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| Work health and safety risk assessment form |  |

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| Enter information about the activity / task, people affected, its location, and the people completing the risk assessment | | | | | | |
| Best description of the person working on the task: ☐ Undergraduate ☐ Postgraduate ☐PhD ☐ Staff | | | | | | |
| Type of Activity: ☐ Lab work ☐ Research ☐ Teaching ☐ Field work ☐ Clinical work/placement  General (describe): | | | | | | |
| Description of activity / task: | | | | | | |
| Describe the working environment including layout and physical conditions: | | | | | | |
| Location(s): | | | | | | |
| Is there any emergency, security, licensing or approval requirements for this risk assessment? For example: Emergencies – spills, gas leaks, communication in remote conditions  Security – storage of scheduled drugs, GMOs, portable radiation equipment  Licencing or approvals – approval from animal ethics committee, BRSC, WHSW, Other licences - including those related to operating equipment, maintenance of facilities and grounds and construction activities (OEC) | | |  | | | |
| How will this risk assessment be monitored? For example: regular or ad-hoc inspections, training, audits, academic supervision of students. | | |  | | | |
| What reference materials were used when developing this risk assessment? For example:  |  |  | | --- | --- | | * Legislation | * Standard operating procedures | | * Code of practice | * Incident investigations | | * Australian standards | * Manufacturer’s instructions | | | |  | | | |
| Version details (Version control for the developing RA) | | | | | |
| Version Number: | Date created: | | Review date: | | Date of Approval: |
| Who was involved in the development of this risk assessment? (additional rows can be added as required) | | | | | |
| Developer (s) – Name and Signature | | Reviewer (s) - Name and Signature | | Approver (s) - Name and Signature | |
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| *The approver confirms that they have read and agreed to the risk controls, and are confident that the risk management process has been adequately undertaken in line with University policy or procedure.* | | | | | |

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| Risk matrix | | | | | | | | | | |
| What harm could occur? | | What is the likelihood of the harm occurring? | | Calculate the risk score Take the consequence rating and select the correct row  Take the likelihood and select the correct column  The risk score is where the two ratings intersect | | | | | | |
| Consequence | Description | Likelihood | Description |  | | Likelihood | | | | |
| Rare | Unlikely | Possible | Likely | Almost certain |
| Catastrophic | Fatality or severe irreversible damage | Almost certain | Already happened or will occur in most circumstances within one year | Consequence | Catastrophic | Moderate | Moderate | High | Critical | Critical |
| Major | Extensive injuries or impairment | Likely | Will probably occur within one year | Major | Low | Moderate | Moderate | High | Critical |
| Moderate | Medical treatment | Possible | May occur within foreseeable future such as within 1 – 3 years | Moderate | Low | Moderate | Moderate | Moderate | High |
| Minor | First aid treatment | Unlikely | May occur at some time but unlikely in the foreseeable future | Minor | Very low | Low | Moderate | Moderate | Moderate |
| Insignificant | No treatment required | Rare | Only occurs in exceptional circumstances | Insignificant | Very low | Very low | Low | Low | Moderate |

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| Select the different types of hazards included in the risk assessment | | | |
|  | Biological |  | Hazardous Chemicals |
|  | Electrical |  | Extreme temperatures |
|  | Gravity |  | Machinery and equipment |
|  | Manual tasks |  | Noise |
|  | Off-campus work and travel |  | Physical activity |
|  | Psychosocial |  | Radiation |

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| The hierarchy of control measures (WHS Regulation makes it mandatory for duty holders to work through this hierarchy when managing certain risks and apply this as far as reasonably practical) | |
| Elimination (Highest method of control) | Removing the hazard and associated risk, for example disposing of a hazardous piece of equipment that is out of service |
| Substitution | Replace the high-risk activity, process or substance with a less hazardous one, for example substituting a hazardous chemical with a non-hazardous chemical |
| Isolation | Physically separating the hazard from the people by distance or by using barriers, for example using a remote-control system to operate machinery, storing chemicals in a DG class cabinet |
| Engineering | Change the equipment or environment where the process is undertaken; engineer out the problem, for example placing guards around moving parts of machinery |
| Administrative | Develop work methods or procedures that are designed to minimise exposure to a hazard, for example policies, procedures, safety signs, posters, training, or safe work practices such as job rotation |
| Personal protective equipment (PPE) | Provide suitable and properly maintained PPE to cover and protect people from contact or inhalation, for example, gloves, earmuffs, respirators, face masks, and aprons |
| Complete the risk assessment | |
| Use the following steps as a guide to completing the risk assessment:  1. List each task or job step, in sequential order, for the activity 2. Identify the hazards for each task / job step 3. List the current controls in place or to be used to control the identified hazard/s 4. Use the risk matrix on the second page to determine the risk score for each hazard with current controls in place 5. List any additional/new controls (if needed to further reduce the level of risk) 6. Use the risk matrix on the second page to approximate the risk score for each hazard after additional/new controls have been implemented 7. Identify who is responsible for ensuring controls are implemented 8. Identify who is responsible for ensuring additional controls are implemented | |

| Step 1:Task / job step | Step 2:hazard(What is the source of potential harm or the situation with the potential to cause loss?) | Step 3:CURRENT CONTROLS (What is in place today thatcontrols the risk?) | Step 4:Risk score | | | Step 5:ADDITIONAL / NEW CONTROLS(What can be done to eliminate or further reduce the risk?) | Step 6:Resdidual risk | | |
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| Consequence | LikeliHood | Risk Score | Consequence | Likelihood | Risk Score |
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| STEP 7: List Who is responsible for implementing the current controls (As listed in heading 3) | | | |
| Controls | Who Is responsible for implementing | | |
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| STEP 8: Implementation of additional risk controls (As listed in heading 5) | | | |
| Additional control measures may be required where either:   * There is an unacceptable level of risk * Short term controls have been implemented until longer term controls are available.   These additional controls must be documented and assigned to a responsible person for action. | | | |
| Additional controls needed | resources required | responsible persons | date of implementation |
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**\*Note:**

Risk Assessments must have a valid Date and Signature.

Risk Assessments must be completed prior to engaging in the tasks described.

Risk Assessments must be reviewed every 2years or when there is a change in the described tasks or following an incident or requested by WHSW or directed by SafeWork NSW.

Refer to Risk management procedure on WSU Webpage on [Risk management](https://www.westernsydney.edu.au/whs/whs/risk_assessment_and_management/workplace_inspections).

For review of completed High-risk Risk assessments please contact [whs@westernsydney.edu.au](mailto:whs@westernsydney.edu.au).