How to Guide: Completing a Risk Assessment

A risk assessment is a tool used to assess what, in your work, could cause harm and how severe that harm may be. They can also help determine whether existing controls are effective, what new control measures to put in place and how urgently action needs to be taken.

This is done by placing values on the **CONSEQUENCE** of exposure to a hazard, the **LIKELIHOOD** that exposure to the hazard will result in that consequence and the frequency or collective attendance of that **EXPOSURE**. A rating of **RISK** is determined by multiplying the values of consequence (C), likelihood (L) and exposure (E).

Risk Assessments are a useful tool to use when planning work, however it is only a piece of paper at the end of the day. A tool by itself doesn't keep you safe, using it effectively does.

UWA has its own General Safety Risk Assessment that should be completed for any new works or activities that involve risk and peer reviewed by someone familiar with the work. It is separated into the following parts:

PART 1 - ACTIVITY / TASK DESCRIPTION

Overview of the task or activity and name of peer reviewer.

PART 2 – IDENTIFY HAZARDS, ASSOCIATED RISK RATINGS AND CONTROL STRATEGIES

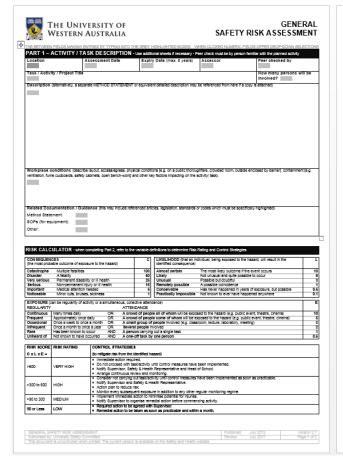
This section covers the identification of hazards, assessment of risk and proposed controls.

PART 3 – IMPLEMENTATION / ESCALATION PLAN

This sections contains Supervisor and Head of School (or delegate) endorsement as well the time period for monitoring and review.

RISK CALCULATOR

Guide providing values for varying levels of CONSEQUENCE, LIKELIHOOD and EXPOSURE



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ELECTRICAL								
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240V equipment	0	0	0	0 -				0 0 0 0-
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nfectious material	0	0	0	0 -				0 0 0 0-
Biological	0	0	0	0 -				0 0 0 0-
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GENERAL SAFETY RISK ASSESSMENT

EEN FIELDS MAKING ENTRIES BY TYPING INTO THE GREY HIGHLIGHTED BOXES. WHEN CLICKED NUMERIC FIELDS OFFER DROP-DOWN SELECTION PART 1 - ACTIVITY / TASK DESCRIPTION - Use additional sheets if necessary - Peer check must be by person familiar with the planned activity Location Assessment Date Expiry Date (max. 5 years) Peer checked by Assessor Task / Activity / Project Title How many persons will be involved? Description (alternatively, a separate METHOD STATEMENT or equivalent detailed description may be referenced from here if a copy is attached) Describe the scope of your work. This is not a journal article method with a technical outline of control parameters. Describe what you will physically be doing! Include where you are doing it and what you will be using? This section **can** be copied from the Method Statement. Workplace conditions (describe layout, accessingress, physical conditions (e.g. on a public thoroughfare, crowled room, outside enclosed by barrier), containment (e.g. ventilation, fume cupboards, safety cabinets, open bench-work] and other key factors impacting on the activity/ task). Describe workplace layout, conditions and relevant equipment or hazards Related Documentation / Guidance (this may include referenced articles, legislation, standards or codes which must be specifically highlighted) Method Statement: Titles or links to associated documentation. SOPs (for equipment): All Engineering FYPs to have a Method Statement!! Other:

RISK CALCULATOR - when completing Part 2, refer to the variable definitions to determin	e Risk Rating and Control Strategies
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(the most proba	E8 ble outcome of exposure to the hazard)	C	 LIKELIHOOD (that an individual, being exposed to the hazard, will result in the identified consequence) 		
Catastrophe	Multiple fatalities	100	Almost certain	The most likely outcome if the event occurs	10
Disaster	A fetality	60	Likely	Not unusual and quite possible to occur	- 6
Very serious	Permanent disability or III health	26	Unucual	Possible but doubtful	
Serious	Non-permanent injury or III health	16	Remotely possible	A possible coincidence	1
Important	Medical attention needed	- 6	Concelvable	Has never happened in years of exposure, but possible	0.6
Noticeable	Minor cuts, bruises, sickness	1	Practically Impossible	Not known to ever have happened anywhere	0.1

EXPO SURE (can be regularity of activity or a simultaneous, collective attendance)					
REGULARITY			ATTENDANCE		
Continuous	Many times daily	OR	A growd of people all of whom will be exposed to the hazard (e.g. public event, theatre, cinema)	10	
Frequent	Approximately once daily	OR	A growd of people some of whom will be exposed to the hazard (e.g. public event, theatre, cinema)	- 6	
Occasional	Once a week to once a month	OR	A small group of people involved (e.g. classroom, lecture, laboratory, meeting)		
Infrequent	Once a month to once a year	OR	Several people involved	2	
Rare	Has been known to occur	AND	A person carrying out a single task	1	
Unheard of	Not known to have occurred	AND	A one-off task by one person	0.6	

RISK SCORE	RISK RATING	CONTROL STRATEGES			
CxLxE-		(to mitigate risk from the identified hazard)			
>600	VERY HIGH	immediate action required. Do not proceed with taskisctivity until control measures have been implemented. Notify Supervisor, Safety & Health Representative and Head of School. Arrange continuous review and monitoring.			
>300 to 600	нібн	 Consider not carrying out task/activity until control measures have been implemented as soon as practicable. Notify Supervisor and Safety & Health Representative. Action plan to reduce risk. Monitor every subsequent exposure in addition to any other regular monitoring regime. 			
>90 to 300	Implement immediate action to minimise potential for injuries. Notify Supervisor to organise remedial action before commencing activity.				
90 or Less	LOW	Required action to be agreed with Supervisor. Remedial action to be taken as soon as practicable and within a month.			

INHERENT (RAW) **RISK** is the risk associated to a hazard now (ie. before NEW control measures are applied) **RESIDUAL RISK** is the estimated risk after control measures are applied.

When determining risk use the RISK CALCULATOR definitions to assist in determining the C, L and E values.

RISK = CONSEQUENCE x LIKELIHOOD x EXPOSURE

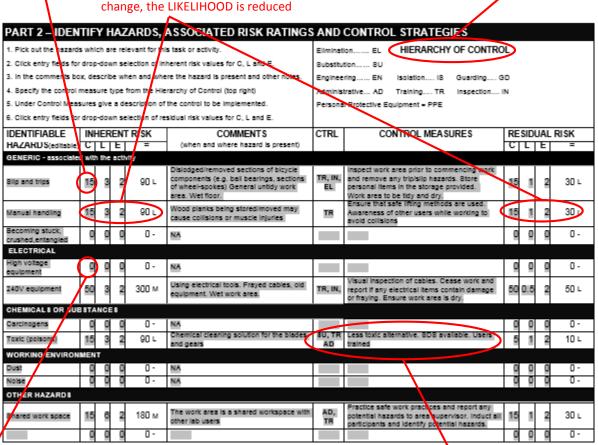
EXPOSURE can be either regularity of activity or the simultaneous, collective attendance. For example, a trip hazard from a raised paving brick may have only a low exposure if only one person per day walks over it. However, if 1000 persons per day cross it the exposure is much higher.

In another scenario, consider a safety guard on an item of equipment. If it fails, the person is still present so EXPOSURE is unaffected. It is the **LIKELIHOOD** which is reduced when the guard is in place. If you can separate the people from the hazard completely, only then would it be reasonable to redefine their degree of EXPOSURE.

Likewise, **CONSEQUENCE** can reduce only if the nature of the nature has changed. Otherwise, even with controls, should the controls fail the person will be exposed to the same consequences of the same hazard.

When selecting consequence ask yourself 'what is the worst thing that could reasonably occur following exposure to the hazard?'

Consider the best means of controlling the hazard. Note that PPE is the lowest level.



Zero is the default setting used on the document, **this must be changed**. If the value for C, L or E is 0, then there is no risk and the hazard line may be left blank.

More than one Control Measure may be used

USEFUL TIPS

- Don't 'minimise' the risk outcomes. Risk Assessments are meant to be an accurate and honest reflection of the risks. It is better to have a residual risk of 80, than to minimise to make it lower.
- If the hazard itself hasn't changed, then consequence won't either.
- Apply appropriate controls. To prevent sunburn you can't 'eliminate' the sun.
- Use the Risk Calculator on page 1. If hazard exists, there cannot be a C, L or E of zero.

Part 3 covers the endorsement of Supervisor (with agreed upon review period), and Head of School or equivalent. The EMS Safety Team has been made a formally delegated signatory for Risk Assessments and may endorse in place of the Head of School.

PART 3 – IMPLEMENTATION / ESCALATION PLAN						
I have reviewed this risk assessment and agree that the control measures will be implemented as described above.						
If other than a one-off activity, monitoring and review of their effectiveness will be carried out and recorded every						
NAME	SIGNATURE	DATE				
SUPERVISOR:						
HEAD OF SCHOOL, DIRECTOR, EQUIVALENT or FORMALLY DELEGATED SIGNATORY:						

Further Guidance

Managers and Supervisors are responsible for the provision of safe workplaces. They own risk assessments for activities in workplaces under their control and workers must consult with them to enable completion of risk assessments, when required.

The **UWA Task and Activity Planning Toolkit** provides guidance on a consistent approach to safety planning across the University and may be found on the UWA website. It provides more in-depth instruction for UWA General Risk Assessments and on other safe planning documents.

- A Job Safety Analysis (JSA) is another type of risk assessment document, more suited to short term or one-off tasks consisting of a series of steps, each of which can be assessed for associated risks.
- A Standard Operating Procedures (SOP) is used to provide guidance for use of hazardous equipment. All hazardous equipment should have an associated SOP. A SOP provides guidance for use, acts as a risk assessment by addressing specific hazards and their control measures and can be used to record individuals assessed as competent to use the equipment.