

RISK ASSESSMENT FORM
RISK ASSESSMENT DETAILS

Completed by:		Position:	
Signature:		Date:	
Completed in consultation with:			

ACTIVITY/TASK DETAILS

Description of Activity/Task:			
Location:		Area:	
Person/s at Risk:			

RISK ASSESSMENT

ACTIVITY/TASK/STEP	HAZARDS	RISKS	EXISTING CONTROLS	RISK LEVEL (Before control)	SUGGESTED CONTROLS	RESIDUAL RISK LEVEL (After control)

RISK ASSESSMENT						
ACTIVITY/TASK/STEP	HAZARDS	RISKS	EXISTING CONTROLS	RISK LEVEL (Before control)	SUGGESTED CONTROLS	RESIDUAL RISK LEVEL (After control)


ACTION PLAN			
NO.	CONTROL	PERSON RESPONSIBLE	TIMEFRAME FOR COMPLETION
1.			
2.			
3.			
4.			
5.			
6.			
7.			

ADDITIONAL COMMENTS

Have all actions been entered into SIG? Yes No

AUTHORISATION			
Authorised By:		Position:	
Signature		Date:	

WHS RISK LEVEL MATRIX						
		Consequence				
		Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	Almost Certain 5	Medium 6	High 7	High 8	Extreme 9	Extreme 10
	Likely 4	Medium 5	Medium 6	High 7	High 8	Extreme 9
	Possible 3	Low 4	Medium 5	Medium 6	High 7	High 8
	Unlikely 2	Low 3	Low 4	Medium 5	Medium 6	High 7
	Rare 1	Low 2	Low 3	Low 4	Medium 5	High 6

HIERARCHY OF CONTROLS	
Control	Effectiveness
ELIMINATION	Highest  Lowest
SUBSTITUTION	
ISOLATION	
ENGINEERING	
ADMINISTRATIVE	
PPE	

LIKELIHOOD/CONSEQUENCE CRITERIA		
LEVEL	LIKELIHOOD	CRITERIA
5	Almost Certain	>90% chance of occurrence within the next 12 months. Expected to occur, inevitable.
4	Likely	>50% to 90% chance of occurrence within the next 12 months. Balance of probability will occur – not surprised if it happens.
3	Possible	>10% to 50% chance of occurrence within the next 12 months. Might occur in some circumstances.
2	Unlikely	>1% to 10% chance of occurrence within the next 12 months. Could occur in some circumstances, surprised if it happens.
1	Rare	<1% chance of occurrence within the next year. Occurrence requires exceptional circumstances. Only occur as a '100-year event'.
LEVEL	CONSEQUENCE	CRITERIA
5	Catastrophic	Single fatality or severe permanent disability or impairment from one event. Investigation by a regulatory body resulting prolonged business disruption. Major litigation/prosecution with damages greater than \$25 million and/or potential custodial sentence.
4	Major	Hospitalisation required with long term disability/impairment. Systemic breach of regulation(s) investigated by a regulatory body and likelihood of a punitive fine. Significant litigation with potential for damages greater than \$10 million.
3	Moderate	Medical treatment required. Short term disability or impairment. Breach of regulation with internal investigation and report to Regulator and possible fine. Litigation with potential for moderate damages.
2	Minor	Minor injury with first aid treatment required. No short-term disability or impairment. Minor systemic breach of regulations or policies. Litigation with potential for minor damages.
1	Insignificant	Minor injury with no medical or first aid treatment required. Minor and isolated breach of regulations or policies which can be readily addressed. Minor legal issues.