

**Risk Assessment**

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| **Pathway** |  |
| **Date conducted** |  | **Time** |  |
| **Persons conducting risk assessment** |  |
| **Building Location / Room** |  |
| **Tasks performed in this location** |  |
|  |
| **Is there any up to date Work Instruction/SWP? If so please identify work Instruction No(s)** | Yes [ ]  No [ ]  |
|       |
|       |
| **Is there any documented information - manual / user-guide / SDS sheet?** | Yes [ ]  No [ ] Specify       |
| **Comments** |  |

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| **Required Actions** |
| Inductions | Who is responsible | Due date for implementation |
|  |  |  |
| Comments |

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**IDENTIFIED HAZARDS & RISK ASSESSMENT**

 *In this section document the hazards, outline the risks associated with each hazard and perform a risk assessment using the Linfox risk matrix below*

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| **Potential Hazards**  | **What is the risk?** | **What harm may be caused?** | **Risk Assessment Score with no controls** | **Current control’s** | **Current Risk Assessment Score with current controls** |  |
| **likelihood** | **Severity** | **Total** | **likelihood** | **Severity** | **Total** | **Comments**  |
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**Appendix 1**: **Risk Evaluation Measures:**

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| **SEVERITY** (Consequence): Most likely outcome from the hazard identified, not absolute worse-case. | **LIKELIHOOD:**  **Risk events can be defined and measured relative to other risks through the relationship between the probability of the event happening (the likelihood) and the effects should the risk event occur (consequence).** **The likelihood and consequence of all Unitec risk events are to be assessed against the Unitec risk rating matrix in Appendix 1. The overall risk rating then determines the level of risk ownership and attention required.** **The likelihood of risk events occurring can be considered against the following criteria.** |
| **Historic experience**  | **Future potential** |
| **5** | **Catastrophic: Multiple Fatalities / Serious consequences**  | **Almost** **certain (L5)** | **Occurred repeatedly last year** |  **Expected to occur regularly under normal circumstances** |
| **4** | **Major: Single Fatality / Extensive injuries / Long term illness, or serious injury (LTI)** | **Likely (L4)** | **Occurred once last year** | **Known to occur.** |
| **3** | **Moderate: Medical treatment required, or restricted or modified duties** | **Possible (L3)** | **Has not occurred in the last two years** | **“I’ve heard of it happening” Some risk controls in place.** |
| **2** | **Minor: First Aid treatment / Superficial** | **Unlikely (L2)** | **Has not occurred in the last five years** | **Not likely to occur, risk controls in place and near effective.** |
| **1** | **Insignificant: No injuries / No damage to health** | **Rare (L1)** | **Has not occurred at Unitec for more than 5 years** | **Practically impossible effective risk controls in place** |

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| **Unitec Risk Matrix** | **Severity** |
| **Likelihood** | ***1******Insignificant*** | ***2******Minor*** | ***3******Moderate*** | ***4******Major*** | ***5*** ***Catastrophic*** |
| **(L5) Almost Certain** | ***M******(11)*** | ***M******(16)*** | ***H******(20)*** | ***E******(23)*** | ***E******(25)*** |
| **(L4) Likely** | ***M******(7)*** | ***M******12)*** | ***H******(17)*** | ***H******(21)*** | ***E******(24)*** |
| **(L3) Possible** | ***L******(4)*** | ***M******(8)*** | ***M******(13)*** | ***H******(18)*** | ***H******(22)*** |
| **(L2) Unlikely** | ***L******(2)*** | ***L******(5)*** | ***M******(9)*** | ***M******(14)*** | ***H******(19)*** |
| **(L1) Rare** | ***L******(1)*** | ***L******(3)*** | ***L******(6)*** | ***M******(10)*** | ***M******(15)*** |
| ***E = Extreme Risk*** *– Immediate action required to control risk* |  |
| ***H = High Risk*** *– Senior management attention required* |  |
| ***M = Medium Risk*** *- Management responsibility must be specified* |  |
|  ***L = Low risk****: Manage by routine procedures / PPE* |  |

**Appendix 2**: **Unitec Risk Matrix**

**Appendix 3: Hierarchy of Controls**

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| **HIERARCHY OF CONTROLS** |
| **Control** | **Description** |
| **Eliminate** | Good housekeeping practices, Remove hazard, Consider layout or design. |
| **Substitute** | Replace a process or material with a less hazardous option. |
| **Isolate** | Separate the hazard from the worker. |
| **Engineer** | Redesign the work process or equipment. |
| **Administrative Controls** | Implement policies, procedures and training for people to follow when working with hazard. |
| **Use Personal Protective Equip.** | Provide people with equipment and training, e.g. glasses, vests, gloves, etc. |