



Risk Management Policy

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Disclaimer: This document contains material to assist in addressing Occupational Health and Safety management obligations. Although every effort has been made to ensure the accuracy of this information at the time of publication, it is provided as guidance only and does not provide legal advice on meeting your obligations.

Introduction

Review Procedure

The Managing Directors will review the policy, procedure and associated forms as required. The review schedule will be directed in response to organisational and/or legislative changes and requirements. The reviews will be undertaken in consultation with workers, health and safety representatives and other relevant parties. All relevant persons will be made aware of changes made as a result of review.

All policies, procedures and associated forms will be reviewed if:

- It is identified that there are changes in the workplace that may affect a policy, procedure or form;
- It is identified that the policy, procedure or form is not effective;
- There are legislative changes that affect the policy, procedure or form;
- There is a serious incident or dangerous occurrence.

All policies, procedures and forms will be reviewed at least annually.

Document Control

This module is a controlled document. All unauthorised copies either electronic or printed are considered uncontrolled copies. Copyholders and the version numbers will be recorded in the distribution record.

All versions of this module will have a unique document number and version number.

All versions of this module will be kept as a record and noted in the document register.

Distribution Record						
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5		<input type="checkbox"/>	<input type="checkbox"/>			

Amendment Record					ISSUE #: 1
Rev. #	Date	Details		Description of Changes	Approved By
		Section #	Para. #		
1					
2					
3					
4					
5					

References and Applicable Documents

References

Refer to [1. OHS Legislation and Codes of Practice Reference List](#) and copy and paste the references relevant to your Australian State/Territory.

Standards and guidelines

AS/NZS 4801:2001 Occupational Health and Safety Management Systems.

ISO 45001:2018 Occupational Health and Safety Management Systems.

Insert any standards or guidelines applicable to your industry.

Terminology

Abbreviations and Acronyms

AS/NZS: Australian Standard/New Zealand Standard.

CEO: Chief Executive Officer.

COP: Code of Practice.

HSW: Health and Safety at Work.

ISO: International Organisation for Standardisation

OHS: Occupational Health and Safety.

PCBU: Person who Conducts a Business or Undertaking.

PPE: Personal Protective Equipment.

SWMS: Safe Work Method Statements.

WHS: Work Health and Safety.

- *Within Australia and New Zealand combined there are differing Acts and Regulations, with multiple naming conventions. For the purposes of this policy, no specific references will be made to the terms HSW, WHS or OSH (unless referring directly to the Act or Regulation in question) and, will be generally referred to as OHS as per the standard ISO 45001:2018 Occupational Health and Safety Management Systems.*

Definitions

Act: A law (legislation) passed and enacted by a state or territory parliament.

AS/NZS 4801: The joint Australian and New Zealand Standard for Occupational Health and Safety Management Systems – Specification with guidance for use, published by Standards Australia International Ltd and Standards New Zealand.

Code of Practice is a practical guide to achieving the standards of OHS required under legislation. A COP applies to anyone who has a duty of care in the circumstances described in the code. Mostly, following an approved COP would achieve compliance with the health and safety duties in the relevant OHS Act, in relation to the subject matter of the code.

Contractor: A contractor is any person (other than an Ecoplant Australia or Seeddown Professional Planting worker) or a company performing work for, or on behalf of Ecoplant Australia or Seeddown Professional Planting.

Controlled document or record: Any document for which distribution and status are to be kept current by the issuer to ensure that authorised holders or users have available the most up to date version.

Employee: A person employed under a contract of employment or contract of training.

Employer: An Employer is an individual, a company, body corporate, partnership, unincorporated association, franchising operation or not-for-profit organisation, in the private or public sector who has one or more employees. Occupational Health and Safety Act 2004: Information for Employers.

Hazard: A hazard is a source or a situation with a potential for harm in terms of human injury or illness, damage to property, damage to the environment, or a combination of these.

Hazardous Chemical: means a chemical that meets the criteria for classification as being hazardous according to the OHS Regulations. A Substance is any natural or artificial substance, whether in the form of a solid, liquid, gas or vapour.

Hierarchy of Control: A hierarchical structure of actions that can be used to control risk, listed in order of effectiveness.

Incident: An incident is any unplanned event resulting in, or having a potential to result in injury, ill health, damage or loss.

ISO 45001: International audit tool system intended to audit OHS Management Systems and provide international OHS benchmarks.

Organisation: The person or group of people with responsibilities, authorities and relationships to achieve OHS objectives. E.g. Employer, Chief Executive Officer (CEO), Person Conducting a Business or Undertaking (PCBU), etc.

Person who Conducts a Business or Undertaking: The definition of a PCBU is similar to an Employer, however it is termed PCBU to ensure other relevant relationships (such as someone who commissions work, or a landlord) are recognised under the WHS legislation.

Plant includes:

- a. Any machinery, equipment, appliance, implement and tool; and
- b. Any component of any of those things; and
- c. Anything fitted, connected or related to any of those things.

Regulations: Regulations are law that is created under the authority of an Act. Regulations are subordinate to an Act and are the secondary level of law covering, in this case, health and safety in the workplace.

Risk: is a combination of the likelihood and consequences of any injury or harm occurring.

Top Management: People at the top of an organisation that provide resources, delegate authority and who coordinate, direct, and control the organisation. *Note: If the scope of the OHS management system covers only part of the organisation, then the term Top Management refers, instead, to the people who direct and control that part of the organisation.*

Uncontrolled document: These are documents that are produced for information only and are not formally reviewed, maintained, subject to change review, or approved prior to release. They do not have traceable distribution. They should be identified as "uncontrolled". Note: A controlled document may be "uncontrolled" once printed, but must be labelled as such.

Worker: is a person, who carries out work in any capacity for an Organisation, including work as:

- a. An employee, or
- b. An outworker, or
- c. An apprentice or trainee, or
- d. A student gaining work experience, or
- e. A volunteer, or
- f. A person of a prescribed class, or
- g. A contractor or subcontractor, or
- h. A worker of a contractor or subcontractor, or
- i. A worker of a labour hire company who has been assigned to work in the Organisation.

Workplace – means a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be while at work. A workplace includes:

- a. A vehicle, vessel, aircraft or other mobile structure; and
- b. Any waters and any installations on land, on the bed of any waters or floating on any waters.

Amendment
Record

Risk Management Policy

Issue #: 1

Revision #: 0

Reviewed by:

Claudia Harms

Approved by:

Joshua Sansom & Paul Harms

1.1 Risk Management Policy

Objective:

To embed principles of effective risk management into existing practices at all levels of the organisation.

Scope:

This policy applies to all workers of Ecoplant Australia or Seeddown Professional Planting, irrespective of their employment arrangement. This policy covers all people engaged to undertake tasks at Ecoplant Australia or Seeddown Professional Planting workplaces/locations including independent contractors, work experience students, trainees, apprentices, and volunteers.

Policy:

Risk is inherent in all Ecoplant Australia or Seeddown Professional Planting functions. All Ecoplant Australia or Seeddown Professional Planting personnel are responsible for managing the risks that relate to their particular area of work.

The following structure for risk management will apply.

- Where specific regulations require certain controls:
 - Ecoplant Australia & Seeddown Professional Planting will ensure compliance with those matters, in consultation with relevant persons (including Duty Holders/Contractors);
- Hazard Identification:
 - Identify reasonably foreseeable hazards that may pose risks to health and safety;
- Evaluate risks where required:
 - Compare estimated levels of risk against pre-established criteria (including a risk matrix) and consider the balance between potential benefits and adverse outcomes;
- Manage risk:
 - Elimination of risk being the first option investigated and instigated for a control action;
 - Where the risk cannot be eliminated, minimise the risk so far as is reasonably practicable;
- Implement risk controls:
 - Secondary to elimination, selection of controls will follow a hierarchy:
 - Substitution with less hazardous options;
 - Isolate people from the hazards;
 - Use of engineering controls;
 - Where risk remains:
 - Implement administrative controls;
 - Where risk remains:
 - Use of PPE;
 - Use any one or a combination of these controls as appropriate;
- All controls must be fit for purpose, suitable for the nature and duration of task and installed set-up, and used correctly;
- Review risk controls whenever:
 - Control is no longer effective;
 - Before any change likely to introduce new or different hazards that current controls will not adequately address;
 - A further hazard or risk is identified;
 - Results of consultation indicate a review is needed where requested by workers or Health and Safety Representative.

Amendment
Record

Risk Management Procedure

Issue #: 1

Revision #: 0

Reviewed by:
Claudia HarmsApproved by:
Joshua Sansom & Paul Harms

1.2 Risk Management Procedure

This procedure will assist in the early detection of hazards, the assessment of risks and the implementation of control mechanisms in line with the needs of the workplace.

Responsibilities:

At Ecoplant Australia & Seeddown Professional Planting the Organisation is responsible for ensuring that:

- There is an effective Risk Management Procedure and associated mechanisms in place and that they meet OHS and Worker's Compensation legislative requirements;
- All workers are trained and familiar with, have access to, and participate in risk management policies, procedures and activities while working at Ecoplant Australia or Seeddown Professional Planting;
- Others who are impacted by OHS at Ecoplant Australia or Seeddown Professional Planting, such as additional Organisations, self-employed workers and visitors, are included in risk management strategies as required;
- Conduct a review of the Risk Management Procedure as necessary.

Managers/Supervisors are responsible for:

- Informing workers and others about the requirement to actively participate in risk management strategies and to follow risk management policies and procedures while working at Ecoplant Australia or Seeddown Professional Planting;
- Ensuring adequate training for all people in how to participate in risk management activities in the workplace;
- Maintaining records required by current OHS Legislation relating to risk management.

All workers are responsible for working safely and for following reasonable directions in respect of the OHS Risk Management Procedure and associated mechanisms while working at Ecoplant Australia or Seeddown Professional Planting.

Procedure:

Ecoplant Australia or Seeddown Professional Planting has implemented a step-by-step mechanism to provide the required system and tools to ensure effective risk management in the workplace. They are as follows:

1. Communication – the Consultation, Cooperation and Coordination Policy and associated procedure are in place to enable risk management to be implemented systematically and efficiently, involving all people impacted by OHS at Ecoplant Australia or Seeddown Professional Planting. Effective consultation and planning is essential during every phase of the Risk Management Procedure and associated activities;
2. Hazards are identified and reported via the following:
 - a. Consultation – OHS Meetings, HSR, briefings, direct discussions etc.;
 - b. Workplace inspections;
 - c. Audits – internal and external (photos, observations, checklists, reports);
 - d. Reporting – Incident Forms, Incident Register, Hazard Report Form, Hazardous Chemicals/Dangerous Goods Register etc.;
 - e. Research – gather and interpret information from State and Local Authorities, manufacturers, suppliers, industry groups, other Organisations and workers;
3. Risk assessment – conduct workplace-specific, task-specific, chemical and plant risk assessments and environmental impact risk assessments as required by suitably trained and experienced workers;
4. A Risk Assessment Matrix (figure 2) which accompanies each risk assessment form is used to assist in determining risk levels;
5. Actions prioritised – assess risk levels then a list of action priorities is determined;

6. Risk control – identified hazards are systematically eliminated or reduced by implementing practical control measures. Use the Hierarchy of Controls (figure 1);
7. Monitor and review – regular checks are carried out to ensure the implementation of suitable control measures, that they continue to be adequate, and that no new hazards have been introduced into the workplace either by implemented control actions or by changes to the workplace;
8. Documentation – all risk management activities conducted and the outcome of those activities, in particular, those outlined in this procedure, are fully documented and records maintained.

It is essential that workers continue to look for hazards in the workplace at all times, not just during risk management activities. All hazards that cannot be eliminated immediately must be reported to the person responsible using hazard-reporting mechanisms. Consider the potential for the introduction of new hazards in the workplace when planning or changing work tasks, equipment etc. in the workplace.

Environmental risk management, including the potential for chemical spillage, is included in all relevant risk management policies and procedures within Ecoplant Australia or Seeddown Professional Planting.

Where identified hazards and risks are well known and subjected to accepted risk control measures, no further risk assessment will be required, and risk controls can be implemented. These controls, however, will be monitored and reviewed accordingly. For all other identified hazards, a risk assessment must be undertaken to determine how likely to the hazard is to harm people, and how severe the harm could be. The process used to conduct a risk assessment is outlined in Figure 2 Risk Assessment Matrix.

Work health and safety laws require selecting risk controls following a "Hierarchy of Control". As far as reasonably practical, risk must be eliminated. Where this is not possible, risk can be reduced using substitution, isolation and engineering controls. For remaining risk, use administrative controls and PPE. Risk controls must be reviewed and monitored to ensure they remain effective.

All controls will be reviewed and monitored:

- When/if incident/near miss occurs;
- As requested by relevant persons (such as HSR);
- As per legislative requirements;
- Other times necessary to ensure effectiveness.

It is essential to consult with relevant workers during the selection of controls and remember that any changes to the task (including introducing new equipment and ways of doing things) can result in further risks. Provide sufficient training, information, instruction and supervision where required.

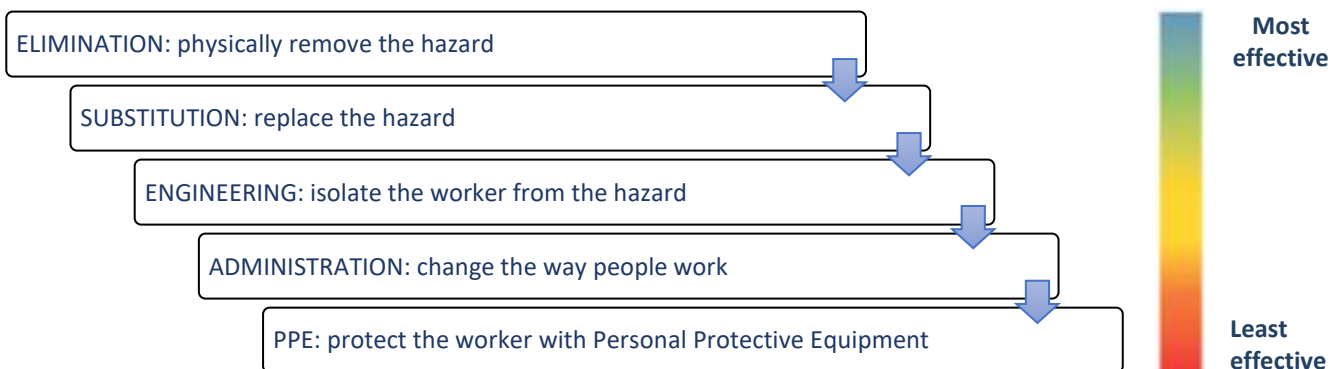


Figure 1. Hierarchy of Controls Flow Chart

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?		
	CRITERIA	DESCRIPTION
ALMOST CERTAIN	Expected in most circumstances.	The effect is a typical result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Might occur at some time.	The effect could occur or, I've heard of it happening.
UNLIKELY	Could occur at some time.	The effect is not likely to occur or, I have not heard of it happening before.
RARE	May occur only in exceptional circumstances.	The effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?	
LEVEL OF EFFECT:	E.G. OF EACH LEVEL:
INSIGNIFICANT/ACCEPTABLE	No effect – or so minor that effect is acceptable.
MINOR	First aid treatment only.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/death; significant business interruption, significant loss of credibility, environmental harm, prosecution.
CATASTROPHIC	Multiple permanent total disability injuries and deaths. Business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:					
LIKELIHOOD	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE
LIKELY	2 MOD.	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE
POSSIBLE	1 LOW	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
UNLIKELY	1 LOW	1 LOW	2 MOD.	3 HIGH	4 ACUTE
RARE	1 LOW	1 LOW	2 MOD.	3 HIGH	3 HIGH

STEP 4: RECORD RISK SCORE ON THE WORKSHEET: (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
SCORE	ACTION
4A: ACUTE	<u>DO NOT PROCEED.</u> Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3H: HIGH	<u>Review before commencing work.</u> Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2M: MOD.	<u>Maintain control measures.</u> Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.

1L: Low	<u>Record and monitor.</u> Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.
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Figure 2. Risk Assessment Matrix

Handy Tip: You may wish to modify the requirements already listed above. For example, you may already have existing procedures that vary slightly to what is listed or you wish to add additional requirements. In these cases, feel free to modify this document to suit.

Additionally, you may have other procedures/documents that you wish to add to this module, (see some examples in the table below) If so, simply detail your requirements above using the same format. i.e. a bold heading followed by dot points and refer to the relevant procedural document below.

*Document Control Table	
Reference	Title and Description
Document #	Job Safety Analysis
Document #	Risk Assessment Form
Document #	Risk Register
Document #	
Document #	
Document #	
Document #	
Document #	

1.2.1 JSA Guidance Sheet

Introduction: Job Safety Analysis (JSA) is a simple process that means looking at a specific work site and identifying hazards that may be present on that site and establish safety control measures (preventative measures) to prevent harm to life, health, property or the environment on each day work is to be undertaken. The simplest way to carry out a JSA is to get those involved in the work task / activity to break it down into a series of steps. Those involved in the work task / activity could include:

- Site Manager Supervisor Relevant Workers Contractors H

Stage 1 - Complete the Site Assessment & Emergency Management sections

Stage 2 - Identify the job tasks, job procedures (including any high-risk work), documentation and/or preparation required and who is involved with the work

Stage 3 - Identify the potential hazards associated with each of the tasks, including the environmental conditions, location and human factors for the specific work site on that day.

- a) A selection of hazards are listed as examples - delete / modify / add hazards to this list as required
- b) Each of the listed hazards must be risk rated using the Risk Matrix. The purpose of this process is to determine the likelihood of occurrence and the seriousness of possible consequences. This will then assist in selecting suitable risk control measures.
- c) The selection of suitable risk control measures is the critical step in completing the JSA.
- d) Determine the residual risk level. This is the level of risk for a hazard once the designated controls are in place.

Stage 4 - Once the control measures are established it is important that the hazards and risks are regularly monitored during the work.

The person responsible for ensuring that this occurs should be listed.

Stage 5 - Hazards and risks should be re-assessed when appropriate and/or as required by legislated requirements. The person responsible for ensuring that this occurs should be listed.

Stage 6 - Worker Sign Off.

Summary – Key Outcomes:

- Consult those involved in the work task / activity at this site
- List the work tasks to be performed on this site
- Identify the hazards associated with this site that may affect the conduct of safe work
- Establish the risk levels associated with those hazards
- Develop effective risk control strategies
- Establish that the risk has been eliminated / reduced; due to the selection of the risk control measures
- Ensure all persons involved in the work task / activity are present on this site and the controls are in place to manage associated risks
- Ensure that any changes in the working conditions are managed as required
- Ensure the relevant workers are consulted on the JSA.

1.2.2 Job Safety Analysis

DATE JSA COMPLETED:	TIME:	REVIEW DUE DATE:
NAME:	ADDRESS:	LOCATION:

STAGE 1 WORKPLACE ASSESSMENT

	WORKERS INVOLVED AND CONSULTED WITH DURING THIS JSA:	PRIMARY CONTRACTOR / WORKPLACE OWNER DETAILS	
	Name/Role:	Business Name:	
	Name/Role:	Contact Name:	Phone:
	Name/Role:	Address:	

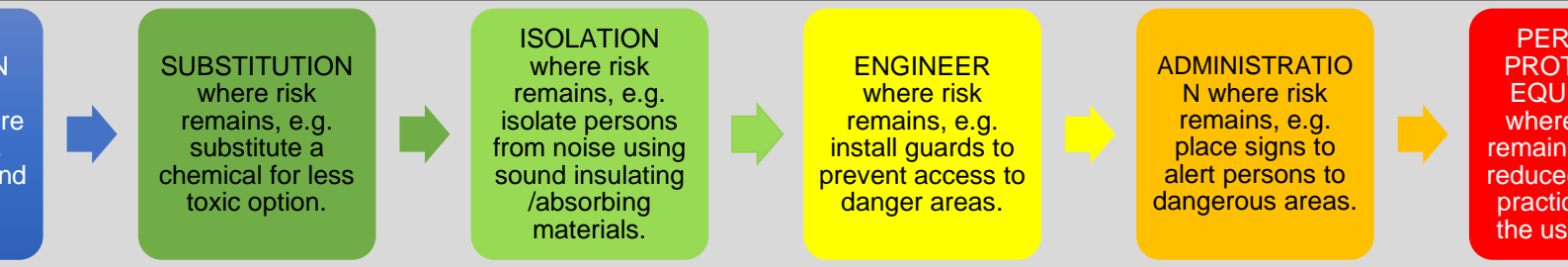
EMERGENCY MANAGEMENT

CONTACT NUMBERS:	FIRST AID KIT LOCATION/S:
-------------------------	----------------------------------

NAME & PHONE:

EXIT / ASSEMBLY AREA:

- Evacuate all persons at the workplace to designated assembly area*
- Lock down the workplace if possible*
- CAUTION*

HIERARCHY OF CONTROLS


Risk score	Consequence			
	Minor	Moderate	Major	Catastrophic
3 High	3 High	4 Acute	4 Acute	4 Acute
Moderate	3 High	3 High	4 Acute	4 Acute
1 Low	2 Moderate	3 High	4 Acute	4 Acute
1 Low	1 Low	2 Moderate	3 High	4 Acute
1 Low	1 Low	2 Moderate	3 High	3 High

Record risk score on worksheet (Note – Risk scores have no absolute meaning and should only be used for comparison and to engender discussion.)

Score	Action
4A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.
3H: High	Review before commencing work. Introduce new controls to maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2M: Moderate	Maintain control measures. Proceed with work. Monitor review regularly, and if any equipment/people/materials/processes or procedures change.
1L: Low	Record and monitor. Proceed with work. Review regularly any equipment/people/materials/work processes or procedures change.

WORK PROCESSES AND WORK PROCEDURES LIST THE MAIN TASKS THAT WILL BE PERFORMED ON THIS WORKPLACE

JOB STEPS	WORKERS / WORK GROUP	SAFE WORK METHOD STATEMENTS (SWMS) LIST

Have all workers been trained in the SWMS? Yes No



	YES	NO	N/A	ELECTRICITY		UNDERGROUND SERVICES	
Completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Energised	<input type="checkbox"/>	Dial Before You Dig plan	<input type="checkbox"/>
Completed and signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	De - Energised	<input type="checkbox"/>	Electrical Services	<input type="checkbox"/>
Labels Register at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isolated	<input type="checkbox"/>	Gas Services	<input type="checkbox"/>
Labels Manifest at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Locked Out & Tagged	<input type="checkbox"/>	Water Services	<input type="checkbox"/>
Labels at the workplace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit No. (if applicable)	<input type="checkbox"/>	Communications	<input type="checkbox"/>

DO YOU INVOLVE ANY OF THE FOLLOWING HIGH RISK CONSTRUCTION WORK? **✓ Tick if applicable**

- Working at depths greater than 1.5 Metres, including tunnels or mines
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations/se
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collap
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Work in an area that may have a contaminated or flammable atmosphere
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- In or near water or other liquid that involves risk of drowning

LIST ALL SPECIFIC HAZARDS (LIST ALL HAZARDS IDENTIFIED DURING THE JSA)

HAZARD (A)	RISK LEVEL (B)	CONTROLS IN PLACE (C)

to proceed? Yes No

Do any workers require additional supervision? Yes No

If YES, who are they and who will provide the supervision:

COMMENCE WORK, contact your supervisor.

WARNING ON-GOING MONITORING OF HAZARDS AND RISKS IS REQUIRED FOR THE DURATION OF THE WORK

ASS ANY NEW HAZARDS IDENTIFIED DURING THE WORK ARE TO BE ASSESSED AND CONTROLS PUT IN PLACE

IGN OFF: I have read the above JSA and I understand its contents. I confirm that I have the skills and training, including relevant certification to condu...
 ed to complete. I agree to comply with safety requirements within this JSA including identifying and monitoring hazards and adhering to risk contr...
 ssment, SWMS and permit requirements.

NAME	SIGNATURE	DATE	NAME	SIGNATURE



NAME:	SIGNATURE:	DATE:
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1.2.3 Risk Assessment Form Guidance Sheet

on.

ent Form (RAF) is a tool used when looking at jobs/tasks to identify
be present and establish safety control measures (preventative
ent harm to life, health, property or the environment.

ent should be carried out when hazards may create a risk to workers
workplace. Those who may be involved in the Risk Assessment could

- Contractors
- Health and Safety Representatives.

Workers

for the persons completing the RAF. Add the scope, job description
High-Risk Construction Work is being carried out by the workers, or at

entification.

the hazards (what can go wrong?)
etermine what is likely to go wrong and how and why it may go wrong

no might be harmed, and the seriousness of that harm
account things that have gone wrong in the past and near-miss

around the workplace and carefully take note of potential hazards
o staff

sk assessment may require a multi-disciplinary team to ensure that all
of the activity or task to be assessed are considered.

hazards must be risk rated using the matrix (found on page 2 of this
Column 3 (IR- Initial Risk). The purpose of this process is to determine
occurrence and the seriousness of possible consequences. This will then
uitable risk control measures.

Stage 3. Risk Control.

The selection of suitable risk control measures is the critical step in com
assessment. Use the hierarchy of controls (page 2) when deciding on the
control measures.

Hierarchy of controls - As far as reasonably practicable, risk must be elimi
this is not possible, risk can be reduced using substitution, isolation and
controls. For remaining risk, administrative controls and PPE should b
controls must be reviewed and monitored to ensure they remain effective.

The selected risk control measures must be listed in Column 5. Once the
established it is important that the risk is re-assessed and listed in column 6
Risk). The person responsible for ensuring that the releva
implemented/monitored should be listed in column 7.

Stage 4. Monitor and review.

Monitor and review this risk assessment as required and keep a record o
(See Part 2).

Summary - Key Outcomes:

1. Consult those involved in work tasks / jobs where hazards may ex
2. Identify the hazards associated with the work task / job
3. Establish the risk associated with those hazards
4. Develop effective risk control strategies
5. Establish that the risk has been eliminated / reduced; due to the s
the risk control measures
6. Train all persons involved in the work
7. Ensure that any changes in the task / job or work practices are ass
updated in the RAF
8. Regularly monitor and review the effectiveness and currency of th
Assessment as required.

RISK ASSESSMENT MATRIX

LIKELIHOOD: What is the possibility that the effect will occur?	
CLASSIFICATION	DESCRIPTION
Always or nearly always in most circumstances.	Effect is a common result.
Probably occur in most circumstances.	Effect is known to have occurred previously.
Occur at some time.	Effect could occur or, I've heard of it happening.
Occur at some time.	Effect is not likely to occur or, I have not heard of it happening before.
Occur only in exceptional circumstances.	Effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?	
LEVEL OF EFFECT:	EXAMPLE OF EACH LEVEL:
INSIGNIFICANT / ACCEPTABLE	No effect – or so minor that effect is acceptable.
MINOR	First Aid treatment only.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/Death; major business interruption of credibility, Environmental harm, prosecution.
CATASTROPHIC	Multiple Permanent Total Disability injuries; multiple Business failure, substantial environmental harm, prosecution/imprisonment.











THE RISK SCORE:				
CONSEQUENCE				
LIKELIHOOD	MINOR	MODERATE	MAJOR	CATASTROPHIC
HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE
MOD.	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE
LOW	2 Mod.	3 HIGH	4 ACUTE	4 ACUTE
LOW	1 Low	2 Mod.	3 HIGH	4 ACUTE
LOW	1 Low	2 Mod.	3 HIGH	3 HIGH

STEP 4: RECORD RISK SCORE ON WORKSHEET: (Note – Risk scores have no units and should only be used for comparison and to engender discussion.)	
SCORE	ACTION
4A: ACUTE	DO NOT PROCEED. Requires immediate attention. Introduce high-level controls to lower the risk level. Re-assess before proceeding. <u>Review before commencing work.</u> Introduce new controls and high-level controls to lower the risk level. Monitor frequently to ensure measures are working.
3H: High	<u>Maintain control measures.</u> Proceed with work. Monitor and re-assess and if any equipment/people/materials/work processes or procedures change.
2M: Mod.	<u>Record and monitor.</u> Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.
1L: Low	

HIERARCHY OF CONTROLS



1.2.4 Risk Assessment Form

RISK ASSESSMENT FORM - Part 1									
ACTIVITY:	RAF #:	PROJECT NAME:							
COMPANY NAME:	ABN:	PROJECT ADDRESS:							
COMPANY ADDRESS:	JOB DESCRIPTION:								
COMPANY CONTACT:	PHONE #:								
NOTE: RELEVANT WORKERS MUST BE CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION									
NAME OF ASSESSOR:	SIGNATURE:	JOB TITLE:							
NAMES OF PEOPLE CONSULTED WITH DURING DEVELOPMENT OF THIS RISK ASSESSMENT	SIGNATURE/S:	JOB TITLE:							
PERSON RESPONSIBLE FOR ENSURING COMPLIANCE WITH RISK ASSESSMENT	SIGNATURE:	JOB TITLE:							
RISK ASSESSMENT APPROVED BY	SIGNATURE:	JOB TITLE:							
THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK" <input type="checkbox"/> NOT									
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines								
<input type="checkbox"/> Powered Mobile Plant	<input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant installations/services								
<input type="checkbox"/> Demolition	<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require								
<input type="checkbox"/> Asbestos	<input type="checkbox"/> Involves a risk of a person falling more than 2m, including work on telecommunication								
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere								
<input type="checkbox"/> Diving work	<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor								
<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> In or near water or other liquid that involves risk of drowning								
<input type="checkbox"/> Tilt up or pre-cast concrete									
PERSONAL PROTECTIVE EQUIPMENT (PPE): <i>ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT</i>									
									
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS									



TASK	HAZARD/S	RISK	IR	CONTROL MEASURES TO REDUCE
				<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				
17.				
18.				
19.				
20.				



RISK ASSESSMENT FORM - Part 2

Equipment: (List plant and equipment to be used on the job.)

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Permits/licenses/ Engineering Details /Certificates/WorkCover Approvals: Formal Training, Licences required for workers undertaking the work:

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Safety Notes:

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REVIEWING AFTER CONTROLS

4 ACUTE

3 HIGH

2 MODERATE

1 LOW

Review

Person Responsible:

Measures are implemented and monitored effectively:
 Risk meetings will be undertaken
 Workers will be consulted on the contents of this Risk Assessment
 Risks will be monitored throughout work activities:
 Checks Consultation Scheduled audits
 Actions will be recorded and rectified in a timely manner
 Assessment will be reviewed and updated accordingly (in consultation with relevant persons).

This Risk Assessment will be reviewed:

- ◆ If controls fail to reduce risk adequately
- ◆ When changes to the workplace or work activity occur that create new risks, or risk levels, where controls may no longer be effective
- ◆ New hazards or risks are identified
- ◆ After an Incident involving activities relevant to this Risk Assessment
- ◆ During consultation with relevant persons indicate review is needed
- ◆ A representative (e.g. Health and Safety Representative) requests a review

1	2	3	4	5	6	7	



RISK ASSESSMENT FORM - Part 3

has been developed in consultation and cooperation with *employee/workers* and relevant Organisations. I have read the above risk assessment and I understand the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this risk assessment including instructions and Personal Protective Equipment described.

DATE	<input type="checkbox"/> 1 LOW	<input type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 HIGH		<input type="checkbox"/> 4
WORKER NAME	JOB ROLE/POSITION	SIGNATURE	DATE	TIME	EMPLOYER/ Org SUPERVISOR

1.2.5 Risk Register

WHAT CAN HAPPEN?	RISK LEVEL	CURRENT CONTROLS	FURTHER ACTIONS	RESPONSIBLE PERSONS	DUE DATE	MA SIGN C
Electric shock. Possible fatality	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low	Switch off power	<ul style="list-style-type: none"> - Lockout program to be implemented. - Danger Tags, power-isolation padlocks etc. purchased - Persons trained in new procedure - Metal ladder not used for any electrical work 	Name of Supervisor, Workers etc?	Reasonable timeframe for controls?	
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute					



	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					
	<input type="checkbox"/> Acute <input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low					