

WHS Risk Assessment template

Title:

Date:

Section A

Describe activity being assessed			
Worksite location			
Assessment completed by	(Insert name)	Date	
Have staff members been consulted when developing Risk Assessment?	(Insert names of staff consulted)		

Section B

Approvals	This document must be approved by the senior manager responsible for the work area where activities are carried out.		
WHS Adviser (endorsement)		Signature/date	
Manager sign off		Signature/date	
Person responsible for ensuring controls of risk assessment are followed	(The person nominated here must ensure that all hazard controls are followed during the course of the work. This includes stopping the work if controls cannot be implemented as identified and redrafting the risk assessment).		
Person responsible for review of risk controls	(Insert name of person who will review the risk controls to ensure they are relevant and control risk so far as reasonably practicable – to be done within 3 months of implementation).	Date of review	

Staff briefing

All staff conducting work in association with this Risk Assessment must be briefed as to hazard controls in place and sign off that they understand and will adhere to the specified hazard controls.

Sign off - Staff conducting the activity					
I have been fully briefed on the contents of the risk assessment, understand all identified hazards and will carry out all instructions as identified.					
Name	Signature	Date	Name	Signature	Date

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The objective of a risk assessment is to identify anything that may have an unplanned impact on an activity, to rate the risk of an unplanned occurrence by evaluating likelihood and consequences, then to develop a treatment for risks so that after the treatment is applied the residual risk is acceptable. Note that the same hazard may need to be assessed for a number of consequences.

Using the Template: (1) Complete the information on pages 1&3. (2) Identify all risks and their likelihood and consequence. (3) Using the risk matrix, determine the risk rating for each risk as follows: Identify the potential hazard and risk, move along the row to the relevant consequence (C); descend the consequence column to the corresponding likelihood (L) row; the cell where the consequence column and likelihood row meet gives the risk rating (R). (4) Refer to the Risk Response table to identify the action required for the risk rating. (5) Develop a risk treatment plan for each risk were this is required, to reduce the risk as far as is reasonably practicable. (6) Assess the residual risk rating after the treatment is applied and adjust the actions if the revised risk rating has not reduced.

Risk Matrix		Consequences (C) if risk occurs			
		Minor Reduced workforce capability/capacity affects operational processes. Localised first aid required.	Moderate Reduced workforce capability/capacity affects service quality. Injury/illness requires GP/medical treatment and may be limited lost time.	Major Reduced workforce capability/capacity unable to support key services. Serious injury or work caused illness requiring lost time. Hospital treatment required.	Severe Reduced workforce capability/capacity threatens long term service delivery. Death or permanent disablement, multiple hospital admissions.
Likelihood (L) of risk occurring	4= Almost Certain : Can probably expect it to occur in most circumstances during the activity.	Medium	High	Extreme	Extreme
	3= Likely : The event may occur at least once over the coming year	Medium	High	High	Extreme
	2= Possible : The event may occur at some time.	Low	Medium	High	High
	1= Unlikely : Occurrence may occur but more likely not to occur.	Low	Low	Medium	Medium

Section C Risk Response Table

Risk rating	Response	Risk acceptability
Extreme	<ul style="list-style-type: none"> Activity must not proceed whilst any risks are rated EXTREME Advise manager immediately and identify ways of reducing risk level 	Unacceptable
High	<ul style="list-style-type: none"> Activity should not proceed until risk rating reduced Identify additional controls to process to reduce risk level 	Unacceptable
Medium	<ul style="list-style-type: none"> Reported to Supervisor Risk treatment plan (e.g. safe work procedure) must be in place before activity begins 	Risk eventuation is tolerable under controlled circumstances
Low	<ul style="list-style-type: none"> Monitor the risk for changed conditions No further action required at this stage 	Acceptable

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Risk Assessment for this task/event

No.	Hazardous task/object and risk	Risk rating			Treatments	Residual risk			Person responsible for treatment	
		C	L	Risk		C	L	Risk	Name	Done/date
1	Example: Lifting and moving heavy objects resulting in musculo-skeletal injury/back strain.	Major	Possible	High	<ul style="list-style-type: none"> Investigate use of lifting equipment for objects and implement if practicable Use team lifting techniques Utilise trolleys to move objects 	Major	Unlikely	Medium	Jo Blogs	22.4.15
2										
3										
4										
5										
6										
7										
8										
9										

NOTES Emergency assistance (including First Aid) is available at all times by going to or contacting (insert contact person here) on (insert phone number) or asking any staff member for assistance.

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Appendix B Hierarchy of Control

The Work Health and Safety Act 2011 and the How to Manage Work Health and Safety Risks Code of Practice 2011 require risks to be eliminated, so far as reasonably practicable and if not possible then the following hierarchy to be followed to minimise WHS risk.

Selecting risk controls

1. **Eliminate** any risk to health or safety associated with the work by removing the hazard, such as stop using a hazardous chemical.
2. **Minimise** the risk to health or safety by using any one or any combination of the following controls:
 - **Substitute** the hazard, such as by using a new activity, procedure, item of plant, process or chemical.
 - **Isolate** persons from the hazard, such as by barriers, fencing or guardrails.
 - **Use engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide personal protective equipment (PPE)**, such as safety glasses, ear muffs/plugs, and hard hats.

