**Step 1: Identify the Activity and the location of the activity**

- **Description of Activity**
  - Describe all steps in activity

- **Description of Location**
  - Describe where the activity is taking place

**Step 2: Identify who may be at risk by the activity**

A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk.

**Persons at Risk**

**Step 3 to 7: Identify Hazards, Risks and risk controls.**

1. An activity may be divided into tasks. For each task identify the hazards and associated risks
2. List existing risk controls and determine a risk rating using the UNSW Risk Rating Procedure
3. Additional risk controls may be required to achieve an acceptable level of risk (Use hierarchy for risk controls). Re-rate the risk if additional risk controls used.

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**Risk Assessment and Control Form**

**Current Version: 3.3, 7/03/2011**
<table>
<thead>
<tr>
<th>Tasks</th>
<th>Hazards (Step 3)</th>
<th>Associated risks (Step 4)</th>
<th>Existing risk controls</th>
<th>Risk rating with existing controls * (Step 5)</th>
<th>Additional risk controls required (Step 6)</th>
<th>Risk Rating with additional controls * (Step 7)</th>
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Identify the hazards associated with each task: For example lifting heavy objects, moving parts on equipment.

Break up the activity into specific tasks such as lifting, using a piece of equipment.

Identify existing controls: For example lifting aids, training, guarding on equipment, safe work procedures.

Identify the associated risk with hazard: For example back injury from lifting heavy objects or entanglement from moving parts on equipment.

Rate the risks according to the UNSW concise risk rating table attached.

Where risks are rated as Very High or High then additional risk controls are required. The task must not proceed until further controls are implemented to reduce the risk to as low as possible. Ensure the hierarchy of controls is used when considering control options.
Step 8: List Emergency procedures and controls. List emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures.

List any emergency shutdown procedures and any controls to deal with potential emergency situations. Such as spill kits for chemical spills.

If additional controls are needed enter the date they were implemented and by whom.

Step 9: Additional controls implementation

Date all controls implemented:

I(name): have implemented the controls identified in step 6 (signature)

Step 10: List legislation, standards and codes of practice relevant to this risk assessment

List all legislation associated with this assessment such as the OHS Act and Regulations and any other relevant Codes of practice and Australian standards.

Step 11: Authorisation

Authorised by: Date: Signature:

The risk assessment must be authorised by the appropriate supervisor (or a competent person who has been delegated authority to do this by the supervisor).
Step 12: Sign off

All persons performing these tasks must have read and understood the risk assessment.

Risk assessment name and version number: I have read and understand this risk assessment

<table>
<thead>
<tr>
<th>Name</th>
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**Step 1 – Consider the Consequences**

What are the consequences of this event occurring? Consider what could reasonably happen with existing controls in place or if an incident has occurred consider what could have reasonably happened as well as what actually happened. Look at the descriptions and choose the most suitable Consequence.

5. **Severe**: death or permanent disability to one or more persons
4. **Major**: hospital admission required
3. **Moderate**: medical treatment required
2. **Minor**: first aid required
1. **Insignificant**: injuries not requiring first aid

**Step 2 – Consider the Likelihood**

What is the likelihood of the consequence identified in step 1 happening? Look at the descriptions and choose the most suitable Likelihood.

A. **Almost certain**: expected to occur in most circumstances
B. **Likely**: will probably occur in most circumstances
C. **Possible**: could occur at some time
D. **Unlikely**: is not likely to occur in normal circumstances
E. **Rare**: may occur only in exceptional circumstances

**Step 3 – Calculate the Risk**

1. Take step 1 rating and select the correct column.
2. Take step 2 rating and select the correct line.
3. Select the risk score where the two ratings cross on the matrix below.

**Risk level** | **Required action**
--- | ---
**Very high** | **Act immediately**: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
**High** | **Act today**: The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
**Medium** | **Act this week**: The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
**Low** | **Act this month**: Managed by local documented routine procedures which must include application of the hierarchy of controls.

**UNSW Concise OHS Risk Rating Table (OHS696)**

<table>
<thead>
<tr>
<th>CONSEQUENCES</th>
<th>Likelihood</th>
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