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| **Risk Assessment Name:**  |
| **Risk Assessment Description:**  | **Location/Date:**  |
| **Describe the working environment including layout and physical conditions:**  |  |
|  **Risk Assessment factors and considerations:** |  **Other considerations:**  |
| **What reference materials were used when developing this risk assessment?** For example:

|  |  |
| --- | --- |
| * Legislation
 | * Standard operating procedures
 |
| * Code of practice
 | * Incident investigations
 |
| * Australian standards
 | * Manufacturer’s instructions
 |

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| **Who was involved in the development of this risk assessment?** Owner: Signature: Date: Approver Signature Date:  |

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| **IDENTIFY** | **ASSESS** | **CONTROL** |
| **Step 1** Enter risk description | **Step 2**Select hierarchy of control and describe the existing control | **Step 3**Level of risk with existing controls | **Step 4** Select hierarchy of control and describe your proposed treatment | **Step 5**Who is responsible and due date | **Step 6**Level of risk after treatment |
| **Risk Description (Hazard)** | **Existing Controls****Hierarchy of Control**1. **Eliminate,** eg: eliminate task, remove hazard
2. **Substitute** eg: replace with less hazardous process
3. **Isolate** eg: enclosures, restricted access
4. **Engineering** eg: guarding, separation, redesign
5. **Administrative** eg: SWP, training, schedule
6. **Personal Protective Equipment (PPE)** eg: gloves
 | **Consequence** | **Likelihood** | **Risk Score** | **New/Additional Controls**Select the hierarchy of control and describe your proposed treatment | **Who is responsible for implementing the control(s) & Due date** | **Consequence** | **Likelihood** | **Risk Score** |
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**Health and Safety Risk Matrix**

# Determine the Risk Rating (Level of Risk)

1. **Select the Likelihood** - Select the appropriate Likelihood or Frequency rating of the Risk Event occurring for the selected Consequence level, given the controls are in place.
2. **Select the Consequence** - For the given Risk Event select the relevant Consequence categories and apply a rating. The ratings are determined with the existing controls in place. Where there are multiple ratings for a risk, the highest combination of Consequence/Likelihood is taken as the final risk rating (do not average out the ratings).

**There are 3 types of risk ratings:**

**Inherent** - no controls in place or total control failure; **Current** - with existing controls in place; **Residual** - with proposed treatment action plans (TAPs) in place.

Curtin requires the **Current** risk rating (as a minimum).

# Risk Acceptance Criteria Table

**Make an acceptance decision.** Based on the current risk rating, use the Risk Acceptance Criteria Table to determine an appropriate decision and response

**Controls Rating Table**

**Select the Overall Controls Rating (for ALL controls as a whole)**

1. **Controls** - A control is any measure or action currently in existence that modifies or manages the risk. Examples of controls could include a policy, procedure, practice, process, technology, technique, method, or device. A control should be demonstrable, i.e. auditable.
2. **Treatment Action Plans (TAPs)** - TAPs are additional controls, where required. It could be an improvement of an existing control and/or a new initiative altogether. TAPs become controls, or modify existing controls, once they have been implemented.

The adequacy of the controls is assessed on a common sense, qualitative basis. This can be viewed as a reasonableness test, i.e. are you doing what is reasonable under the circumstances to prevent or minimise the impacts of the risk?

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| **Level** | **Descriptor** | **Foreseeable** | **Detail** |
| E | Excellent | More than what a reasonable person would be expected to do in the circumstances. | Controls fully in place and require only ongoing maintenance and monitoring. Protection systems are being continuously reviewed and procedures are regularly tested. |
| A | Adequate | Only what a reasonable person would be expected to do in the circumstances. | Being addressed reasonably. Protection systems are in place and procedures exist for common or typical circumstances. Periodic review. |
| I | Inadequate | Less than what a reasonable person would be expected to do in the circumstances. | Little to no action being taken. No protection systems exist or they have not been reviewed for some time. No formalised procedures. |

Once the **Overall Controls Rating** (above) has been conducted on **ALL** controls as a whole, a **Controls Assurance** should be conducted on EACH control to determine if the controls are in place and effective.

**Controls Assurance Questions:**

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| 1. Is the control in use?
2. Is the control documented?
3. Is the control up to date?
4. Is the control effective?
 | *If you answered ‘Yes’ to all 4 questions, the control is effective (the control text should be Green).* |
| *If you answered ‘Yes’ to 2 or 3 questions, the control may require some improvements (the control text should be Blue).* |
| *If you answered ‘Yes’ to 1 or less questions, the control may require significant improvements (the control text should be Red).* |

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| **This risk assessment has been developed through consultation with our workers and has been read, understood and signed by all workers undertaking the works** |
| **Print Names:** |  **Signatures: Position:** |  **Dates:** |
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| **Review No** | **01** | **02** | **03** | **04** | **05** | **06** | **07** | **08** | **09** |
| Initial: |  |  |  |  |  |  |  |  |  |
| Date: |  |  |  |  |  |  |  |  |  |