CESSNOCK CITY COUNCIL

RISK ASSESSMENT WORKSHEET

TO COMPLETE RISK ASSESSMENT WORKSHEET USE THE **RISK SCORE MATRIX** AT BOTTOM OF SHEET TO DETERMINE **RISK RATING** AND **RISK PRIORITY.** THIS RISK ASSESSMENT IS TO BE TRANSFERRED FOR **MAJOR/MEDIUM RISKS** TO THE **WORK METHOD STATEMENT** FORM FOR ITS COMPLETION. THIS COMPLETED RISK ASSESSMENT SHALL BE LINKED TO THE CORRESPONDING WORK METHOD STATEMENT.

ACTIVITY		**ACTIVITY CODE**		**Date**	
PROJECT NAME					
PROJECT DESCRIPTION					

PROJECT/ACTIVITY STEPS	**HAZARD TYPE**	**RISK RATING** Major Medium Minor	**RISK PRIORITY** 1-6	**CONTROL MEASURES**	**RISK RATING AFTER**

NAME: Person conducting assessment		**POSITION**	

The following persons were consulted when assessing risk levels and deciding relevant control measures

NAME						
NAME						

PERSON AUTHORISING RISK ASSESSMENT	**PRINT NAME**		**SIGNATURE**

Hazard Guidelines

Safety Hazards

1. Manual Handling
2. Plant & Equipment – operation, maintenance, storage and inspection
3. Working at Heights
4. Confined Spaces – identification and marking of work situations that can be regarded as a confined space.
5. Vehicle and Plant Movement – identification of requirements, planning and personnel awareness
6. Hazardous Substances and dangerous goods – identification, marking, handling, use, storage, spillage, containment, removal and disposal.
7. Electrical Work – identification and marking – contacts for location, adjustment, repair and emergency.
8. Body Stressing – caused by lifting, repetition of movements i.e. bending, pulling, pushing, turning or working in confined or unchangeable positions.
9. Blasting – warrant, requirements and contacts for carrying out.
10. Traffic Control – traffic control plans – additional measures.
11. Underground and overhead utilities – identification and marking – contacts for location, adjustment, repair and emergency.
12. Other activities identified from experience or notified warning.

Environmental Hazards

1. Environmentally sensitive areas i.e. acid sulphate soils.
2. Need for approvals, licences and permits.
3. Site access – consideration of erosion, noise, traffic conflict, dust and pedestrian thoroughfare and property access.
4. Erosion and sedimentation controls.
5. Water Management – discharge to waterways, pool water quality.
6. Air Quality – including dust suppression, chemical odours, plant and vehicle emissions.
7. Fire – permits, emergency response.
8. Ground vibration and air blast – effect on adjacent structures.
9. Vegetation – damage, destruction, removal
10. Fauna – damage, destruction, removal of food trees and access (i.e. Koala areas)
11. Hazardous Chemicals (Herbicides, Pool Chemicals) – licences, handling, use, storage, spillage, containment, removal and disposal.
12. Indigenous and Non-indigenous heritage – site identification, marking, preservation.
13. Contaminated Ground.

Hierarchy of Control

1. Implementing measures to reduce the risk associated with any issue is the process for controlling them. The control measures must follow the order detailed in the Hierarchy of Control below.

2. A combination of controls may be appropriate.
- Elimination of the hazard
- Substitution eg of the equipment or substance
- Isolation eg distance or enclosure
- Engineering controls eg guarding
- Administrative controls eg supervision, training, job rotation
- Personal protective equipment

3. It must be noted that personal protective equipment should always be the last control option considered.

Risk Analysis

A risk analysis is conducted to determine the level and the different types of risk associated with each step in the activity. The Section Manager, Co-ordinator, Team Leader or Superintendent or an appropriately trained or experienced representative conducts the risk analysis in accordance with the guidance table below. The Risk Analysis Matrix takes into account the probability (likelihood) of a specific unplanned event occurring and the possible outcome (consequence) to the person, environment, public property, quality of the job, cost, etc. if it does. The level of risk ascertained from the analysis determines the control measures that will be implemented for that particular step in the activity. Depending on the risk rating achieved will determine the needs to be made on the appropriate levels of control to manage the level of risk.

- For each hazard think about: How severely it could hurt someone and how likely is it to happen?

RISK SCORE

WHEN COMPLETING RISK ASSESSMENT USE RISK SCORE MATRIX AND FOLLOW THE PROCESS BELOW FOR THE FOLLOWING SCORES	
IF 1 OR 2 (MAJOR)	DO NOT COMMENCE JOB. SEE COORDINATOR/SECTION MANAGER. FORMAL RISK ASSESSMENT AND SAFE WORK METHOD STATEMENT TO BE COMPLETED BEFORE JOB COMMENCES
IF 3 OR 4 (MEDIUM)	USE DEVELOPED SAFE WORK METHOD STATEMENT OR STANDARD OPERATING PROCEDURE
IF 5 OR 6 (MINOR)	JOB CAN PROCEED WITHOUT WORK PROCEDURE

LIKELIHOOD

CONSEQUENCE

How severely could it hurt someone OR damage the environment?	VERY LIKELY Could happen anytime	LIKELY Could happen sometime	UNLIKELY Could happen, but very rarely	VERY UNLIKELY Could happen but probably never will
CATASTROPHIC OHS – death, permanent disability, disease Environmental – extreme community dissatisfaction, extreme pollution, toxic release, requires outside assistance	1	1	2	3
MAJOR OHS – extreme injury, long term illness Environmental – high level of community discontent, severe pollution extending beyond site	1	2	3	4
MEDIUM OHS – medical attention, several days off work Environmental – frequent community complaints, significant pollution on site, contained with assistance	2	3	4	5
MINOR OHS – First Aid Environmental – occasional community complaints, low level pollution and controlled on site	3	4	5	6

MAJOR

MEDIUM

MINOR

HIERARCHY OF CONTROLS
1. ELIMINATION OF HAZARD
2. SUBSTITUTION – eg. of the equipment or substance
3. ISOLATION – eg. distance or enclosure
4. ENGINEERING CONTROLS – eg. guarding
5. ADMINISTRATIVE CONTROLS eg. supervision, training, job rotation
6. PERSONNEL PROTECTIVE EQUIPMENT