

# RISK ASSESSMENT FORM

List identified hazards and detail measures taken to eliminate / minimise the risks:

(boxes on this form will expand to fit text)

|                                  |         |
|----------------------------------|---------|
| <b>Risk Assessment No.</b>       | EXAMPLE |
| <b>Reference to SWP/SWMS No.</b> |         |

|                          |                                                                                                                                                                                                          |                                     |                |                 |                 |                          |            |
|--------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|----------------|-----------------|-----------------|--------------------------|------------|
| <b>College/Portfolio</b> | All Colleges                                                                                                                                                                                             | <b>Area/Unit</b>                    | Academic Units | <b>Location</b> | University Wide | <b>Area/Unit Manager</b> |            |
| <b>Task/Procedure</b>    | <b>Psychosocial Hazards</b><br><br><b>Professional Staff (external customer facing-</b> e.g. Student Administrative Services, Library, WIL staff, technical staff, Security, Health & Counselling staff) | <b>Workers consulted / involved</b> |                | <b>Date</b>     | 12/02/2024      | <b>Review Date</b>       | 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 -<br><br>Includes <ul style="list-style-type: none"> <li>High workloads</li> <li>Long hours – possibly irregular</li> <li>Complex tasks -high skill requirements</li> <li>Rapid switch of tasks</li> <li>High emotional pressure – dealing with customer (student or client) expectations</li> </ul> | Major Injury    | Unlikely   | Medium                    | Enterprise Agreement<br>Job/ Role Statement<br>Performance Review & Development<br>Recruitment process<br>Flexible work arrangements<br>Employee Assistance Program (EAP) | Major Injury  | Highly Unlikely | Medium                    | University Wide controls             |
| 2                                 | Low Job Control<br>Includes <ul style="list-style-type: none"> <li>Lack of autonomy over work</li> <li>Prescriptive Processes</li> </ul>                                                                                                                                                                         | Minor Injury    | Possible   | Medium                    | Performance Review & Development                                                                                                                                          | Minor Injury  | Unlikely        | Medium                    | University Wide controls             |
| 3                                 | Lack of Role Clarity<br><br>Includes <ul style="list-style-type: none"> <li>lack of clarity or frequent changing of expectations, responsibilities and work standards</li> <li>lack of clarity about work priorities</li> <li>unclear reporting lines</li> </ul>                                                 | Major Injury    | Unlikely   | Medium                    | Enterprise Agreement<br>Job/ Role Statement<br>Performance Review & Development<br>Employee Assistance Program (EAP)<br><br>Recruitment process                           | Major Injury  | Highly Unlikely | Medium                    | University Wide controls             |

|   |                                                                                                                                                                                                                                                                            |              |          |        |                                                                                                                                                                                                                                                                                                             |              |                 |        |                                     |
|---|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|--------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|--------|-------------------------------------|
| 4 | Poor Support<br>Includes <ul style="list-style-type: none"> <li>Insufficient tools or resources (including human) to undertake tasks</li> <li>Insufficient or unclear direction from supervisors</li> <li>In adequate coworker support</li> </ul>                          | Minor Injury | Possible | Medium | Performance Review & Development<br>Position Description User Guide,<br>Supervisor reference manual<br>Employee Assistance Program (EAP)<br>EAP -Manager Assist                                                                                                                                             | Minor Injury | Unlikely        | Medium | <b>University<br/>Wide controls</b> |
| 5 | Inadequate rewards or recognition – <ul style="list-style-type: none"> <li>receiving unfair or insufficient feedback</li> <li>or insufficient or lack of recognition (pay or promotion)</li> <li>Limited opportunities</li> </ul>                                          | Minor Injury | Unlikely | Medium | Staff Awards<br>Performance Review & Development<br>Manager and supervisor resources - Flinders<br>University Staff<br>Equal Opportunity Policy<br>Remuneration policy                                                                                                                                      | Negligible   | Possible        | Low    | <b>University<br/>Wide controls</b> |
| 6 | Poor Organizational Change management <ul style="list-style-type: none"> <li>Poor communication about changes and impact</li> <li>Poor planning</li> <li>Insufficient training to deal with changes</li> <li>Changes impact on safety</li> </ul>                           | Major Injury | Unlikely | Medium | Change Management Framework procedure<br><br>Enterprise Agreement<br>Employee Assistance Program<br>Health & Safety Committees and Consultation<br>Procedures<br>Risk Management Procedure                                                                                                                  | Minor Injury | Unlikely        | Medium | <b>University<br/>Wide controls</b> |
| 7 | Poor organizational justice <ul style="list-style-type: none"> <li>Procedural unfairness</li> <li>Poor handling of workers information (personal)</li> <li>Failing to address issues- underperformance, misconduct</li> <li>Lack of transparency around process</li> </ul> | Major Injury | Unlikely | Medium | Enterprise Agreement<br>Code of Conduct<br>Employee Assistance Program<br>Grievance Process (Enterprise Agreement)                                                                                                                                                                                          | Minor Injury | Unlikely        | Medium | <b>University<br/>Wide controls</b> |
| 8 | Conflict- poor workplace relationship and interactions <ul style="list-style-type: none"> <li>Between colleagues – including disagreements, uncivil behaviors</li> <li>Excluding people</li> </ul>                                                                         | Major Injury | Unlikely | Medium | Employee Assistance Program<br>Mental Health First Aid training<br>Code of Conduct<br>Bullying Prevention and Management Policy<br>Performance Review & Development<br>Psychosocial reporting tool<br>Grievance Process (Enterprise Agreement)<br>Close Personal Relationship policy<br>EAP -Manager Assist | Major Injury | Highly Unlikely | Medium | <b>University<br/>Wide controls</b> |
| 9 | Traumatic events – including <ul style="list-style-type: none"> <li>Violence</li> <li>Witnessing fatality, serious injury or incident</li> <li>Traumatic accident that impacts research- i.e loss of subjects, materials or data</li> </ul>                                | Major Injury | Unlikely | Medium | Employee Assistance Program<br>Critical Incident & Emergency Management<br>Business Continuity Plans<br>Safety on campus - Flinders University Staff<br>Security – 24/7/ services<br>FlinSafe- incident reporting                                                                                           | Major Injury | Highly Unlikely | Medium | <b>University<br/>Wide controls</b> |

|    |                                                                                                                                                                                                                                                                         |              |          |        |                                                                                                                                                                                                                                                                                                                                                                           |              |                 |        |                          |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|----------|--------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|-----------------|--------|--------------------------|
| 10 | Violence or aggression <ul style="list-style-type: none"> <li>Student aggression/ violence</li> <li>Client aggression (i.e. in external workplaces or field work)</li> </ul>                                                                                            | Major Injury | Unlikely | Medium | Employee Assistance Program or Health & Counselling<br>Critical Incident & Emergency Management<br>Safety on campus - Flinders University Staff Security – 24/7/ services<br>Duress alarms<br>Mental Health First Aid training<br>Managing Difficult Student Behaviors Guide<br>FlinSafe- incident/ hazard reporting procedure                                            | Major Injury | Highly Unlikely | Medium | University Wide controls |
| 10 | Remote or Isolated work                                                                                                                                                                                                                                                 | Major Injury | Unlikely | Medium | Driver and Vehicle Safety,<br>Field Trips -late check-in<br>Risk Assessments / Risk Management<br>International travel - Flinders University Staff<br>Nutrip – travel system<br>Journey management Plan                                                                                                                                                                   | Negligible   | Possible        | Low    | University Wide controls |
| 11 | Bullying/ Harassment / sexual assault <ul style="list-style-type: none"> <li>Repeated unreasonable behaviors directed at a worker</li> <li>Harassment due to personal characteristic- race, sex, religion, age</li> <li>Sexual comments, advances to assault</li> </ul> | Major Injury | Unlikely | Medium | Bullying Prevention and Management Policy<br>Equal Opportunity and Diversity Policy and various training<br>Sexual Harassment and Sexual Assault Response Policy, Procedures and reporting<br>Close Personal Relationships Policy<br>Safety on campus - Flinders University Staff Security 24/7<br>Grievance Procedure<br>Psychosocial web page information and reporting | Major Injury | Highly Unlikely | Medium | University Wide controls |
| 12 | Poor work environment <ul style="list-style-type: none"> <li>Noise</li> <li>Temperature</li> <li>Lack of space</li> <li>Poor ergonomic set up</li> <li>Exposure to hazards- chemicals, plant etc..</li> </ul>                                                           | Major Injury | Unlikely | Medium | WHS Risk Management Procedures<br>Hazard specific WHS procedures – e.g. chemicals, plant<br>Office ergonomics<br>Space and facilities<br>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.

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.<br>* 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.<br>* Implement control measures to reduce the risk as low as possible.             |
| Medium     | 3        | * Notify supervisor/manager and assess activity.<br>* 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