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| Work health and safety TASK risk assessment (Risk = HAZARD ASSET) |  |

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| Enter information about the activity / task, people affected, its LOCATION, PERMITS AND LICENCES, AND WHAT SOURCE MATERIALS / AIDS WERE USED TO COMPELETE THE ASSESSMENT | | | | | | | | | | | | | | | |
| Best description of the person working on the task: Choose an item. | | | | | | Type of Activity: Choose an item. | | **Description of activity / task:** | | | | | | | [GUIDANCE NOTE LINK](https://westernsydneyedu.sharepoint.com/:b:/s/WHSDocumentation/EZma3susmFpBsnbzL5BICmYBdx5JPaBda4dlLWen9LGyIg) |
| Describe the working environment including layout and physical conditions: | | |  | | | | | | | | | | Location(s): Choose an item. Choose an item. (If off campus or overseas please provide detail) | | |
| Are there any licensing/registration/permit or internal WSU approval requirements which can affect risk of this activity?E.g., Legal requirement – storage of scheduled drugs, GMOs, portable radiation equipmentInternal approvals – approval from animal ethics committee, BRSC, WHSW,Other licenses - including those related to operating equipment, maintenance of facilities and grounds and construction activities | | | | | | | | | | Registrations/Authorisations:Permits/Licences:Approvals: | | | | | |
| What reference materials or authorities, if any, were referred to when developing this risk assessment? |  | Acts | |  | International Standards (ISO) | |  | | WSU System Management Plans | |  | Industry /Association Standards | | List: | |
|  | Regulations | |  | Australian Standards (AS/NZS) | |  | | WSU Hazard Management Plans | |  | Other Regulators | |
|  | Codes of practice | |  | Bureau of Statistics WHS Incident Analytical data | |  | | WSU Guidance Notes | |  | Clinical/Scientific studies | |
|  | Guidance Notes | |  | Commission/Department Standards | |  | | WSU WHS Incident Analytical data | |  | Published authorities | |

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| Steps 1 to 8: ENTER THE task INFORMATION AND KNOWN HAZARDS, THE CURRENT CONTROLS AND THEN COMMENCE THE RISK ASSESSMENT REVIEW TO mitigate/eliminate THE INCIDENCE OF HARM to the person or thing you want to protect |

| **PROACTIVE CONTROLS – preventative controls** | | | | | | | **reactive/response controls** | | | | |
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| **Step 1:** Task / job step | **Step 2:** HAZARD (What is the source of potential harm or the situation with the potential to cause loss?) See Guidance Note for suggestions | **Step 3:** Risk score (PRIOR TO CONTROLS BEING AOPPPLIED) | | | **Step 4:** CURRENT CONTROLS (What is in place today thatcontrols the risk?) NCI = No Controls Identified  NRP – Not Reasonably Practical ARE APPLIED) | **Step 5: MANAGER OR WHS&W UNIT**wHERE THE CURRENT CONTROLS ARE NOT EFFECTIVE, WHAT ADDITIONAL / NEW CONTROLS can be done to eliminate or further reduce the risk? NCI = No Controls Identified  NRP – Not Reasonably Practical) | **Step 6:** RESIDUAL HAZARDS: HAZARDS remaining POST implimentation of controls -POINTS of FAILURE + hazards out of our control See Guidance Note for suggestions | **Step 7: MANAGER OR WHS&W UNIT**Residual risk SCORE | | | **STEP 8:**RESIDUAL HAZARDS –TRIGGERS /controls to vary or STOP task or Operation. |
| Consequence | Likelihood | Risk Score | Consequence | Likelihood | Risk Score |
| The task | [Hazard/s:](#Hazards)  (The source of harm)  [Consequences:](#Consequences)  (Injury or harm caused) | Choose an item. | Choose an item. | Choose an item. | **Elimination:**  **Substitute:**  **Isolation:**  **Engineer/Modify:**  **Administration:**  **PPE:** | **Elimination:**  **Substitute:**  **Isolation:**  **Engineer/Modify:**  **Administration:**  **PPE:** | [Hazard/s:](#Hazards)  (The source of harm)  [Consequences:](#Consequences)  (Injury or harm caused) | Choose an item. | Choose an item. | Choose an item. | The following stop triggers/ conditions must be resolved prior to recommencing task - Stop-Go Trigger identified: <detail>   * <Controls>   Stop-Go Triggers not identified; however, the following controls should be implemented:   * <Controls> |
|  |  | Choose an item. | Choose an item. | Choose an item. |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |
|  |  | Choose an item. | Choose an item. | Choose an item. |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |
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| STEP 9: Implementation of additional risk controls (As listed in heading 5) | | | | |
| Additional control measures may be required where either:   * There is an unacceptable level of risk. * Short term controls have been implemented until longer term controls are available.   These additional controls must be documented and assigned to a responsible person for action.  Where there is a residual hazard, these must be documented and managed, staff are to be advised of the residual hazard/s, what precautions, and care is to be taken, and what the set trigger points are to stop work controls are if the task become too hazardous to continue. | | | | |
| CHANGES TO MANAGEMENT PLANS, hazard mangement plans, PROCEDURES, GUIDELINES TRAINING ETC | resources required | ITEMS / EQUIPMENT FOR PROCUREMENT | responsible persons | date of implementation |
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| step 10: Who was involved in the development of this risk assessment? (additional rows can be added as required) | | | | | | |
| Date created: | **Review date:** | Developer (s) | **Reviewer (s)** | Approver (s) | Approvers Signatures | Date |
| Click or tap to enter a date. | Click or tap to enter a date. |  |  |  |  |  |

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| step 11: REFERRAL TO WHS&W UNIT | | | | |
| Date sent to WHS&W | **WHS&W Comments** | WHS&W Approver (s) | WHS&W Approvers Signatures | Date |
| Click or tap to enter a date. |  |  |  |  |