

HAZARD REPORT – RISK MANAGEMENT WORKSHEET

General Information

Location	
Assessed By	
Date	

Section 1 - Hazard Identification

Description (*Hazard/Risk or Environmental Impact*)

Section 2 - Risk Assessment

Current controls (if any):

--

Risk Rating (*Refer to Risk Assessment Chart attached*) :

Is the Risk acceptable? Yes/No (If No then proceed to define controls in Section 3)

Section 3 - Risk Control

Elimination

--

Substitution

--

Isolation

--

Engineering Controls

--

Administration

--

Personal Protective Equipment

--

HAZARD REPORT – RISK MANAGEMENT WORKSHEET

Section 4 - Risk Assessment After Controls Implemented

Risk Rating (*Refer to Risk Assessment Chart attached*) :

Is the risk now acceptable after implementation of control?: Yes / No

(If Yes complete recommended actions. If No review control measures)

Section - 5 Action Plan

Control Option	Activity to Implement	Who	Start	Finish

Section 6 – Recommended Actions Implemented

Name:

Signature:

Date:

Where actions cannot be implemented by originator of this Risk Assessment then refer to your immediate Supervisor for further action.

Clear Form

HAZARD REPORT – RISK MANAGEMENT WORKSHEET

LIKELIHOOD How likely could it happen?	CONSEQUENCES: How severely could it affect health and safety?				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain <i>Is expected to occur in most circumstances</i>	Medium (18)	High (10)	High (5)	Very High (3)	Very High (1)
Likely <i>Will probably occur in most circumstances</i>	Medium (20)	Medium (14)	High (7)	High (6)	Very High (2)
Possible <i>Might occur at some time</i>	Low (23)	Medium (15)	High (11)	High (8)	Very High (4)
Unlikely <i>Could occur but doubtful</i>	Low (24)	Low (21)	Medium (16)	Medium (13)	High (9)
Rare <i>May occur but only in exceptional circumstances</i>	Low (25)	Low (22)	Medium (19)	Medium (17)	High (12)

Consequences scale for Safety and Environmental Hazards and Risks

Consequence Scale	Safety Description	Environmental Description
Catastrophic	Death or permanent disablement	Catastrophic long term environmental impairment of eco systems functions
Major	Serious lost time injury or illness	Very serious long term environmental impairment of eco systems functions
Moderate	Moderate lost time injury or illness	Serious medium term environmental effects
Minor	Minor lost time injury or illness	Moderate short term effects not affecting eco system functions
Insignificant	No medical treatment required	Minor effects on biological or physical environment

Action Table

Risk Level	Action
VH - Very High	ACT NOW – Urgent - Do something about these risks immediately
H – High	Highest management action required urgently
M – Medium	Manage by specific monitoring or management procedures
L – Low	These risks may not need immediate action – manage by routine procedures

Hierarchy of Risk Controls

1	Eliminate the Hazard – remove it completely from your workplace.	If this isn't practical, then...
2	Substitute the hazard – with a safer alternative.	If this isn't practical, then...
3	Isolate the hazard – as much as possible away from workers.	If this isn't practical, then...
4	Use engineering controls – adapt tools or equipment to reduce the risk.	If this isn't practical, then...
5	Use administrative controls – change work practices and organisation.	If this isn't practical, then...
6	Use personal protective equipment (PPE) – this should be the last option after you have considered all the other options for your workplace.	