

1. Risk Assessment Matrix

Likelihood Descriptor	Rating
Almost certain to occur/happen or is imminent, possibly frequently in a year. There is a history of regular occurrence at Deakin.	Almost certain
Will probably occur/happen, but not a persistent issue. There is a history in the recent past (within 3 years) of occurrence at Deakin	Likely
Likely to happen occasionally and has a reasonable chance of occurring at Deakin.	Possible
Not expected to happen, but it is a possibility in the sector	Unlikely
Very unlikely this will happen	Very Unlikely

Consequence Descriptor	Rating	Consequence Descriptor	Rating
<ul style="list-style-type: none"> Single or Multiple Fatalities Severe injury or illness, resulting in permanent injury / disability or ill health to one or more persons Extreme stress and an inability to perform work duties in the foreseeable future Unrest / protest / violence Smartraveller Alert Level 4* Significant prosecution and fines almost certain Future funding / approvals / registration / licensing in jeopardy 	1 Extreme	<ul style="list-style-type: none"> Injury or illness requiring medical or psychological treatment to one or more people Lost Time Injury (LTI) impact (less than 10 days) Significant stress and a noticeable reduction on ability to perform regular duties in the immediate future Smartraveller Alert Level 2 or combination of 2 and 3* Improvement Notice or Direction from WorkSafe 	3 Moderate
<ul style="list-style-type: none"> Major or Multiple injuries resulting in temporary disability or ill health to one or more persons Significant Lost Time Injury (LTI) impact (10 days or more) Major stress and an inability to perform work duties in the medium to long term Dangerous near miss or threat Smartraveller Alert Level 3 or combination of 3 and 4* University Council / staff prosecuted without being imprisoned Legal / financial penalties or regulator sanctions/ attention/ reduced funding Prohibition Notice 	2 Major	<ul style="list-style-type: none"> Minor injury, first aid treatment required. No lasting impact Minor concern and some reduction in ability to perform regular work duties in the short term Smartraveller combination of Alert Level 1 and 2* Voluntary compliance 	4 Minor
		<ul style="list-style-type: none"> No treatment required No concern or slight apprehension isolated to an event / situation and no impact on regular work duties. Smartraveller Alert Level 1* 	5 Insignificant

	Extreme (1)	Major (2)	Moderate (3)	Minor (4)	Insignificant (5)
Almost certain	Very High	Very High	High	High	Medium
Likely	Very High	High	High	Medium	Medium
Possible	High	High	Medium	Low	Low
Unlikely	High	Medium	Low	Low	Low
Very Unlikely	Medium	Medium	Low	Low	Low

2. Risk Priority Action List

Risk Level	Priority	Action	Timeframe for implementation of corrective action
Very High	1	<p>University Executive management responsibility. Cease or isolate source of risk. Immediate attention, response and treatment required prior to commencement or continuation of work. Requires a risk assessment and risk management plan by the relevant Executive for approval (prior to work commencing or continuing) by the Vice-Chancellor, Risk oversight by Council, Audit and Risk Committee (ARC) or nominated Committee. The Risk must be escalated to the responsible University Executive member(s) immediately for full consideration and approval of risk mitigation/opportunity measures with the Vice-Chancellor. A notification must be made to, and advice must be sought from Health, Wellbeing and Safety Unit (Human Resources) as soon as practical</p>	Immediate
High	2	<p>Faculty General Manager/Director/Head of School management responsibility. Cease or isolate source of risk. Immediate attention, response and treatment required prior to commencement or continuation of work. Implementation of risk controls to be given appropriate attention, response and demonstrably managed. Executive approved risk treatment required prior to commencement or continuation of work. Risk must be escalated to the responsible Director, Faculty General Manager or Program/ Project Manager immediately. Vice-Chancellor informed by the appropriate University Executive for consideration of risk mitigation measures to lower risk level. A notification must be made to, and advice must be sought from Health, Wellbeing and Safety Unit (Human Resources) as soon as practical</p>	Immediate
Medium	3	<p>Faculty General Manager/Director/Head of School responsibility. The activity where practical should cease until safety controls are implemented. Assess the risk, determine whether current controls are reasonably practicable for the task/ work area/ environment or if further action/ treatment is required. All risk mitigation factors to be explored and exhausted before proceeding. If the activity is to be continued after implementing safety controls, the controls must be reviewed and approved by the relevant Manager. Monitor, review and document controls through regular business practices or local area meetings. A notification must be made to the Health, Wellbeing and Safety Unit (Human Resources) as soon as practical.</p>	Within 14 days
Low	4	<p>Local Management responsibility Faculty/Portfolio/Project management responsibility. Managed by routine procedures, monitor and review as required. Any further control should be implemented to reduce the risk to as low as reasonably practicable.</p>	

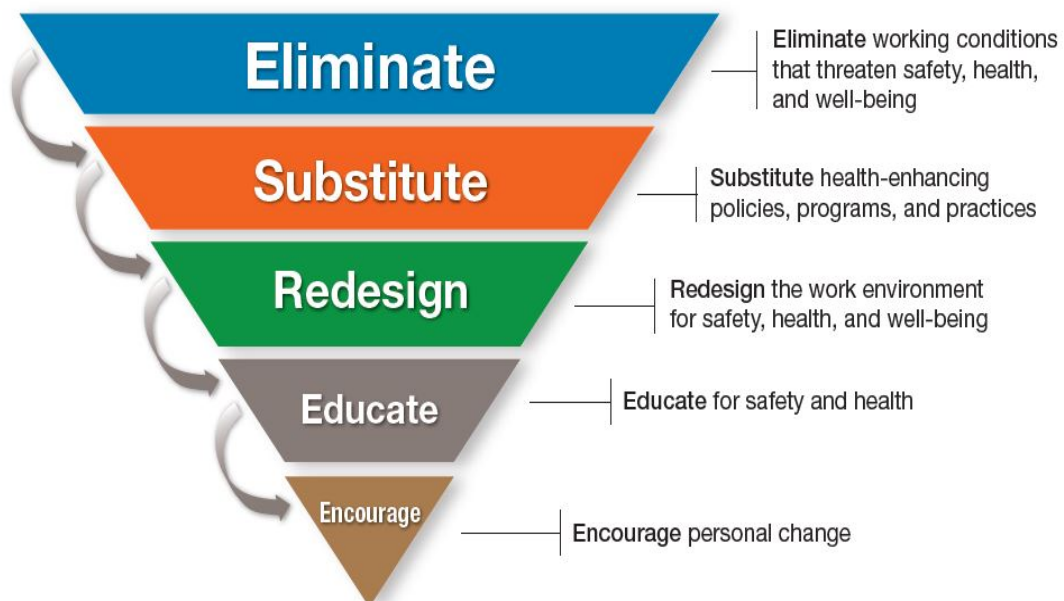
Note: If an identified hazard does not meet legislative requirements, the use of the plant, hazardous chemical or work process must cease immediately, and be locked out (if necessary) until modifications have been implemented to make the plant, hazardous chemical or work practice legally compliant.

3. Hierarchy of OHS hazard controls

Priority	Action	Description	Example
1	Eliminate the Hazard	Determine if the process, plant, equipment, testing methods, materials or substances are necessary	Off site fabrication, Purchase ready to use reagents
2	Substitute the Hazard	Reduce the risk by substituting a less hazardous process, plant, equipment, testing method, material or substance	Replace ladder with scissor lift, Substitute solvent based paint with water based paint Redesign plant to reduce noise levels Replace frequent telephone use with headsets
3	Isolate the Hazard	Isolate the hazard by using containment, shielding or distance	Put insulation around noisy equipment Guards over moving parts
4	Engineering Controls	Install barriers, guards, ventilation or alarms to reduce the exposure to the hazard Minimise the size or volume of the hazard. Rearrange the work area and work flow	Reverse alarms/lights fitted to plant Exhaust ventilation to remove fumes Use mechanical aids to reduce manual handling Have deliveries made to the end-point to avoid re-handling
5	Administrative Controls	Reduce the duration of exposure to the hazard Intersperse high demand or intense activity with lighter, less intense tasks. Establish safe work practices Provide training and supervision appropriate to the level of expertise of the personnel involved. Introduce procedures, signs, permits to increase awareness of the hazard or limit exposure to the hazard. Administrative controls may be used as a secondary measure to supplement the other agreed risk controls	Job rotation, Work instructions, Restricting access to the area, Keeping the area free of clutter Being prepared for emergencies e.g., spills Safety inspections Training and induction programs
6	Personal Protective Equipment	Provide personal protection. This is the last resort because it is the least reliable and requires high levels of supervision, skills and attention. Personal protection may be used as a secondary measure to supplement the other agreed risk controls.	Hearing protective devices, Respirators, Hard hats

Administrative Controls and **Personal Protective Equipment** are the least preferred because they are the less reliable and require high levels of supervision, skills and attention. They are used routinely as a support to other control measures. In many cases, it will be necessary to use more than one control method.

While the risk control process concentrates on controlling the highest ranked risks first, this does not mean that lower priority risks which can be controlled quickly and easily should not be controlled simultaneously. The best available control measures are to be put in place as soon as possible.



DOCUMENT HISTORY	
Name of procedure	<i>OHS Risk Assessment Guide</i>
Overarching policy	<i>Health Wellbeing and Safety policy</i>
Procedure	<i>OHS Risk Management Standard</i>
Last Update	<i>28 October 2019</i>
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