Task/Protocol/Process/Project Risk Assessment

**

*Click to add image*

|  |  |
| --- | --- |
| **Risk Assessment No** |  |
| **Document References** |  |

Before commencing, please see the reference page (page 3) for a description of the risk assessment process and the risk assessment matrix.

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| --- | --- | --- | --- |
| **Area** |  | **Location (room #)** |  |
| **Title / Description** |  |
| **Assessed by Name(s)** |  | **Assessed by Position(s)** |  | **Assessment Date** | Click or tap to enter a date. | **Review Date (5 years or earlier if circumstances / information change)** | Click or tap to enter a date. |

# ADDITIONAL INFORMATION:

1. ***Does this project require any of the following documentation?*** If STATUS is 'Yes' please provide approval/permit reference details/number and date for each document.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **STATUS** | **Approval/permit reference details/number** | **Date** |
| [ ]  | IBC/OGTR approval |   |  | Click or tap to enter a date. |
| [ ]  | Animal ethics approval |   |  | Click or tap to enter a date. |
| [ ]  | Human ethics approval |   |  | Click or tap to enter a date. |
| [ ]  | Import/Quarantine permit |   |  | Click or tap to enter a date. |
| [ ]  | Material Transfer Agreement (MTA) |   |  | Click or tap to enter a date. |
| [ ]  | Other permits/certifications/licences | Details:  |
| [ ]  | Other mandatory documentation | Details:  |

1. ***Have Safe Work Procedures been developed for this project/task/protocol?*** Yes [ ]  No [ ]  If YES, please enter **document reference** details at the top of the page.

# Review the risk measured, and the controls, then please select one of the following:

1. The assessment reveals that the potential risk to health and safety from the use of the plant/equipment/procedure is not currently significant. [ ]
2. 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.

|  |  |  |  |  |  |
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| **Identified Hazards** | **Risk Assessment** | **Risk Rating****(see matrix)** | **Required Controls (consider control hierarchy)** | **Residual risk** | **Implementation** |
| **No.** | **Hazard Type** | **Hazard Description prompts** | **Comment/Specific Details** | **Consequence** | **Likelihood** | **Consequence** | **Likelihood** | **Risk Measure (see matrix)** | **Date Controls Implemented** |
| **1** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **2** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **3** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **4** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **5** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **6** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **7** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **8** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **9** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **10** | Choose an item. |  |  |   |   |   |  |   |   |   |  |
| **11** | Choose an item. |  |  |   |   |   |  |   |   |   |  |

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

**To be completed by Supervisor**

# Review of control measures

I am satisfied that appropriate controls are in place and the risk level is as low as reasonably practicable – Yes [ ]  \*No [ ]

(\*if no, you must do another Risk Assessment.)

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| **Supervisor signature:** |  | **Date:** | Click or tap to enter a date. |

**Purpose of this Risk Assessment:**

to bring together the assessment of all risks associated with the conduct of a protocol or process that uses plant, &/or hazardous chemicals &/or requires ethics, OGTR approval or other permits, and to identify the controls required to minimise those risks:

* Consider the use of any **hazardous chemicals** and **plant/equipment** in the procedures and the **environment** and **manner** in which it is conducted.
* Cross reference all relevant Hazardous Chemicals or Plant Risk Assessments, and include approval/permit references where applicable.

**HOW TO ASSESS THE RISK**

**Step C – Calculate the Risk Level**

1. Take the Step A rating and select the correct line in the matrix below.
2. Take the Step B rating and select the correct column in the matrix below.
3. Circle the risk level where the two ratings cross in the matrix below.

Risk level =

|  |  |
| --- | --- |
| **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 aresult of the hazard?Choose the most suitable Likelihood below. |
| **Consequence** | **Description** | **Likelihood** | **Description** |
| Catastrophic | May cause death orpermanent disability, and/or permanent ill health | Very likely | Expected to occur in mostcircumstances |
| Major | Severe injury or illness | Likely | Will probably occur in mostcircumstances |
| Minor | Minor (usually reversible) injuryor illness resulting in days off work | Possible | Might occur occasionally |
| First Aid | First aid level medicaltreatment | Unlikely | Could happen at some time |
| Negligible | No treatment required | Highlyunlikely | May happen only in exceptionalcircumstances |

**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** |  | **Control Hierarchy** |  |
| **Risk Level** | **Priority** | **Action** |
| Elimination | *Remove hazard* |
| **Extreme** | 1 | \* Cease task/activity immediately;* Implement short term safety controls to make the situation safe;
* Notify supervisor/manager and assess activity; and
* Do not proceed with task/activity until corrective action has been implemented, and reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head.
 |
| Substitution | *Use a less hazardous alternative* |
| Isolation | *Eg Restrict access, use in a closed container, fume cabinet* |
| **High** | 2 | * Implement short term safety controls to make the situation safe;
* Notify supervisor/manager and assess activity; and
* Do not proceed with task/activity until corrective action has been implemented, and reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head.
 |
| Engineering | *Eg Trolleys to move loads, guards on machinery, fume cupboard* |
| Administration | *Eg Training, Safe Work Procedure, signage* |
| **Medium** | 3 | * Implement short term safety controls.
* Notify supervisor/manager and assess activity.
* Implement control measures.
 |
| PPE - Personal Protective Equipment | *Eg Gloves, respirator, safety glasses* |
| **Low** | 4 | * Notify supervisor/manager and assess activity.
* Implement control measures.
 | See [WHS Risk Management Procedure](https://www.flinders.edu.au/content/dam/documents/staff/policies/health-safety/whs-risk-management-procedures.pdf) for further detailsProject Risk Assessment Form - revised 21 August 2023 Page 3 of 3 |