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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/%3Ab%3A/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 IdentifiedNRP – 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 IdentifiedNRP – 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>
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|  |  | Choose an item. | Choose an item. | Choose an item. |  |  |  | Choose an item. | Choose an item. | Choose an item. |  |
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|  |  | 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. |  |  |  |  |