **Yes**	**Date Completed**	☐ **N/A**
2. **Radiation Safety**	☐ **Yes**	**Date Completed**	☐ **N/A**
3. **PC2 Training**	☐ **Yes**	**Date Completed**	☐ **N/A**
4. **Laser Safety**	☐ **Yes**	**Date Completed**	☐ **N/A**
5. **Gene Technology for Researchers**	☐ **Yes**	**Date Completed**	☐ **N/A**
6. **Prevent Overuse Injury**	☐ **Yes**	**Date Completed**	☐ **N/A**
7. **Manual Handling**	☐ **Yes**	**Date Completed**	☐ **N/A**
8. **Additional Local PC2 Induction**	☐ **Yes**	**Date Completed**	☐ **N/A**
9. **Other – Details & Date completed**			

DECLARATION

The undersigned declare that this Project Risk Assessment is a true record of the Project Risk Assessment undertaken. The undersigned agree to review this Project Risk Assessment at appropriate intervals.

Student/investigator:

Supervisor/s:

Laboratory manager:

Date:

APPENDIX 1 – LIST OF CHEMICALS	
Chemical name	**Risk and Safety Phrases**