| Ra No.:       | Date:       | Version No.:       | Review Date:       | Authorised by:       |
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| STEP 1 – ENTER INFORMATION ABOUT THE ACTIVITY/TASK, ITS LOCATION AND THE PEOPLE COMPLETING THE RISK ASSESSMENT |
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| Location name:       | Building No.:       | Room No.:      | Assessed by:      | HSR/Employee representative:      |
| Description of activity/task:       |
| Workplace conditions (Describe layout and physical conditions - including access and egress)       |
| List systems of work for the activity/task:● Training ● Inspections● SOPs ● Existing controls● Emergency situations |       |
| Is there past experience with the activity/task that may assist in the assessment?● Existing controls ● SOPs ● Standards● Industry standards ● Incidents & near-hits ● Legislation & Codes● Training ● Incident Investigation ● Guidance material |       |

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| Step 2: Select a Risk Rating Method |

Two Variable Risk Matrix

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| (1) Definitions of likelihood labels |
| Level | Likelihood (Probability) |
| Descriptor | Description | Expected to occur |
| A | Almost certain | The event will occur on an annual basis | Once a year or more  |
| B | Likely | The event has occurred several times or more in your career | Once every three years |
| C | Possible | The event might occur once in your career | Once every 10 years |
| D | Unlikely | The event does occur somewhere from time to time | Once every 30 years |
| E | Rare | Heard of something like the event occurring elsewhere | Once every 100 years |

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| (2) Definitions of consequence labels |
| Severity level | Consequences |
| V Catastrophe | One or more fatalities and/or severe irreversible disability to one or more people |
| IV Major | Extensive injury or impairment to one or more persons |
| III Moderate | Short term disability to one or more persons |
| II Insignificant | Medical treatment and/or lost injury time <2 weeks |
| I Negligible | First aid treatment or no treatment required |

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| (3) Risk rating matrix |
| Likelihoodlabel | Consequence label |
| I | II | III | IV | V |
| A | Medium | High | High | Very high | Very high |
| B | Medium | Medium | High | High | Very high |
| C | Low | Medium | High | High | High |
| D | Low | Low | Medium | Medium | High |
| E | Low | Low | Medium | Medium | High |

Three Variable Risk Calculator

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| (1) Definitions of exposure variables |
| Exposure | E |
| Continuously or many times daily | 10 |
| Frequently: Approximately once daily | 6 |
| Occasionally: Once a week to once a month | 3 |
| Infrequently: Once a month to once a year | 2 |
| Rarely: Has been known to occur | 1 |
| Very rarely: Not known to have occurred | 0.5 |

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| (2) Definitions of likelihood variables |
| Likelihood | L |
| Almost certain: The most likely outcome if the event occurs | 10 |
| Likely: Not unusual, perhaps 50-50 chance | 6 |
| Unusual but possible: (e.g. 1 in 10) | 3 |
| Remotely possible: A possible coincidence (e.g. 1 in 100) | 1 |
| Conceivable: Has never happened in years of exposure, but possible (eg 1 in 1,000) | 0.5 |
| Practically impossible: Not to knowledge ever happened anywhere (e.g. 1 in 10,000) | 0. 1 |

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| (3) Definitions of consequence variables |
| Consequences  | C |
| Catastrophe: Multiple fatalities | 100 |
| Disaster: Fatality | 50 |
| Very serious: Permanent disability/ill health | 25 |
| Serious: Non-permanent injury or ill health | 15 |
| Important: Medical attention needed | 5 |
| Noticeable: Minor cuts and bruises or sickness | 1 |

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| (4) Risk score calculator |
| Risk Score = E x L x C |
| Risk score | Risk rating |
| > 600 | Very high |
| 300 - 599 | High |
| 90 - 299 | Medium |
| < 90 | Low |

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| STEP 3 – Identify hazards and associated risk ratings and controls |
| For each of the following prompts:* Review the prompts/examples for each hazard that may potentially exist for the activity/task;
* Determine and record a raw risk score by referencing the two variable risk matrix or the three variable risk calculator;
* In the comments box, describe when and where the hazard is present;
* Specify the risk control type, for each current or proposed risk control;
* Provide a control description for each current or proposed risk control;
* Where proposed risk control(s) have been identified complete an [Health & Safety Action Plan](http://safety.unimelb.edu.au/docs/health-and-safety-action-plan.docx);
* Determine the residual risk score referencing the same two variable risk matrix or three variable risk calculator used to determine the raw risk score
 | Hierarchy of Control (Control Type)El – EliminationS – SubstitutionEn – Engineering Is – Isolation G – GuardingSh – ShieldingA – Administrative T – Training In – InspectionM – Monitoring H – Health MonitoringP – PPE |

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| Category | RawRisk Score | Comments (when/where hazard is present) | Control Type | Control Description(Current and Proposed) | Residual Risk Score |
| Physical hazard identification |       |       |       |       |       |
| Is there potential for?● Being cut or stabbed ● Struck, crushed or entangled● Shearing or friction ● Slip, trip or fall● Manual handling/ergonomics ● Vibration● Other |
| Environmental conditions hazard identification |       |       |       |       |       |
| Is there potential for?● Extremes of temperature ● High wind or humidity● Inadequate light ● Dusts, fumes or vapours● Exposure to UV or other radiation ● Uneven terrain/surface● Other |
| Other hazard identification |       |       |       |       |       |
| Is there potential for?● Noise ● Dust● Infectious agents or materials ● Chemicals● Radiation ● Engineered nanoparticles● Animals ● Electric shock● Other |

| STEP 4 – ImpleMEntation and consultation process |
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| Determine the person responsible for reviewing and implementing the risk assessment including the identified controls. Ensure a [Health & Safety Action Plan](http://safety.unimelb.edu.au/docs/health-and-safety-action-plan.docx) has been completed, reviewed and signed off where proposed controls have been identified.Obtain the authorisation of the management representative.Ensure the HSR (if applicable) has been consulted. Ensure the employees undertaking the activity have been consulted. Record below the names of the persons consulted. |
| Management representative |       | HSR/Employee representative |       |
| Employee(s) |       | Employee(s) |       |
| Employee(s) |       | Employee(s) |       |
| Person Responsible for implementation or escalation |       |

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| Extra writing room - use this page to enter extended comments or descriptions |
|       |

For use in conjunction with the [*OHS risk management procedure*](https://policy.unimelb.edu.au/MPF1191)*.*

For further information, refer to <http://safety.unimelb.edu.au/tools/risk/> or contact your [Local Health & Safety contact](http://safety.unimelb.edu.au/about/contacts/local.html).