



RISK ASSESSMENT

Risk Assessment Task/ Location	
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Person Conducting the Risk Assessment		Position		Date		Signature	
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Supervisor		Position		Date		Signature	
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Supervisor of the Area		Position		Date		Signature	
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Referenced UOW Guidelines, Legislation, Australian Standards, Code of Practice:

Hazard Identification		Risk Assessment		Risk Control			Review	
No.	What harm can happen to people or equipment	Risk Score*	List any Control Measures already implemented	Describe what can be done to reduce the harm	Whom Responsible	When By	Are the Controls Effective?	Date Finalised

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What is a hazard?

<p>A Could people be injured or made sick by things such as:</p> <ul style="list-style-type: none"> • Noise • Light • Radiation • Toxicity • Infection • High or low temperatures • Electricity • Moving or falling things (or people) • Flammable or explosive materials • Things under tension or pressure (compressed gas or liquid; springs) • Any other energy sources or stresses • Biohazardous material • Laser 	<p>B What could go wrong?</p> <ul style="list-style-type: none"> • What if equipment is misused? • What might people do that they shouldn't • How could someone be killed? • How could people be injured? • What may make people ill? • Are there any special emergency procedures required?
<p>C Can workplace practices cause injury or sickness?</p> <ul style="list-style-type: none"> • Are there heavy or awkward lifting jobs? • Can people work in a comfortable posture? • If the work is repetitive, can people take breaks? • Are people properly trained? • Do people follow correct work practices? • Are there adequate facilities for the work being performed? • Are universal safety precautions for biohazards followed? • Is there poor housekeeping? Look out for clutter • Torn or slippery flooring • Sharp objects sticking out • Obstacles 	<p>D How might these injuries happen to people?</p> <ul style="list-style-type: none"> • Broken bones • Eye damage • Hearing problems • Strains or sprains • Cuts or abrasions • Bruises • Burns • Lung problems including inhalation injury/ infection • Skin contact • Poisoning • Needle-stick injury
<p>E Imagine that a child was to enter your work area</p> <ul style="list-style-type: none"> • What would you warn them to be extra careful of? • What would do to reduce the harm to them? 	<p>F What are the special hazards?</p> <ul style="list-style-type: none"> • What occurs only occasionally-for example during maintenance and other irregular work?

How to Assess Risk

<p>Step 1 - Consider the Consequences</p> <p>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.</p> <p>CONSEQUENCES</p>		<p>Step 2 - Consider the Likelihood</p> <p>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.</p> <p>LIKELIHOOD</p>		<p>Step 3 - Calculate the Risk</p> <p>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. E = Extreme, = High, M = Medium, L = Low N = Negligible Risk Score =</p>				
Consequence	Description	Likelihood	Description	CONSEQUENCES				
Major	Death or extensive injuries	A	The event is expected to occur in most circumstances	LIKELIHOOD	Maj	Mod	Min	Ins
Moderate	Medical treatment	B	The event could occur at some time		E	E	H	M
Minor	First aid treatment	C	The event could occur, but only rarely		E	H	M	M
Insignificant	No treatment	D	The event may occur, but probably never will.		H	M	M	L
					M	M	L	N

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	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/>