# OVERVIEW

The following template has been provided in a word format to enable you to type in information and to electronically transmit and save the document. Refer to the Project Task Risk Management Procedure for instructions and guidance on how to use this Risk Assessment Template. If you require assistance with reviewing your assessment, first speak with your colleagues, line supervisor, elected health safety representative. If further assistance is required, please contact the University Work Health and Safety Unit via health.safety@utas.edu.au.

### Records

Copies of completed Project/Task Risk Assessments shall be retained within the Organisational Unit and made available to all employees undertaking the particular activity or task.

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| **STEP 1.** |  |  |
| **Project / Task Name:** |  | **Work Area:** |  | **Org Unit** |  |
| **Project / Task Description:** |  | **File****ID** |  |

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| **STEP 2.** | **STEP 3.** | **STEP 4.** | **STEP 5.** | **STEP 6.** | **STEP 7.** | **STEP 8.** | **STEP 12.** |
| **Ref No.** | **SPECIFIC TASK / ACTIVITY STEPS** | **IDENTIFY POTENTIAL HAZARDS** | **RISK RANKING** | **RISK CONTROL MEASURES*** *Hierarchy of Control – Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection.*
* *Additional information can be attached.*
 | **RESIDUAL RISK** | **Actioner / Initials** |
| **Consequence** | **Likelihood** | **Risk Rating** | **Consequence** | **Likelihood** | **Residual Risk** |
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|  |  |  | **STEP 9.** | **Highest Remaining Residual Risk** |  |  |
| **STEP 10.** |
| **Risk assessment prepared by:** | **Risk assessment trained person =** |  | **Date:** | / / 20\_\_\_ |
| **Other participant names =** |  |
| **Consultation conducted with:** |  | **SWP to be developed?** | Yes / No |

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| **Residual Risk** | **APPROVAL REQUIRED TO PROCEED** | **Approval Signature** | **Approval Date:** |
|  Extreme (E) | Approval must be obtained from a member of the UTAS Senior Management Team such as a Dean before work starts\* |     |    |
| High (H) | Approval must be obtained from the Budget Centre Head/RO before work starts\* |
| Moderate (M) | Work can commence when a Budget Centre Head/RO or a nominated delegate e.g. Senior Lecturer/Researcher, or University Manager Level person has approved this risk assessment, & all identified control measures are in place. |
| Low (L) | Work can commence when an approved University Staff member has approved this risk assessment, & all identified control measures are in place. |
|  | Organisational Unit Head (or nominated delegate) must approve Risk Assessment if it is used to develop a SWP. |

*\* Discretion for the Organisational Head/Officer to approve Extreme / High risk work to proceed only applies where there is a risk to production loss/plant. This discretion does not apply to work if the Ext/High residual risk relates to the potential for personal injury or environment risk.*

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| **Step 11.** |
| If the Project/Task does not involve any permits and sign-off sheets, or participants are not registered in the Fieldteq database, then all participants must sign on (and sign off when complete if relevant) before they are permitted to be involved in the Project/Task.***By signing below, participants acknowledge they have read and understand the risk assessment and agree to comply with all steps and control measures:*** |
| **NAME** | **SIGN ON** | **DATE** | **SIGN OFF** | **DATE** | **NAME** | **SIGN ON** | **DATE** | **SIGN OFF** | **DATE** |
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| **RISK CALCULATOR (Risk Rating = Consequences x Likelihood)** |
| **LIKELIHOOD** | **CONSEQUENCE** |
| **Insignificant (1)** | **Minor (2)** | **Moderate (3)** | **Major (4)** | **Catastrophic (5)** |
| **Almost Certain (5)** | M (11) | H (13) | E (20) | E (23) | E (25) |
| **Likely (4)** | M (7) | H (12) | H (17) | E (21) | E (24) |
| **Possible (3)** | L (4) | M (8) | H 16) | E (18) | E (22) |
| **Unlikely (2)** | L (2) | L (5) | M (9) | H (15) | E (19) |
| **Rare (1)** | L (1) | L (3) | M (6) | M (10) | H (14) |
| **STEP** | **QUICK GUIDE OF WHAT TO DO** | **MORE DETAILED INFORMATION ON EACH PROJECT/TASK RISK ASSESSMENT STEP** |
|  | Complete a description of the Project / Task | * At the top of the risk assessment record the task name, a brief description of the task, and the relevant work area and section. Keep as simple as possible, but with enough information to identify the task.
* If the Risk Assessment is being used to develop a Safe Work Procedure (SWP), the risk assessment task name should correspond with the title of the SWP.
 |
|  | Detail specific task steps | * In the first column “Ref No.” write the step no. starting from 1. up until however many steps/tasks there are in the task. If applicable, these should align with any associated SWP to enable cross referencing.
* List each of the specific tasks, activities and/or steps associated with the project that will be undertaken.
 |
|  | Identify potential Hazards for each Task/Activity in Step 2.* Use *WHS Hazard Prompt Sheet* (Appendix 2) for help.
 | * In the column next to listed tasks/activities, identify all potential hazards relevant to each item. Record each hazard on a separate line.
* A common mistake is to refer to a hazard as the actual harm or the health effect it caused rather than the hazard. E.g. If the task was hosing down an area, the hazard is the wet floor not the potential harm caused e.g. fall / cut knee.
* If no hazards are found for a task/step or the risk has been addressed in a previous hazard, the task still needs to be listed to show it has been considered, and to keep the steps/tasks in line with any associated SWP.
 |
|  | Evaluate the possible Consequence of the Hazard* Use Risk Calculator above
 | * Simply put if someone was exposed to the hazard, what would be the reasonable consequence? It is not always the “worst” case scenario; e.g. if you fell 1m off a ladder you could be killed as an extreme (e.g. land on your head), but the most likely consequence would be you might sprain your wrist or break a leg. Therefore the consequence is more likely to be moderate rather than catastrophic.
 |
|  | Evaluate the Likelihood of that Consequence* Use Risk Calculator above
 | * Ask yourself will it ever happen; if so what factors are needed for it to happen, and how often would those factors be around. Then ask yourself what you think the reasonable frequency would be, before determining the Likelihood.
 |
|  | Determine Risk Ratings of hazards* Use Risk Calculator above
 | * Determine each hazard’s risk rating by intersecting the “Consequence” and “Likelihood” levels on the Risk Calculator table.
* For more detailed information on determining risk levels, refer to the Risk Matrix (appendix in Risk Management Policy CORP 13.1).
 |
|  | Identify Controls to reduce hazard risk | * Control measures need to reduce hazard risk ratings to an acceptable level if the current risk level is unacceptable; aim for a low risk.
* Apply the Hierarchy of Control when determining control measures (refer to Minimum Standard: Risk Management Project/Task – 1.3).
 |
|  | Evaluate the Residual Risk (risk rating with controls in place) | * After control measures have been identified, you need to reassess each hazards risk rating to determine what the remaining risk would be with the controls in place from Step 7 (follow the principles in Steps 4 & 5 above).
* The aim is to achieve a Low Risk; if not achieved review controls again and/or ask for help.
 |
|  | Determine highest remaining residual risk | * If the highest residual risk on the risk assessment is a Low Risk, or a Moderate Risk the task/project can commence once all control measures are in place and the risk assessment has been reviewed and approved.
* If a High or Extreme risk still remains, then the task/project must not commence and further review must be undertaken involving the Budget Centre Head/RO or a member of the UTAS Senior Management Team such as a Dean (an Elected Safety Representative should also be involved).

*Exemption: In exceptional circumstances, if the “Ext” or “High” risk rating does not apply to personal injury or environmental damage (e.g. potential for property damage only), and the Budget Centre Head/RO in consultation with the WHS Unit believe it is an acceptable risk for the University, the task may be approved. This does not apply for Personal injury or Environmental risks; a “M” (Moderate) risk is the highest ranking allowable.* |
|  | Approval / SWP development | * Once the risk assessment is complete, all participants should record their name at the bottom of the sheet, document any consultation that was had (e.g. tabled at WHS Committee) and the Budget Centre Head / RO or delegate should sign off the task for approval.
* Specify if a safe work procedure (SWP) is required to be developed (e.g. for routine / regular tasks). If yes, this should be done in accordance with the Minimum Standard - Safe Work Procedure Development.
 |
|  | Sign on / off | * All persons involved in a project/task must acknowledge they have read and understood a risk assessment and agree to comply with all steps and control measures.
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|  | Document Actioners | * Reference the initials of the person responsible for ensuring a particular control is implemented before progressing with the task/project.
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| **PROJECT / TASK PREPARATION CONSIDERATIONS INCLUDE:** |
| Minimum PPE | * Safety glasses
* Double eye / Face shield
* Earplugs (Specify class: \_\_\_\_\_\_\_\_\_\_\_)
* Helmet
* High-visibility
* Safety boots
* Long sleeves/trousers
* Coveralls
* Respirator (Specify type: \_\_\_\_\_\_\_\_\_\_)
* UV protection (Hat, glasses, etc)
* Gloves (Specify type: \_\_\_\_\_\_\_\_\_\_\_\_\_)
* Other:
 | Emergency Response /Plant /Equipment / Access | * 1st aid equipment/Trained first aiders
* Fire equipment
* Other emergency response
* Chemicals approved for job
* Chemical/Oil spill kit
* Vehicular type / access / parking
* Amenities / Facilities / Hours of work
* Signage / Barricades
* Communication equipment
* Registered plant
 | Training / Competency / Compliance | * High risk licenses
* Certificates of competency
* Experience
* Induction training required
* Project / Area Supervisor
* Any relevant legislation
* Consultation / Notifications
* Any literacy issues
 |
| **POTENTIAL HAZARDS ASSOCIATED WITH THE PROJECT/TASK RESULTING FROM *(but not limited to)*:** |
| **CATEGORY** | **CONSIDER** | **CATEGORY** | **CONSIDER** | **CATEGORY** | **CONSIDER** |
| Permit to Work | * Hot Work (Welding, cutting, grinding, etc)
* Confined Space Entry *(e.g. suffocation)*
* Isolations
* High Voltage
* Working at Heights
* Asbestos
* Surface Disturbance (Excavation/Demolition)
* Radiation
 | Manual Handling (Ergonomic) / Human / Muscular | * Repetition / Overuse
* High / Low reach
* High force / Heavy loads
* Awkward / Unbalanced loads
* Pushing / Pulling / Twisting
* Carrying & walking
* Over exertion *(e.g. fatigue)*
* Design / Layout
* Personal characteristics e.g. height
 | Mechanical | * Unguarded moving parts (e.g. crush)
* Drawing in / cutting points (e.g. nips)
* Impact and crushing areas
* Uncontrolled movement
* Tearing / Shearing (e.g. abrasions)
* Unsafe access
* Auto-start equipment
* Inadequate isolation points
* Hand & power tool condition
* Stored energy (e.g. vessels)
* Failure of plant (e.g. loss of load, plant ejection, collapse, fragmentation)
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| Emergency | * Working alone / Remote work
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| Fire / Explosion | * Inappropriate chemical storage/use
* Self-ignition combustibles (e.g. dust)
* Fire *(e.g. burns)*
 | Thermal | * Steam / Condensate
* Hot or cold materials/surfaces
* Heat stress / Cold
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| Gravitational*Injured by people or objects falling* | * Working at height / Unguarded edge
* Struck by falling/lowering object
* Rolling/Sliding objects
* Ascending/Descending stairs / ramp / ladders / platform / mobile equipment
* Lifting equipment (e.g. crane, sling)
* Holes/Gaps or Slip/Trip hazards
* Scaffolding
* Unbalanced ladders
* Structural failure / Exceeding load ratings
 | Chemical / Environment | * Hazardous Subs/Dangerous Goods
* Inadequate storage/bunds/labelling
* Gas / Dust / Fumes *(e.g. explosion)*
* Poor ventilation
* Inhalation / Absorption / Skin contact
* Waste/Contamination e.g. soil/water/air
 | Pressure | * Compressed gases
* Hydraulic / Vacuum
* HP steam / Water
 |
| GeneralWork Area / Housekeeping | * Time of day and illumination/glare
* Wet / Slippery / Uneven surfaces
* Weather & outdoors e.g. wind, UV, fog
* Unauthorised personnel entry
* Noise / Vibration
* Biological – fluids, sharps, insects
* Inadequate maintenance/inspections
* Restricted work area
* Any foreseeable abnormal conditions?
* Any other hazardous conditions?
 |
| Procedural | * Inadequate training / experience
* Incorrect equipment selection / use
 |
| Kinetic Energy / Mobile Plant / Pedestrians | * Traffic / pedestrian interaction
* Vehicle instability e.g. rollover
* Exceeding rated capacity
* Obstructed / Poor Visibility
* Being hit by the activities of another person, moving vehicle or object
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| Electrical | *Hazards resulting in electrocution / burns; E.*g.* Cables: Unsafe condition/location
* No earth leakage protection
* High voltage / Switch rooms
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|  |  |  |  |  | **Consequence – descriptions are an extract from the full UTAS** [**Risk-Matrix**](http://www.utas.edu.au/__data/assets/pdf_file/0012/30621/Risk-Matrix.pdf) |
|  | **RISK CALCULATOR****E = Extreme risk** **H = High risk****M = Medium risk****L = Low risk**Residual **High** or **Extreme** risks must be reported to Budget Centre Heads / RO and require detailed action plans / control measures to reduce the risk to **Low** or **Medium** before a project/task can commence.  |  |  | **WHS, HR** | Injury report &/or 1st aid only; substantial stress reducing work effectiveness without lost time. | Medical treatment injury (MTI);Substantial stress requiring professional clinical support. | Hospitalisation (less than 3 days lost time); serious temp disability; minor permanent disability. | Hospitalisation (longer-term); single death; permanent disabilities (multiple persons). | Multiple deaths &/or permanent disability (5 plus persons). |
|  |  |  |  | **Environment, Community** | Brief pollution: No discernable impact; internal report, liability <$5k | Transient harm: minor effects on environ, minor localised short-med term damage; liability $5k-$50k | Moderate harm: Measurable environ impairment but not on ecosystem; short-med term impacts; liability $50k-$500k | Significant harm: Serious environ effects, some ecosystem impairment; med-long term impacts, recovery once clean up complete; liability $0.5m-$5m | Long term harm: Serious environ widespread effects, significant impairment of ecosystem function; remediation required; liability >$5m |
|  |  |  |  | **Political, Reputation & Image** | Issue resolved internally by day-to-day processes; little or no stakeholder interest. | Issue raised by students / local press; minor adverse public / media attention & complaints. | Student/Community concern; heavy local media coverage; criticism by NGOs; reputation affect with some stakeholders. | Significant adverse media coverage (national/public); reputation impacted with significant no. of stakeholders; breakdown in business partnership | Reputation affected national & international, & with majority of key stakeholders; serious public / media outcry; significant breakdown in business partnerships |
|  |  |  |  | **Business, Quality & Infrastructure** | Negligible business interruption, brief loss of service; <10 recommendations from licensing body; event absorbed through normal activity; loss of >1 days research/work | Minor delivery delays; loss of 1-5 days research/ work; loss of up to 10 EFSLs; event requires mgt attention to minimise impact; >2 license non-compliances | Significant event; loss of 10-100 EFSLs; 2+ non-compliances& license under threat; loss of 5days – 6wks research/work; critical service interruption. | Major event; loss of 100+ EFSLs; limited accreditation/ licensing; loss of 6-13wks research/work; critical infrastructure service loss for <1 month | Extreme event – potential for collapse of part of business; school viability threatened (loss of students / clients); limited accreditation; loss of 13+wks research//work; critical infrastructure loss >1 month |
|  |  |  |  | **Legal** | Adverse regulatory action unlikely | Regulatory action not likely; minor legislative breach | Serious legislative breach; potential for regulatory action e.g. fine, prosecution | Major legislative breach; possible investigation, prosecution &/or major fine | Significant prosecution / fines likely; “wilful” / ”negligent”; potential significant litigation e.g. class action |
|  |  |  |  | **Financial** | 0.5% of Budget; <$5K for School/Faculty | 0.5-1% of Budget; <$5k - $50K for School/Faculty | 1-5% of Budget; $50k-0.5m for School/Faculty | 5-10% of Budget; $0.5-$5m | 10% of Budget;>$5m for School/Faculty |
|  |  |  |  |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
|  | **Probability:** | **Historical:** |  |  | **1** | **2** | **3** | **4** | **5** |
| **Likelihood** | Occurs weekly | Expected to occur in most circumstances | **5** | **Almost Certain** | **M (11)** | **H (13)** | **E (20)** | **E (23)** | **E (25)** |
| Occurs monthly | Will probably occur in most circumstances | **4** | **Likely** | **M (7)** | **H (12)** | **H (17)** | **E (21)** | **E (24)** |
| Yearly; 1 in 20 chance | Might occur at some time | **3** | **Possible** | **L (4)** | **M (8)** | **H (16)** | **E (18)** | **E (22)** |
| Once in every 10 years; 1 in 100 chance | Could occur at some time | **2** | **Unlikely** | **L (2)** | **L (5)** | **M (9)** | **H (15)** | **E (19)** |
| Less than 1% chance of occurring | May occur but in exceptional circumstances | **1** | **Rare** | **L (1)** | **L (3)** | **M (6)** | **M (10)** | **H (14)** |

*Adapted from AS/NZS 4360: Risk Management*