

## HAZARD MANAGEMENT – RISK ASSESSMENT (SHORT FORM)

You require a risk assessment for every activity where you are using an item of plant/equipment/chemical in a different way to a constant/static activity (i.e. the activity is dynamic - once off and not on the School/Branch/Area Hazard Listing or covered by an overarching risk assessment). A new short form risk assessment (or equivalent) is to be completed if any new hazards are introduced during this activity.

Location: School/Branch Building/room/area		Date conducted	/ /
Name or description of the risk assessment activity			
List plant/equipment/ chemical(s) used			
Author, person(s) completing the risk assessment		Mobile/ Phone	

<b>Step 1: Identify the hazards (tick as applicable)</b>		
<input type="checkbox"/> Animals (e.g. unpredictable behaviour, bites, stings, kicks)	<input type="checkbox"/> Falling, flying, sharp objects	<input type="checkbox"/> Moving powered plant/lifting equip.
<input type="checkbox"/> Biological (e.g. pathogens, body fluids)	<input type="checkbox"/> Fatigue (e.g. mental or physical exertion)	<input type="checkbox"/> Noise >85dB(A)
<input type="checkbox"/> Communication (e.g. location, isolation)	<input type="checkbox"/> Hazardous chemical exposure/radiation	<input type="checkbox"/> Poor lighting, hazardous terrain
<input type="checkbox"/> Electrical equip. used outdoors, potential for electric shock	<input type="checkbox"/> Hazardous manual handling	<input type="checkbox"/> Security, aggression, personal threat
<input type="checkbox"/> Fall from one level to another	<input type="checkbox"/> Hazardous plant/equipment	<input type="checkbox"/> Temperature extremes, burns
<input type="checkbox"/> Other:	<input type="checkbox"/> Hot work	<input type="checkbox"/> Travel local/interstate
<input type="checkbox"/> Other:	<input type="checkbox"/> <b>No hazards identified</b>	

**Step 2: Assess the inherent level of risk based on the likelihood of an incident occurring and the consequence (see descriptors for likelihood and consequences overleaf). Tick the highest risk rating assessed for the hazards identified, without controls in place.**

Likelihood of exposure	Consequences – level of seriousness of the injury following exposure to the hazard(s)									
	Negligible		Minor		Moderate		Major		Severe	
Almost certain	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	Very High	<input type="checkbox"/>	Very High	<input type="checkbox"/>	Very High
Likely	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	Very High	<input type="checkbox"/>	Very High
Slight	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High	<input type="checkbox"/>	High	<input type="checkbox"/>	Very High
Unlikely	<input type="checkbox"/>	Low	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Medium	<input type="checkbox"/>	High
Rare	<input type="checkbox"/>	Low	<input type="checkbox"/>	Low	<input type="checkbox"/>	Low	<input type="checkbox"/>	Medium	<input type="checkbox"/>	Medium

**Step 3: Manage the risk by selecting the appropriate level(s) of control. Tick and highlight as applicable.**

Action(s) required to minimise the risk	
Level 1: <input type="checkbox"/> Elimination <b>If this is not practicable, then:</b>	<input type="checkbox"/> Work process to cease. Advise your Manager/Supervisor of the outcome and determine next steps.
Level 2: <input type="checkbox"/> Substitution	<input type="checkbox"/> Substituted the hazard with a safer option (please specify)
Level 2: <input type="checkbox"/> Isolation/Engineering	<input type="checkbox"/> Barrier/guard/shield installed
	<input type="checkbox"/> Power/services isolated
	<input type="checkbox"/> RCD protection provided/installed
Level 3: <input type="checkbox"/> Administrative	<input type="checkbox"/> PC2 Lab <input type="checkbox"/> Communication equipment
	<input type="checkbox"/> SOP completed & attached (see <a href="#">Appendix E</a> )
	<input type="checkbox"/> Safety Data Sheet attached
Level 3: <input type="checkbox"/> Personal Protection	<input type="checkbox"/> First aid kit, spill kit on site
	<input type="checkbox"/> Face mask <input type="checkbox"/> Gloves
	<input type="checkbox"/> Hearing protection <input type="checkbox"/> Overalls

**Step 4: Calculate the residual risk rating after the abovementioned control measures are in place.**

<input type="checkbox"/> <b>Very high</b> Staff and students refer to Manager/Supervisor	<input type="checkbox"/> <b>High</b> Staff and students refer to Manager/Supervisor	<input type="checkbox"/> <b>Medium</b> Staff continue with activity Students refer to Manager/Supervisor	<input type="checkbox"/> <b>Low</b> Students refer to Manager/Supervisor
---	--	--	---

**Step 5: Sign off by author and relevant authority**

Author	Manager/Supervisor (where required)
Head of School/Branch (Required for residual high risk rating)	Vice-Chancellor and President (Required for residual very high risk rating)

**Proof of hazard identification and risk assessment is required for this activity**  
File your completed risk assessment as instructed by the Manager/Supervisor of your area until the activity is completed or as required by your area.

**HAZARD MANAGEMENT – SHORT FORM RISK ASSESSMENT**

Descriptors for assessing the level of risk

Assess the level of risk based on the likelihood of an incident occurring and the consequence			
Likelihood Table		Consequences Table	
<b>Almost certain</b>	There is an expectation that an event/incident will occur.	<b>Severe</b>	Injury resulting in death, permanent incapacity.
<b>Likely</b>	There is an expectation that an event/incident <b>could occur</b> but not certain to occur.	<b>Major</b>	Injury requiring extensive medical treatment, hospitalisation, or activities could result in a Notifiable occurrence.
<b>Slight</b>	This expectation lies somewhere in the midpoint between "could" and "improbable".	<b>Moderate</b>	Injury requires formal medical treatment (hospital outpatient/doctors visit etc).
<b>Unlikely</b>	There is an expectation that an event/incident is doubtful or <b>improbable</b> to occur.	<b>Minor</b>	Injury requires first aid.
<b>Rare</b>	There is no expectation that the event/incident will occur.	<b>Negligible</b>	Injury requires minor first aid (e.g. bandaid), short term discomfort (e.g. bruise, headache), no medical treatment.

Notes (if required)

HSW Handbook	3.5 Hazard Management	Effective Date:	20 October 2015	Version 2.0
Authorised by	Chief Operating Officer and Vice-President (Services and Resources)	Review Date:	20 October 2018	Page 20 of 21
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.			