Owner: Health, Wellbeing and Safety

Last Update: 28 October 2019

**Note: More complex activities or processes may need to be broken up into individual steps or tasks for assessment:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Assessor (s)** | (Name, position, phone and email) | | | | | | | | | | **OHS Rep.** | | |  | | |
| **Faculty / Division** | | |  | | | | | | | | **Date** | | |  | | |
| **Activity** | (short description) | | | | | | | | | | | | | | | | |
| **Frequency** | (How often is the activity carried out) | | | | | | **Hazard(s)** | | |  | | | | | | | |
| **Background** | (Details of the activity / process being assessed / who is affected or at risk) | | | | | | | | | | | | | | | | |
| **What is the harm** | | (What is the harm the hazard could cause) | | | | | | | | | | | | | | | |
| **Existing Controls** | | (These must be controls that are in place and working) | | | | | | | | | | | | | | | |
| **Initial Risk** | **Likelihood** | | |  | **Consequence** | | |  | | | | | **Risk** | |  | | |
| **New Controls** | (if controls **have not been** implemented, please list the control, who is responsible and when will it be completed) | | | | | | | | | | | | | | | | |
| **Final Risk** | **Likelihood** | | |  | **Consequence** | | |  | | | | | **Risk** | |  | | |
| **For Medium/High Risks (notifications and entry on local OHS Risk Register)** | | | | | | | | | | | | | | | | | |
| **Manager notified** | |  | | | | **Date** | | |  | | | **Date HWS notified** | | | |  | |
| **Register Name** | |  | | | | | | | | | | **Date Entered** | | | |  | |

**Risk 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** |
| --- | --- | --- | --- |
| * 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](https://smartraveller.gov.au/countries/Pages/default.aspx) Alert Level 4\* * Significant prosecution and fines almost certain * Future funding / approvals / registration / licensing in jeopardy | **1**  **Extreme** | * 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](https://smartraveller.gov.au/countries/Pages/default.aspx) Alert Level 2 or combination of 2 and 3\* * Improvement Notice or Direction from WorkSafe | **3**  **Moderate** |
| * 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](https://smartraveller.gov.au/countries/Pages/default.aspx) 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** | * 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](https://smartraveller.gov.au/countries/Pages/default.aspx) combination of Alert Level 1 and 2\* * Voluntary compliance | **4**  **Minor** |
| * 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** |

**Risk Response**

| **Risk Level** | **Priority** | **Action** | **Timeframe for implementation of corrective action** | |
| --- | --- | --- | --- | --- |
| **Very High** | 1 | **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** | | Immediate |
| **High** | 2 | **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** | | Immediate |
| **Medium** | 3 | **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.** | | Within 14 days |
| **Low** | 4 | **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. | |  |

**Hazard control**

| **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 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. | 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. 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 least reliable and requires 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.