

RISK ASSESSMENT TOOL

Health and Safety Legislation in all states and territories requires any person in control of a workplace to identify the potential hazards of the work to be performed, to assess the risks involved and develop controls to eliminate the risk, or if the risk cannot be eliminated, to minimise the risk as far as possible.

STEP 1 – IDENTIFY HAZARDS

To find all hazards, break the job down into a series of activities that must be carried out to complete the job. These activities are listed as a Work Method Statement, which details how the work is to be carried out.

STEP 2 – ASSESS RISKS

This step involves determining the risk associated with each of the hazards identified in Step 1 by assessing the probable consequences of exposure to the hazard and the likelihood of the event occurring.

RISK LEVEL MATRIX					
LIKELIHOOD	CONSEQUENCES OF EVENT OCCURRING				
	CATASTROPHIC (Fatality)	MAJOR (Serious inj.)	MODERATE (Medical treat.)	MINOR (First aid inj.)	INSIGNIFICANT (No injury)
Almost Certain	E 25	E 23	E 20	H 16	H 11
Likely	E 24	E 21	H 17	H 12	M 7
Possible	E 22	E 18	H 13	M 8	L 4
Unlikely	E 19	H 14	M 9	L 5	L 2
Rare	E 15	H 10	M 6	L 3	L 1

Risk Levels are -

- E = EXTREME (18-25) (ACT NOW);
- H = HIGH (12-17) (ASAP);
- M = MODERATE (7-11) (Plan); and
- L = LOW RISK (1-6) (Review).

All risks higher than low must be recorded on a Safe Work Method Statement (SWMS) or a Job Safety Analysis (JSA). Use the Risk Level to determine the level of controls required to eliminate or minimise the hazard, with higher Risk Levels requiring more extensive controls than lower Risk Levels.

STEP 3 – DETERMINE NEED FOR A SWMS OR JSA

RISK ASSESSMENT					
Company name:		Project:		Date: / /	
ACTIVITY	HAZARDS	Risk level	SWMS or JSA required	Number & date of SWMS or JSA	Person responsible
Example: Cutting and fixing metal roof sheeting	Falls from heights Noise Cuts from sharp edges	E21 E21 H12	Y (yes)	Provide details of the SWMS or JSA which applies to this activity (generic or specific).	Identify who will be in charge of the work on site.

- 1. Generic** (not specific to any particular site) – required for the activity at the tender evaluation stage. A generic SWMS or JSA can be re-used for different worksites where site specific hazards do not affect its use.
- 2. Specific** - based on the generic SWMS or JSA, but including any additional on-site requirements.

STEP 4 – EVALUATION OF THE SWMS OR JSA

The SWMS or JSA will be evaluated by the way that hazards have been identified and assessed, and whether the controls identified eliminate or effectively minimise exposure to the risks. The SWMS or JSA may need to be updated where job steps or site conditions change from those originally planned.

Call ASSA now on 1300 131 014 or email us at enquiries@assaohs.com.au