



**Identify hazards and control the risks.**

1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm.
2. Determine controls necessary based on legislation, codes of practice, Australian standards, manufacturer's instructions, safety data sheets etc.
3. List existing risk controls and any additional controls that need to be implemented
4. Rate the risk once all controls are in place using the risk rating matrix (below and in HS329 Risk Management Procedure)

**SHADED GREY AREAS**

If you need to determine whether it's reasonably practicable to implement a control based on the risk, complete the shaded grey columns

Feel free to resize the boxes to suit your situation/the amount of text you need to use

| Task/<br>Scenario | Hazard | Associated<br>harm | Existing controls | Any additional controls<br>required? | Risk Rating  |            |      | Cost of controls<br>(in terms of time,<br>effort, money) | Is this<br>reasonably<br>practicable<br><br>Y/N |
|-------------------|--------|--------------------|-------------------|--------------------------------------|--------------|------------|------|--|---|
|                   |        |                    |                   |                                      | Consequences | Likelihood | Risk |  |   |
|                   |        |                    | •                 |                                      |              |            |      |  |   |
|                   |        |                    | •                 |                                      |              |            |      |  |   |
|                   |        |                    | •                 |                                      |              |            |      |  |   |
|                   |        |                    | •                 |                                      |              |            |      |  |   |

# Risk Rating Matrix

| RISK RATING METHODOLOGY AND MATRIX   |   |  |   |   |              |    |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
|--|---|--|---|---|--------------|----|--|--|--|--|--|---|---|---|---|---|------------|---|---|---|---|----|----|---|---|---|---|---|----|---|---|---|---|---|----|---|---|---|---|---|---|---|---|---|---|---|---|
| <b>Consider the Consequences</b><br>Consider: What type of harm could occur (minor, serious, death)? Is there anything that will influence the severity (e.g. proximity to hazard, person involved in task etc.). How many people are exposed to the hazard? Could one failure lead to other failures? Could a small event escalate? | <b>Consider the Likelihood</b><br>Consider: How often is the task done? Has an accident happened before (here or at another workplace)? How long are people exposed? How effective are the control measures? Does the environment effect it (e.g. lighting/temperature/pace)? What are people's behaviours (e.g. stress, panic, deadlines) What people are exposed (e.g. disabled, young workers etc.)? | <b>Calculate the Risk</b><br>1. Take the consequences rating and select the correct column<br>2. Take the likelihood rating and select the correct row<br>3. Select the risk rating where the two ratings cross on the matrix below.<br><br><b>VH = Very high, H = High, M = Medium, L = Low</b>   |   |   |              |    |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
| <p><b>5. Severe:</b> death or permanent disability to one or more persons</p> <p><b>4. Major:</b> hospital admission required</p> <p><b>3. Moderate:</b> medical treatment required</p> <p><b>2. Minor:</b> first aid required</p> <p><b>1. Insignificant:</b> injuries not requiring first aid</p>                                  | <p><b>A. Almost certain:</b> expected to occur in most circumstances</p> <p><b>B. Likely:</b> will probably occur in most circumstances</p> <p><b>C. Possible:</b> might occur occasionally</p> <p><b>D. Unlikely:</b> could happen at some time</p> <p><b>E. Rare:</b> may happen only in exceptional circumstances</p>  | <table border="1"> <thead> <tr> <th colspan="2"></th> <th colspan="5" style="background-color: #800080; color: white;">CONSEQUENCES</th> </tr> <tr> <th colspan="2"></th> <th style="background-color: #00FF00;">1</th> <th style="background-color: #FFFF00;">2</th> <th style="background-color: #FFFF00;">3</th> <th style="background-color: #FF0000;">4</th> <th style="background-color: #FF0000;">5</th> </tr> </thead> <tbody> <tr> <th rowspan="5" style="background-color: #0000FF; color: white; writing-mode: vertical-rl; transform: rotate(180deg);">LIKELIHOOD</th> <th style="background-color: #0000FF; color: white;">A</th> <td style="background-color: #00FF00;">M</td> <td style="background-color: #FFFF00;">H</td> <td style="background-color: #FFFF00;">H</td> <td style="background-color: #FF0000;">VH</td> <td style="background-color: #FF0000;">VH</td> </tr> <tr> <th style="background-color: #0000FF; color: white;">B</th> <td style="background-color: #00FF00;">M</td> <td style="background-color: #00FF00;">M</td> <td style="background-color: #FFFF00;">H</td> <td style="background-color: #FF0000;">H</td> <td style="background-color: #FF0000;">VH</td> </tr> <tr> <th style="background-color: #0000FF; color: white;">C</th> <td style="background-color: #0000FF; color: white;">L</td> <td style="background-color: #00FF00;">M</td> <td style="background-color: #FFFF00;">H</td> <td style="background-color: #FF0000;">H</td> <td style="background-color: #FF0000;">VH</td> </tr> <tr> <th style="background-color: #0000FF; color: white;">D</th> <td style="background-color: #0000FF; color: white;">L</td> <td style="background-color: #0000FF; color: white;">L</td> <td style="background-color: #00FF00;">M</td> <td style="background-color: #00FF00;">M</td> <td style="background-color: #FFFF00;">H</td> </tr> <tr> <th style="background-color: #0000FF; color: white;">E</th> <td style="background-color: #0000FF; color: white;">L</td> <td style="background-color: #0000FF; color: white;">L</td> <td style="background-color: #00FF00;">M</td> <td style="background-color: #00FF00;">M</td> <td style="background-color: #00FF00;">M</td> </tr> </tbody> </table> |   |   | CONSEQUENCES |    |  |  |  |  |  | 1 | 2 | 3 | 4 | 5 | LIKELIHOOD | A | M | H | H | VH | VH | B | M | M | H | H | VH | C | L | M | H | H | VH | D | L | L | M | M | H | E | L | L | M | M | M |
|  |   | CONSEQUENCES   |   |   |              |    |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
|  |   | 1  | 2 | 3 | 4            | 5  |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
| LIKELIHOOD   | A   | M  | H | H | VH           | VH |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
|  | B   | M  | M | H | H            | VH |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
|  | C   | L  | M | H | H            | VH |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
|  | D   | L  | L | M | M            | H  |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |
|  | E   | L  | L | M | M            | M  |  |  |  |  |  |   |   |   |   |   |            |   |   |   |   |    |    |   |   |   |   |   |    |   |   |   |   |   |    |   |   |   |   |   |   |   |   |   |   |   |   |

| Risk level | Required action  |
|------------|--|
| Very high  | <b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls   |
| High       | <b>Act today:</b> The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls and (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and (iii) the document has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared and (v) the supervisor must review and document the effectiveness of the implemented risk controls |
| Medium     | <b>Act this week:</b> The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and (ii) the document has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.  |
| Low        | <b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.   |

**List emergency procedures and controls**

List emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures

| Implementation                      |                    |                    |                        |
|-------------------------------------|--------------------|--------------------|------------------------|
| Additional control measures needed: | Resources required | Responsible person | Date of implementation |
|                                     |                    |                    |                        |

| REVIEW   |  |  |  |
|--|--|--|--|
| Scheduled review date:                           |  |  |  |
| Are all control measures in place?               |  |  |  |
| Are controls eliminating or minimising the risk? |  |  |  |
| Are there any new problems with the risk?        |  |  |  |
| Review by: (name)                                |  |  |  |
| Review date:                                     |  |  |  |

**Acknowledgement of Understanding**

All persons performing these tasks must sign that they have read and understood the risk management (as described in HS329 Risk Management Procedure).

**Note:** for activities which are low risk or include a large group of people (e.g. open days, BBQ's, student classes etc), only the persons undertaking the key activities need to sign below. For all others involved in such activities, the information can be covered by other methods including for example a safety briefing, induction, and/or safety information sheet (ensure the method of communicating this information is specified here)

| Risk management name and version number: |           | I have read and understand this risk management form |  |
|--|-----------|--|--|
| Name                                     | Signature | Date   |  |
|  |           |  |  |
|  |           |  |  |
|  |           |  |  |