

Date: \_\_\_\_\_ Client: \_\_\_\_\_ Branch: \_\_\_\_\_

Identified Hazard: \_\_\_\_\_  
\_\_\_\_\_

Risk Score: \_\_\_\_\_ Priority: \_\_\_\_\_ No further Action required: Yes / No

Control Method: (please circle one)

Elimination

Substitution

Engineer  
Controls

Administrative  
Controls

PPE

Reason for control: \_\_\_\_\_  
\_\_\_\_\_

Action required: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Responsible Person: \_\_\_\_\_

Completion Due Date: \_\_\_\_\_

Quarterly Review Date: \_\_\_\_\_ Responsible Person: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

Annual Review Date: \_\_\_\_\_ Responsible Person: \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_

## Risk Score Worksheet

**Step 1 Consequence:** What injury, illness, emission or damage can occur and how serious it is.

	Injury or damage	Long-term Exposure	Short-term Exposure	Manual Handling	Environment
<b>Catastrophe 100</b>	Numerous fatalities > \$4 million damage	N/A	Numerous fatalities	N/A	Offsite impact involving significant health effects on humans or obvious irreversible harm to plants or animals
<b>Disaster 50</b>	Multiple fatalities, \$1M-\$4M damage	N/A	Multiple deaths	N/A	Offsite impact involving priority pollutant and requiring clean-up intervention and/or multiple complaints
<b>Very Serious 25</b>	Fatality, \$400K-\$1M damage	Cancer	Death	N/A	Reportable incident involving attendance by agencies or community complaint
<b>Serious 15</b>	Serious injury (amputation, permanent disability) \$4K-\$400K	Major organ damage eg. deafness, fibrosis kidney/liver	Permanent damage eg. loss of sight, loss of hearing, Large burn	Long term injury – requires surgical intervention	Reportable incident/notification only or incident with offsite impact
<b>Important 5</b>	Casualty treatment, disabling injury Damage up to \$4K	Minor organ damage eg. sensitiser, dermatitis, dust exposure	eg. severe burn, exposure causing hospitalisation (with recovery)	Injury requiring medical treatment	Emission or discharge not contained, exceeding licence limits or contaminating soil or stormwater system
<b>Noticeable 1</b>	First aid injury. Minor cuts, bruises etc.	N/A	Over-exposure with symptoms eg. headaches, dizziness, irritated eyes etc	Minor sprain/strain twinge, OHC treatment eg. ice pack	Emission or discharge due to lack of control but contained and having minor environmental impact (near miss)

**Step 2 Exposure:** How often is the job done?

Continuous	10	Many times a day
Frequent	6	Approximately 1 per day
Occasional	3	1 per week – 1 per month
Infrequent	2	1 per month – 1 per year
Rare	1	1 per 3 years
Very Rare	0.5	> 3 years

**Step 3 Probability:** Likelihood that the job will cause the consequence defined.

	Injury (or damage)	Long-term Exposure	Short-term Exposure	Manual Handling	Environmental
<b>Might well be expected 10</b>	Almost certain that the injury will occur each time	Full shift over-exposure when doing the job	Almost certain that symptoms will occur each time	More than 5 of below *	Almost certain incident will occur
<b>Quite possible 6</b>	Chance of injury 1/2 to 1/10 times	Over-exposure for part of the day	Chance of symptoms, 1/2 to 1/10 times	4 of the risk factors	Chance of incident 1/2 to 1/10 times
<b>Unusual by possible 3</b>	Injury unusual, but is possible 1/10 to 1/100	Occasionally exposed 1/10 to 1/100	Symptoms unusual, but exposure definite	3 of the risk factors	Incident unusual but possible 1/10 to 1/100
<b>Remotely possible 1</b>	Injury rare 1/100 to 1/1000	Rarely exposed – 1/100 to 1/1000	Symptoms rare, exposure occasional	2 of the risk factors	Incident rare 1/100 to 1/1000
<b>Conceivable 0.5</b>	Injury never occurred, but is possible	Exposure has never happened by it is possible	Exposure never occurs, but it is possible	1 of the risk factors	Incident never occurred, but it is possible
<b>Practically impossible 0.1</b>	Injury never occurred, it was not possible	Exposure never happened, it was not possible	Exposure never happened, it was not possible	Injury never occurred, it was not possible	Incident never occurred, it was not possible

\* Risk factors:

- Weight
- Twisting
- Bending
- Fit to job
- Reaching
- Gripping
- Repetition

**Step 4 Risk Score Calculator:**

**Risk Score = Consequence x Exposure x Probability**

Risk Classification	Action Required	Risk Score
Dangerous	Immediate action required	Over 1500
High Risk	Urgent action is required as part of total program	300 – 1500
Medium Risk	Not urgent, but should be treated as soon as practicable	50 – 300
Low Risk	Acceptable risk, management may wish to take action	Below 50

**Step 5 Hierarchy of Controls:**

