**Finance and Business Services / Infrastructure and Assets**

# Risk Assessment

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| Risk Detail |

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| Unit   | Work Lead:  | Work Order No.:  | No of Workers:   |
| WMH Facility:  | Building Name /No.  | Facility Address:  |

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| Risk Location:  | Risk Description   |

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| **Implement Control Measures (Supervisor to complete)** |

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|  Risk Control Measures (complete for all new/recommended controls) |
| Recommended controls to eliminate or minimise the risk | Person/s Responsible | Date Completed |
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| [ ]  Entered into Risk Register |  |
| [ ]  Generated Building Maintenance Request Order  | No#  |
| [ ]  Other – please specify (e.g. escalate issue to a higher level)  |  |
| Risk Review |
| *All necessary control measures have been implemented to eliminate and minimise risk* Supervisor/Manager Name: \_\_\_ Position: Signature: Date / /   |

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| Risk Rating  | Minimum Action Required (specific to safety risks) |
| LOW | * Monitor to ensure no change to risk level occurs.
 |
| MEDIUM | * Action required within one month.
 |
| HIGH | * Detailed risk assessment required.
* Action required within one to two weeks (short and/or long-term controls).
* Report in accordance with West Moreton Health (WMH) risk requirements
* Report within one week to the local Work Safety and Wellbeing (WSW) Unit.
* Long term control plan including detailed risk assessment required with management involvement/review.
 |
| EXTREME | * Immediate action required (short and/or long-term controls).
* Work activity/component may be ceased/restricted until short term controls implemented to reduce risk level.
* Report in accordance with WMH risk requirements. Report immediately to the local WSW Unit.
* Long term control plan including detailed risk assessment required with senior management involvement/review.
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| RISK ASSESSMENT (refer to the risk management guide attached) |
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| **What are the hazards and risks** | **Risk Rating** | **What are the control measures** | **Risk Rating** | **Who is responsible** |
| *Identify the hazard category and type. Describe the risks that may cause harm to workers or the public e.g.* *The risk of <harm> due to <exposure to hazard> resulting in <consequence>”.* | *Consequence* | *Likelihood* | *Risk Score* | *Describe what will be done to control the risks and to make the activity as safe as* *reasonably practicable (apply the Hierarchy of control)* | *Consequence* | *Likelihood* | *Risk Score* | *Identify a single person responsible for establishing or verifying the control measure.* |
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| Guideline for Completing this JHA  |

Managers, contractors and workers should all be involved in developing a JHA.

Consulting workers is important, so they understand the detail of the JHA and what they are required to do to implement and maintain risk controls.

**Recommended steps for filling out the Risk Assessment template**

1. In the ‘What are the hazards and risks?’ column, identify the hazard category and type. (Table One) Describe the risks that may cause harm to workers or the public.
2. Select the risk rating for each step using the risk matrix table attached. Determine the likelihood of an event occurring and what the consequences may be if an event happened. This step should be undertaken in consultation with the workers who are involved in the task. Rate the risk level before and after controls have been established.
3. In the ‘What are the control measures?’ column, select an appropriate control or combination of controls by working through the “Hierarchy of Controls”. It is important you are able to justify why the selected control measure is reasonably practicable for the specific workplace.

**Selecting control measures**

1. Eliminate the risks so far as is reasonably practicable.
2. If this is not reasonably practicable, minimise them so far as reasonably practicable by:
* substituting the hazard
* isolating the hazard
* implementing engineering controls
1. If the risk still remains, minimise the remaining risk by implementing administrative controls (rules)
2. If the risk still remains, minimise the remaining risk by ensuring the provision and use of suitable personal protective equipment (PPE).

It is important to note, PPE is the least effective means of controlling risk and has no effect on the identified hazard and should be the last control considered.

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| Hazard Category | Hazards Type Table One  |

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| 1. **Gravitational**
 | Slips, trips, falls at the same level |  Fall from Heights | Access/work beneath suspended load | Falling objects |
| 1. **Kinetic /Mechanical**
 | Caught in/between moving plant or parts;  | Struck by moving vehicles/mobile plant | Contact with sharp objects | Struck by projectiles. |
| 1. **Noise and Vibration**
 | Excessive noise (sustained or peak) | Vibrating plant/vehicles | Contact with vibrating tools/objects |
| 1. **Electrical**
 | Exposed or faulty wiring or equipment; static shocks | Contact with live electrical parts; electrical arcing | Exposure to high fault currents | Mechanical damage to power leads, fixed electrical wiring;  |
| 1. **Chemical**
 | Ingestion, absorption or inhalation of chemicals | Uncontrolled spill | Burns / splash in eyes | Specific exposure: Asbestos /Lead / Silica |
| 1. **Thermal and Work Environment**
 | Lighting workplace and equipment/tool design; Restricted working space | Uneven/unstable ground or work surface | Weather and atmospheric conditions; Remote and isolated work | Contact with hot/cold objects / surfaces/ liquids |
| 1. **Biological**
 | Exposure to algal, bacterial, fungal, viral or parasitic agents | Animal, insect and spider bites/stings | Sharps injury/needle-stick exposure | Specific exposure: Contact with raw sewage |
| 1. **Fire / Explosions**
 | Condition leading to fire/explosion (combustible material) | Ignition of gas/dust in a hazardous area |
| 1. **Manual Tasks**
 | Repetitive or sustained force; High or sudden force; Handling heavy loads | Repetitive movement; Sustained or awkward posture; | Exposure to vibration; Tool use which requires excessive force; | Handling unstable or awkward objects /loads;  |
| 1. **Pressurized energy**
 | Release of a stored energy i.e. gases, water, oil subject to high/ low pressures | Release of spring/tension energy |  |
| 1. **Psycho-social and medical**
 | Exposure to workplace bullying, harassment, violence & aggression | Exposure to traumatic incidents; | Working for excessive time periods and/or while fatigued | Working under the influence of alcohol/drugs |
| 1. **Radiation**
 | Non iodizing radiation: Ultraviolet light (artificial/sunlight), laser, infra-red, microwave, radio frequency, welding arc light |

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| Risk Management Guidance  |
|  **Definition**A **hazard** is a situation or thing that has the **potential** to harm a person. Hazards at work may include noisy machinery, a moving forklift, use and storage of chemicals, electricity, working at heights, a repetitive job, bullying and violence at the workplace. **Risk** is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.Expressed as a risk Statement“The risk of <harm> due to <exposure to hazard> resulting in <consequence>”. | **Hazard Category & Type**(refer to attachment A) | **Risk control** means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. |
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| Gravitational  |
| Kinetic /Mechanical  |
| Noise and Vibration |
| Electrical  |
| Chemical  |
| Thermal and Work Environment  |
| Biological  |
| Fire / Explosions  |
| Manual Tasks |
| Pressurized energy  |
| Psycho-social and medical |
| Radiation |

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| *What is the LIKELIHOOD of an event occurring*  |
| **Descriptor**  | **Definition**  | **Frequency**  | **Probability**  |
| ***Rare***  | No identified or known events occurring. Only occurs in exceptional circumstances.  | Event expected to occur less than once every five years.  | Less than 5 percent  |
| ***Unlikely***  | Evidence of event occurring in the past, but unlikely to occur in the future.  | Event expected to occur once in the next five years.  | 5-30 percent  |
| ***Possible***  | There is evidence of several events in the past. It would not be a surprise if it occurred.  | Event expected to occur once in the next two years.  | 30-60 percent  |
| ***Likely***  | Event occurs from time to time.  | Event expected to occur once in the next year.  | 60 - 90 percent  |
| ***Almost Certain***  | Risk event is expected to occur.  | Event expected to occur within the next three months.  | More than 90 percent  |

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| *What would be the CONSEQUENCES should an event occur*  |
| ***Negligible/*** ***Insignificant***  | ***Minor***  | ***Moderate***  | ***Major***  | ***Extreme / Catastrophic***  |
| No injury/illness/time lost. Minor adjustment to operational routine.  | No lost time injury. An injury requiring first aid or medical treatment.  | An injury involving a temporary loss of function or a notifiable event (illness/injury requiring overnight inpatient hospitalisation, or a dangerous event requiring notification).  | An event resulting in permanent loss of function or disability.  | An event resulting in loss of life.  |

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| Indicate the LIKELIHOOD and CONSEQUENCE in the table below to establish the RISK RATING |
| **LIKELIHOOD** | **CONSEQUENCES**  |
| Negligible/ Insignificant | Minor  | Moderate  | Major  | Extreme  |
| Rare  | Low  | Low  | Medium  | Medium  | High  |
| Unlikely  | Low  | Low  | Medium  | High  | High  |
| Possible  | Low  | Medium  | High  | High  | Extreme  |
| Likely  | Medium  | Medium  | High  | Extreme  | Extreme  |
| Almost Certain  | Medium  | Medium  | High  | Extreme  | Extreme  |

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