

RISK ASSESSMENT FORM

List identified hazards and detail measures taken to eliminate / minimise the risks:
(boxes on this form will expand to fit text)

Risk Assessment No.	EXAMPLE
Reference to SWP/SWMS No.	

College/Portfolio	All Colleges	Area/Unit	Academic Units	Location	University Wide	Area/Unit Manager	
Task/Procedure	Psychosocial Hazards Academics (external customer facing- i.e. Teaching)	Workers consulted / involved		Date	12/02/2024	Review Date	12/02/2029

Identified Hazard before controls		Risk Assessment			Risk Controls	Residual risk			Implementation
No.	Description	Consequences	Likelihood	Risk Measure (see matrix)	Control measures	Consequences	Likelihood	Risk Measure (see matrix)	Date controls implemented / reviewed
1	Job demands - Includes - High workloads - Long hours – possibly irregular - Complex tasks -high skill requirements - Rapid switch of tasks - High emotional pressure – dealing with customer (student or client) expectations	Major Injury	Unlikely	Medium	Enterprise Agreement Academic Workload Model Academic Role Statement Performance Review & Development Academic Profiles Recruitment process Casual pool staff for peak periods of teaching Employee Assistance Program (EAP) Dealing with Difficult Students guidelines Health & Counselling support	Major Injury	Highly Unlikely	Medium	University Wide controls
2	Low Job Control Includes - Lack of autonomy over work - Prescriptive Processes	Minor Injury	Possible	Medium	Performance Review & Development Academic Profiles Academic Workload Model Collaboration	Minor Injury	Unlikely	Medium	University Wide controls
3	Lack of Role Clarity Includes - lack of clarity or frequent changing of expectations, responsibilities and work standards - lack of clarity about work priorities	Major Injury	Unlikely	Medium	Enterprise Agreement Academic Workload Model Academic Role Statement - Teaching Performance Review & Development Academic Profiles EAP Recruitment	Minor Injury	Highly Unlikely	Medium	University Wide controls

	unclear reporting lines								
4	Poor Support Includes - Insufficient tools or resources (including human) to undertake tasks - Insufficient or unclear direction from supervisors - Inadequate coworker support	Minor Injury	Possible	Medium	Performance Review & Development Academic Profiles - Teaching Position Description User Guide, Supervisor reference manual EAP Manager Assist	Minor Injury	Unlikely	Medium	University Wide controls
5	Inadequate rewards or recognition – - receiving unfair or insufficient feedback - or insufficient or lack of recognition (pay or promotion) - Limited opportunities	Minor Injury	Unlikely	Medium	Staff Awards Performance Review & Development Manager and supervisor resources - Flinders University Staff Equal Opportunity Policy Remuneration policy Academic Promotion Policy Authorship of Research Output Procedures	Negligible	Possible	Low	University Wide controls
6	Poor Organizational Change management - Poor communication about changes and impact - Poor planning - Insufficient training to deal with changes - Changes impact on safety	Major Injury	Unlikely	Medium	Change Management Framework procedure Enterprise Agreement Employee Assistance Program Health & Safety Committees and Consultation Procedures Risk Management Procedure	Minor Injury	Unlikely	Medium	University Wide controls
7	Poor organizational justice - Procedural unfairness - Poor handling of workers information (personal) - Failing to address issues- underperformance, misconduct - Lack of transparency around process	Major Injury	Unlikely	Medium	Enterprise Agreement Code of Conduct Employee Assistance Program Grievance Process (Enterprise Agreement)	Minor Injury	Unlikely	Medium	University Wide controls
8	Conflict- poor workplace relationship and interactions - Between colleagues – including disagreements, uncivil behaviors - Excluding people	Major Injury	Unlikely	Medium	Employee Assistance Program Mental Health First Aid training Code of Conduct Bullying Prevention and Management Policy Performance Review & Development Psychosocial reporting tool Grievance Process (Enterprise Agreement) Close Personal Relationship policy EAP Manager Assist	Major Injury	Highly Unlikely	Medium	University Wide controls
9	Traumatic events – including - Violence - Witnessing fatality, serious injury or incident	Major Injury	Unlikely	Medium	Employee Assistance Program Critical Incident & Emergency Management Business Continuity Plans	Major Injury	Highly Unlikely	Medium	University Wide controls

	Traumatic accident that impacts research- i.e loss of subjects, materials or data				Safety on campus - Flinders University Staff Security – 24/7/ services Suicide prevention training for Universities FlinSafe- incident reporting				
10	Violence or aggression - Student aggression/ violence - Client aggression (i.e. in external workplaces or field work)	Major Injury	Unlikely	Medium	Employee Assistance Program or Health & Counselling Critical Incident & Emergency Management Safety on campus - Flinders University Staff Security – 24/7/ services Student conduct policy Mental Health First Aid training Managing Difficult Student Behaviors Guide	Major Injury	Highly Unlikely	Medium	University Wide controls
10	Remote or Isolated work	Major Injury	Unlikely	Medium	Driver and Vehicle Safety, Field Trips -late check-in Risk Assessments / Risk Management International travel - Flinders University Staff Nutrip – travel system Journey management Plan	Negligible	Possible	Low	University Wide controls
11	Bullying/ Harassment / sexual assault - Repeated unreasonable behaviors directed at a worker - Harassment due to personal characteristic- race, sex, religion, age - Sexual comments, advances to assault	Major Injury	Unlikely	Medium	Bullying Prevention and Management Policy Equal Opportunity and Diversity Policy and various training Sexual Harassment and Sexual Assault Response Policy, Procedures and reporting Close Personal Relationships Policy Safety on campus - Flinders University Staff Security 24/7 Grievance Procedure Psychosocial web page information and reporting	Major Injury	Highly Unlikely	Medium	University Wide controls
12	Poor work environment - Noise - Temperature - Lack of space - Poor ergonomic set up - Exposure to hazards- chemicals, plant etc..	Major Injury	Unlikely	Medium	WHS Risk Management Procedures Hazard specific procedures- chemical, plant etc. Office ergonomics Space and facilities FlinSafe- incident reporting	Negligible	Possible	Low	University Wide controls

Copy and paste subsequent rows as required to keep the lists and date fields.

Review the risk measured, and the controls implemented are still relevant and effective, then please select one of the following:

A The assessment reveals that the potential risk to health and safety from the use of the plant/equipment/procedure is not currently significant.

☐

B The assessment reveals that the potential risk to health and safety from the use of the plant/equipment/procedure is significant. However controls are in place that reduce risk as low as is reasonably practicable. ☒

Note: If the risk level is still **Extreme/High** after controls are in place, then cease the activity, identify and implement further controls and consult with your manager/supervisor until the risk is reduced as low as

reasonably practicable.

To be completed by Supervisor

Review of control measures

I am satisfied that appropriate controls are in place, still relevant and effective and the risk level is as low as reasonably practicable - Yes ☐ No ☐ (*if no, you must [put in other controls](#) & do another Risk Assessment.)

Supervisor signature: Click or tap here to enter text.

Date: Click or tap to enter a date.

EXAMPLE

HOW TO ASSESS THE RISK

Step A - Consider the consequences

For each hazard, consider the consequences if something happens. Consider what could reasonably have happened, as well as what actually happened (if there was an accident/incident). Look at the descriptions below and choose the most suitable consequence below.

Consequence	Description	Likelihood	Description
Catastrophic	May cause death, or permanent disability, and/or permanent ill health	Very likely	Expected to occur in most circumstances
Major	Severe injury or illness	Likely	Will probably occur in most circumstances
Minor	Minor (usually reversible) injury or illness resulting in days off work	Possible	Might occur occasionally
First Aid	First aid level medical treatment	Unlikely	Could happen at some time
Negligible	No treatment required	Highly unlikely	May happen only in exceptional circumstances

Step B - Consider the likelihood

How likely is it that something will happen as a result of the hazard?

Choose the most suitable likelihood below.

Step C – Calculate the Risk Level

1. Take the Consequence rating and select the correct line in the matrix below.
2. Take the Likelihood rating and select the correct column in the matrix below.
3. Circle the risk level where the two ratings intersect in the matrix below.

Risk level = [Click or tap here to enter text.](#)

Risk Matrix

Consequence	Likelihood				
	Very likely	Likely	Possible	Unlikely	Highly unlikely
Catastrophic	Extreme	High	High	High	Medium
Major injury	High	High	High	Medium	Medium
Minor injury	High	Medium	Medium	Medium	Medium
First aid	Medium	Medium	Medium	Low	Low
Negligible	Medium	Medium	Low	Low	Low

Prioritising Hazards

Risk Level	Priority	Action
Extreme	1	* Do not proceed with task/activity until corrective actions have been implemented, reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head. * Control measures must be implemented to reduce the risk as low as possible.
High	2	* Do not proceed with task/activity until corrective action has been implemented, reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head. * Implement control measures to reduce the risk as low as possible.
Medium	3	* Notify supervisor/manager and assess activity. * Implement control measures to reduce the risk as low as possible.
Low	4	* Implement control measures.

Control Hierarchy

Elimination	<i>Remove hazard</i>
Substitution	<i>Use a less hazardous alternative</i>
Isolation	<i>Eg Restrict access, use in a closed container, fume cabinet</i>
Engineering	<i>Eg Trolleys to move loads, guards on machinery, fume cupboard</i>
Administration	<i>Eg Training, Safe Work Procedure, signage</i>
PPE - Personal Protective Equipment	<i>Eg Gloves, respirator, safety glasses</i>

See [WHS Risk Management Procedure](#) for further details