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 (non-external customer facing- i.e. research)	**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 -time, legal, reputational	Major Injury	Unlikely	Medium	Enterprise Agreement Academic Workload Model Academic Role Statement Performance Review & Development Academic Profiles Recruitment process Employee Assistance Program (EAP)	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 • unclear reporting lines	Major Injury	Unlikely	Medium	Enterprise Agreement Academic Workload Model Academic Role Statement Performance Review & Development Academic Profiles EAP Research Integrity Policy	Major Injury	Highly Unlikely	Medium	**University Wide controls**
4	Poor Support Includes • Insufficient tools or resources (including	Minor Injury	Possible	Medium	Performance Review & Development Academic Profiles Position Description User Guide,	Minor Injury	Unlikely	Medium	**University Wide controls**

	human) to undertake tasks • Insufficient or unclear direction from supervisors • In adequate coworker support				Supervisor reference manual				
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 Renumeration 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	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	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 Code of Conduct Bullying Prevention and Management Policy Performance Review & Development EAP - Manger Assist	Major Injury	Highly Unlikely	Medium	**University Wide controls**
9	Traumatic events • Violence or aggression from other persons • Witnessing fatality, serious injury or incident • Traumatic accident that impacts research- i.e loss of subjects, materials or data	Major Injury	Unlikely	Medium	Employee Assistance Program Critical Incident & Emergency Management Business Continuity Plans Safety on campus - Flinders University Staff	Major Injury	Highly Unlikely	Medium	**University Wide controls**
10	Remote or Isolated work	Major Injury	Unlikely	Medium	Driver and Vehicle Safety, Field Trips Risk Assessments / Risk Management International travel Procedure- Flinders University Staff Nutrip travel system & Journey management Plans FlinSafe – Field Trip -late check-in	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 Policy Sexual Harassment and Sexual Assault Response Policy and Procedures Close Personal Relationships Policy Safety on campus - Flinders University Staff	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 WHS specific procedures -e.g. chemical, plant, field trip Office ergonomics Space and facilities FlinSafe- incident/ hazard reporting procedure	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.

HOW TO ASSESS THE RISK

Step A - Consider the consequences		Step B - Consider the likelihood	
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.		How likely is it that something will happen as a result of the hazard? Choose the most suitable likelihood 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 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	*Remove hazard*
Substitution	*Use a less hazardous alternative*
Isolation	*Eg Restrict access, use in a closed container, fume cabinet*
Engineering	*Eg Trolleys to move loads, guards on machinery, fume cupboard*
Administration	*Eg Training, Safe Work Procedure, signage*
PPE - Personal Protective Equipment	*Eg Gloves, respirator, safety glasses*

See WHS Risk Management Procedure for further details