

4.23a Risk Identification and Assessment

PART A: To be completed by staff member

Assessor/s Name/s _____

Date

Assessor/s Name/s _____

Date

1. Context

Please provide brief summary the activity being assessed in the box below. Include location and personnel

2. Outcome

(Result of exposure)

Fatality YES NO

Damage to property YES NO

Injury YES NO

Is there a fraud aspect? YES NO

Disease YES NO

Injury to public/student YES NO

Please fill out the below table, instructions, format and assessment matrix are located at end of the risk table.
If you have additional risks, additional tables provided on the following page

Risk Table

3. Issue	4. Risk	5. "Inherent Risk"		6. Inherent Risk Rating	7. Control *=preferred control S=short term only	Control Existing <input type="checkbox"/> YES <input type="checkbox"/> NO	8. Residual Risk after new controls implemented "Reassessment"		9. Residual Rating
		Likelihood	Consequence				Likelihood	Consequence	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>				

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		Likelihood	Consequence				Likelihood	Consequence	
<input type="text"/>	<input type="text"/>	<input type="checkbox"/> YES <input type="checkbox"/> NO	<input type="text"/>	<input type="text"/>	<input type="text"/>				

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		Likelihood	Consequence				Likelihood	Consequence	
						<input type="checkbox"/> YES			
						<input type="checkbox"/> NO			

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						<input type="checkbox"/> YES			
						<input type="checkbox"/> NO			

Note:
Short term controls or permanent controls must be implemented for residual risks of High or Extreme (rating 12 or higher)

10. Report sent to: _____

Date:

Review Date:

Notes to Assist in the Completion of the Form

Instruction and Key (Rating) for Risk Identification and Assessment

Instructions

1. Context

Explain the nature of the activity and all the factors which have the potential to impact on that activity.

The persons involved, their level of experience or training; environmental factors; economic restraints; geographical location; legislative requirements etc.

2. Outcome

Identify all possible outcomes, including worst case scenario. You can tick more than one box.

3. Issue

Provide a general category e.g. Design, manual task, environment, process, research activity, laboratory work or field trip.

4. Risk

Detail all the things that can go wrong (causes of injury) as a result of undertaking this activity (use more forms if necessary)

6. Inherent Risk

Use KNOW RISK Matrix to establish the combination or likelihood and consequence for inherent risk (number)

7. Controls

Controls may include eliminating the hazard substituting an item or process for a less hazardous option, isolating or separating the hazard, using engineering controls such as mechanical aids, handles, wheels, automation interlocks, guards, safety devices, barriers, elevated work platforms, white noise or workplace redesign, using administrative controls such as instructions, rules, policies, procedures, safe work method statements, signs, training, limiting exposure, rotating people or tasks etc.

As and added control you may suggest that protective equipment such as boots, goggles or special clothing may be worn.

8. Residual Risk

Rate risk level again as if the new controls are in place (number)

9. Control Assessment

Define overall assessment of short term or long term control

10. Report

It is necessary to discuss this assessment with your supervisor, resource officer, head of cost centre, or OHS Unit (as appropriate)

Key (Rating)

Definition of terms - Control Assessment	
Damaging	Increases likelihood and/or consequence of risk or introduces other unacceptable risk(s)
None	No effect
Deficient	Some effect on likelihood and/or consequence but not sufficient to reduce risk to a satisfactory level
Marginal	Barely sufficient to reduce risk to an acceptable level
Qualified	Some effect but not guaranteed to reduce risk to an acceptable level on all occasions

Definition of terms - Likelihood of occurrence	
RARE	Likely to occur only in very exceptional circumstances
UNLIKELY	Could occur at some time
POSSIBLE	May occur at some time
LIKELY	Will probably occur at least once
ALMOST CERTAIN	Is expected to occur in most circumstances

Definition of terms - Consequence/Impact	
INSIGNIFICANT	No personal injury - No adverse media attention - Financial cost under \$2000
MINOR	Minor personal injury - Adverse local media coverage only - Cost \$2000-\$50,000
MODERATE	Serious personal injury - Adverse Capital city media coverage - Cost \$50,000-\$250,000
MAJOR	Multiple serious personal injuries - Adverse and extended National media coverage -Cost \$250,000-\$1m
CATASTROPHIC	Fatality(ies) - Government intervention - Financial cost more that \$1m

KNOWRISK RISK ASSESSMENT MATRIX					
Consequence /Impact	Likelihood				
	Rare	Unlikely	Possible	Likely	Almost Certain
Insignificant	Negligible	Negligible	Low	Low	Tolerable
Minor	Negligible	Low	Tolerable	Tolerable	Tolerable
Moderate	Low	Tolerable	Tolerable	High	Extreme
Major	Tolerable	Tolerable	Extreme	Extreme	Extreme
Catastrophe	High	Tolerable	Extreme	Extreme	Extreme