

RISK ASSESSMENT PROCEDURE



8 Risk Assessment Procedure

8.1 Rationale

Comply with the Health and Safety at Work Act 2015, and carry out appropriate risk assessments of hazards.

8.2 Guiding Principles

All hazards need to be reported to ensure that the PCBU is managing them correctly based on a clear process for effectively assessing the risk of each hazard.

A risk assessment is required when;

- a hazard has been identified that has potential to cause injury or illness
- workplaces changes may impact on the effectiveness of the control measures
- new or different risks are associated with a change in work systems or work location

A risk assessment is NOT required when;

- laws already set out how to control the relevant hazards or risks are as we are required to comply with the control methods
- a code of practice or other guidance sets out a relevant way of controlling a hazard or risk that applies to the relevant situation, and that guidance must be followed
- well-known and effective controls used in a particular industry are suited to the relevant circumstances of a particular workplace; these controls may be implemented

When considering the risk level of a hazard you must ensure that people are protected from harm, this includes but is not limited to:

- How likely harm is to occur
- What degree of harm the hazard or the risk might cause
- How much is known about the hazard or risk
- What options are available to eliminate or minimise the risk

Using the Risk Matrix below determine the level of risk for each and every hazard in the workplace.

8.3 Determining the overall risk factor

8.3.1 Severity

This considers:

1. How bad could it be?
2. What Harm will result from the hazard?

Look at the severity table and consider what number you would assign to the hazard?

1	2	3	4	5
MINOR	MODERATE	SERIOUS	MAJOR	CATASTROPHIC
Near Hit Incident Injury Requiring First Aid Only	Medical Treatment Not Requiring Hospitalisation Restricted Work Duties For Less Than 28 Days	Injury or Illness Requiring Hospitalisation For Less Than 48 Hours Restricted Work Duties Greater Than 28 Days Lost Time Injury with Lost Days Less Than 2 Weeks	Permanent Disability Illness or Injury Requiring Hospitalisation Greater Than 48 Hours Amputation Lost Time Injury With Lost Days Greater Than 2 Weeks	Single or Multiple Deaths

8.3.2 Likelihood

What is the likelihood of harm? What number would you attribute?

5	Almost Certain	<ul style="list-style-type: none"> • Persons aware of frequent occurrences under similar conditions • Expected to occur at least once unless preventative action is taken
4	Likely	<ul style="list-style-type: none"> • Persons are aware of infrequent occurrences under similar conditions • Expected to occur at some time under current risk control process • Estimate 50/50 change of occurrence under current conditions
3	Possible	<ul style="list-style-type: none"> • Persons are aware of at least one occurrence under similar conditions • Lack of evidence to provide assurance of impossibility • Occurrence considered possible under current or slightly changed conditions
2	Unlikely	<ul style="list-style-type: none"> • Not known to have occurred under similar conditions • Occurrence considered unlikely under current or slightly changed conditions
1	Remote	<ul style="list-style-type: none"> • People are unaware of occurrences • Occurrences considered unlikely under significantly changed conditions • Possibility considered unlikely under significantly changed conditions

8.3.3 Risk factor

To work out the risk factor multiply the severity level by likelihood level using the table below, this provides an indication to the level of risk and whether it is acceptable or further controls need to be implemented.

		1	2	3	4	5
		Minor	Moderate	Serious	Major	Catastrophic
Likelihood	Almost certain	5 Med	10 Med	15 High	20 High	25 High
	Likely	4 Med	8 Med	12 High	16 High	20 High
	Possible	3 Low	6 Med	9 Med	12 High	15 High
	Unlikely	2 Low	4 Med	6 Med	8 Med	10 Med
	Remote	1 Low	2 Low	3 Low	4 Med	5 Med

8.3.4 Risk Management

Risk Level	Management Measure	Risk Criteria
HIGH	Immediate Action	Risk Rating 11-25 Unacceptable risk under existing circumstances. Requires immediate action to eliminate or minimise risk so far as is reasonably practicable. This can include stopping work immediately until the risk is brought down to an acceptable level.
MEDIUM	Review, manage and monitor	Risk Rating 4-10 Risk must be reviewed and managed with new controls as existing controls are not managing the risk to an acceptable level.
LOW	Acceptable with controls	Risk Rating 1-3 Work can proceed with accepted control in place and monitored

Once the risk assessment has been completed, controls are to be applied and the risk and hazard managed.