**Risk Assessment / Hazard Identification**

**RISK ASSESSMENT / HAZARD IDENTIFICATION**

This form is a tool to look at an activity such as a task, project, or event to identify health and safety risks that are likely to pose a threat to a person’s safety or impact operations of the Glenorchy City Council (GCC) and to establish appropriate risk controls to minimise harm.

**KEY STEPS SUMMARISED:**

1. Provide summary of activity.
2. Break the activity down into a series of steps (from start to finish).
3. Identify potential hazards for each step.
4. Assess the inherent risk (before control measures) for each hazard identified by:
   1. Evaluating the possible consequence of the hazard using the Consequence Scale.
   2. Evaluate the likelihood of that consequence using the Likelihood Scale.
   3. Determine risk rating of each hazard using the GCC Risk Matrix.
5. Develop appropriate risk control measures to eliminate or reduce the risks.
6. Assess the residual risk (i.e., after control measures) once again by:
   1. Evaluating the possible consequences of the hazard using the Consequence Scale.
   2. Evaluate the likelihood of that consequence using the Likelihood Scale.
   3. Determine risk rating of each hazard using the GCC Risk Matrix.
7. Identify persons responsible for implementing and monitoring relevant steps. Ensure they have appropriate licenses and qualifications.
8. Determine highest remaining residual risk.
9. Determine if a Safe Operating Procedure (SOP) is to be developed from the Risk Assessment.
10. Ensure all persons involved in the activity have read, understand, and sign the risk assessment before work starts.

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| **STEP1.** | | **TITLE OF RISK ASSESSMENT:** | | |  | | | | | | | | | **DEPT:** | |  | | | | |
| **RA No:** | |  | **VERSION:** | |  | **CREATED DATED:** | | | |  | | | | **REVIEW DATE:** | | | |  | | |
| **SUMMARY:** | |  | | | | | | | | | | | | | | | | | | |
| **LOCATION:** | |  | | | | | | | | | | | | | | | | | | |
| **RISK ASSESSMENT CREATED BY / CONSULTED WITH:** | | | | | | | | | | | | | | | | | | | | |
| **NAME:** | | | | **POSITION / TITLE:** | | | | | **NAME:** | | | | **POSITION / TITLE:** | | | | | | | |
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| **STEP 2.** | | | **STEP 3.** | | | **STEP 4a.** | **STEP 4b.** | **STEP 4c.** | | **STEP 5.** | | | | | **STEP 6a.** | | **STEP 6b.** | | **STEP 6c.** | **STEP 7.** |
| **Ref No.** | **SPECIFIC ACTIVITY STEPS** | | **IDENTIFY POTENTIAL HAZARDS**  *i.e., Weather, Electrical items, Intruders, Hygiene, Manual Handling, Vehicle, Not Inducted, Power Tools, slips and trips, etc.* | | | **INHERENT RISK** | | | | **CONTROLMEASURES**  *i.e., Induction, PPE, Signage, Training, Reschedule Work, Two Person Lift, Warm Up, Test and Tag Completed, Inspection of Tools and Equipment, organise area, etc.* | | | | | **RESIDUAL RISK** | | | | | **ACTIONER / INITIALS** |
| **CONSEQUENCE** | **LIKELIHOOD** | **RISK RATING** | | **CONSEQUENCE** | | **LIKELIHOOD** | | **RISK RATING** |
|  |  | | Contact with Covid-19 and / or any other infectious diseases. | | | Moderate | Unlikely | Medium | | Review the Department of Health Tasmania for all control measures and requirements.  <https://www.health.tas.gov.au/>  Follow good personal and work area hygiene.  Clean hands and workstation regularly.  Have available Hand Sanitiser for all to use. | | | | | Moderate | | Rare | | Low |  |
| **STEP 2.** | | | **STEP 3.** | | | **STEP 4a.** | **STEP 4b.** | **STEP 4c.** | | **STEP 5.** | | | | | **STEP 6a.** | | **STEP 6b.** | | **STEP 6c.** | **STEP 7.** |
| **Ref No.** | **SPECIFIC ACTIVITY STEPS** | | **IDENTIFY POTENTIAL HAZARDS**  *i.e., Weather, Electrical items, Intruders, Hygiene, Manual Handling, Vehicle, Not Inducted, Power Tools, slips and trips, etc.* | | | **INHERENT RISK** | | | | **CONTROL MEASURES**  **Use the Hierarchy of Control**  *i.e., Induction, PPE, Signage, Training, Reschedule Work, Two Person Lift, Warm Up, Test and Tag Completed, Inspection of Tools and Equipment, organise area, etc.* | | | | | **RESIDUAL RISK** | | | | | **ACTIONER / INITIALS** |
| **CONSEQUENCE** | **LIKELIHOOD** | **RISK RATING** | | **CONSEQUENCE** | | **LIKELIHOOD** | | **RISK RATING** |
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|  | | | | | | | | | | | **STEP 8.** | **HIGHEST REMAINING RESIDUAL RISK** | | | | | | |  | |
| **STEP 9.** | **SOP to be developed? Yes / No** | | | | | | |  | |

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| **STEP10.** | **NAMES OF PERSONS INVOLVED IN THE ACTIVITY / TASK:** | | | | | |
| All participants (including students and volunteers) must sign before they are permitted to be involved in the activity / task.  ***By signing below, participants acknowledge they have read and understand the risk assessment and agree to comply with all steps and control measures:*** | | | | | | |
| **NAME** | | **SIGNATURE** | **DATE** | **NAME** | **SIGNATURE** | **DATE** |
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|  | **Hierarchy of Control (Examples of Control Measures)** |
| * 1. **Elimination** of risky activities wherever reasonably practicable. |
| * 1. **Substitution** of risks by providing safer products, materials, or processes. |
| * 1. **Isolation** of risks by providing control measures to isolate people from hazards or isolate hazards from people. |
| * 1. **Engineering** out risks by providing mechanical, designed / engineered controls to prevent injury. |
| * 1. **Administration** control of risks by providing training and procedures such as Lock-out Tag-out or Permits to Work. |
| * 1. **Personal Protective Equipment** to be provided to reduce the likelihood and severity of injury. |

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| **Determine the Consequence** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Determine the Likelihood** | **Almost Certain** | Medium | High | High | Extreme | Extreme |
| **Likely** | Medium | Medium | High | High | Extreme |
| **Possible** | Low | Medium | Medium | High | High |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | High |

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| **Risk Assessment Ranking and Hierarchy of Control** | | | | |
| **Likelihood** | | **Consequence** | | **Risk Ranking Summary** |
| **Rare** | Highly unlikely but may occur in exceptional circumstances. The event could happen, but probably never will. | **Insignificant** | **People**: Onsite First Aid only required.  **Operational**: Negligible  **Reputation**: Has no impact on council’s reputation  **Financial**: Negligible financial loss (<$40,000). | **Extreme** - These risks are Unacceptable. The work activity or process should be halted. Work cannot resume until Control Measures are implemented which reduce the risk to High or less using the Hierarchy of Control. Workers are to notify the accountable manager and they need to provide attention immediately with a detailed treatment plan within 24hrs. |
| **Unlikely** | The event is not expected to occur but there is a slight possibility that it may occur at sometime | **Minor** | **People**: Minor medical treatment only required.  **Operational**: No significant disruption.  **Reputation**: Adverse media coverage (one -off).  **Financial**: Minor financial loss ($40,000 - $200,000) | **High** - These risks must be reduced so far as reasonably practicable by implementing higher level Control Measures using the Hierarchy of Control Detailed review of Critical Control Measures by accountable manager including consultation with work crew and training in revised systems of work. Monitoring of key Control Measures and a response by the accountable manager within 7 days. |
| **Possible** | The event might occur at some time as there is evidence that predicts casual occurrence | **Moderate** | **People**: Serious injury or illness involving significant medical treatment or hospitalization and lost time.  **Operational**: Short Term Impact  **Reputation**: Intermittent adverse media coverage (< 1 month).  **Financial**: Significant financial loss ($200,000 - $600,000) | **Medium -** Identified Control Measures must be capable of reducing the risk so far as reasonably practicable by eliminating or minimising to an acceptable level. This requires the attention of the responsible manager to implement and monitor specific control measures accordingly. Response within in 14 days. |
| **Likely** | There is a strong possibility that the event will occur as there is evidence that predicts frequent occurrence | **Major** | **People**: Permanent Disability or critical long-term injury or illness.  **Operational**: Long-term impact.  **Reputation**: Significant and sustained adverse media coverage (< 6 months)  **Financial**: Major financial loss ($600,000 - $1M) | **Low -** The work is relatively risk free and can be managed by routine Control Measures and Standard Operating Procedures that have been identified by the Responsible Manager. Manage through Standard Operating Procedures. Response within 30 days |
| **Almost**  **Certain** | Very likely. The event is expected to occur in most circumstances as there is evidence that predicts regular occurrence. | **Severe** | **People**: Fatalities or extensive long-term injury or illness.  **Operational**: Permanent Impact.  **Reputation**: Significant and sustained adverse media coverage (> 6 months).  **Financial**: Extensive financial loss ($1M+) | **Insignificant** - Manage through Standard Operating Procedures. |