Risk Assessment

A risk assessment is the process of identifying all reasonably foreseeable hazards and assessing the risks associated with a particular activity, task, item or product to specify control measures that will either eliminate or reduce the risk so far as is reasonably practicable as outlined by Safety Standard Risk Management.

A hazard is anything that has the potential to cause injury or disease to people, damage to the environment, property, plant or equipment.

A risk is the chance of the hazard actually causing an injury, illness or disease or damage/loss to plant/equipment or property.

Steps:

1. Complete the risk assessment scope.
2. Complete hazard identification and risk assessment.
    a. Identify all reasonably foreseeable hazards associated with the activity, task, item or product described.
    b. Describe the potential risk attached to each hazard identified.
    c. Assess the likelihood of identified risks without controls using the risk matrix.
    d. Specify risk control measures to eliminate or reduce the level of risk using the hierarchy of controls.
    e. Assess the likelihood of identified risks with controls using the risk matrix for a residual risk rating.
3. Complete the recommended actions table summarising the proposed risk controls, area accountable from action, responsibility for implementation, and timeframe for completion.
4. Review the risk assessment and evaluate the effectiveness of the risk control measures.
5. Manager retains a copy of the risk assessment and emails a copy to lara@lftransport.com.au
    a. Risk assessments must be retained for 5 years.

Step 1 – Identify the hazards

A **hazard** is something with the potential to cause harm. There are a number of ways to identify potential sources of harm, including: -

- Consultation with workers.
- Observations and inspections of the work site.
- Incident, accident and injury data.
- Identifying work processes.
- Operating & Safety Instructions on the particular plant involved in the process.
- Consultation with specialist practitioners, industry associations, and government bodies.

Some High risk examples for Drivers are not limited to, but listed below

High Risk Hazards

- Load site is directly under powerlines
- Involves a risk of a person falling more than 2 metres
- Site Access restricted or very tight
- Site contains a high density of pedestrians or unauthorised personnel
- involves, or is likely to involve, the disturbance of asbestos; or
- is carried out in or near a confined space; or
- is carried out in or near:
  - (i) a shaft or trench with an excavated depth greater than 1.5 metres; or
  - (ii)a tunnel; or
- is carried out in extreme temperature; heat, high winds, ice
- is carried out in or near water or other liquid that involves a risk of drowning; or
- Any other Hazard that a driver can see the potential for Harm

Step 2 – Assess the risks associated with the hazards

Risk assessment is the process of assessing the level of risk associated with each identified hazard. **Risk** is the likelihood that death, injury or illness might result because of hazard. To assess risk, both the likelihood and consequences of an incident occurring must be considered. Refer to attached: Contractor Risk Identification Checklist.

The following factors can affect the likelihood of an incident occurring:

- How long will the task take
- How many people are exposed.
- The skills and experience of persons exposed.
- The physical characteristics/limitations of the people involved.
- The position of the hazards relative to the workers and other hazards.

- Distractions.
- Environmental conditions such as wet, slippery surfaces, high winds.
- The effects of manual handling.
- Condition of equipment being used including PPE.
- The effectiveness of existing control measures

To determine the consequences, a judgement must be made on the severity of the potential outcome. For example, death, permanent disablements, serious bodily injury, casualty treatment, first aid only.

Step 3 – Decide on appropriate control measures

- Control measure should be selected according to the Hierarchy of Control
- Elimination – If possible, get rid of the hazardous task/plant/work practice/situation.
- Substitution – Replace the hazard with a lower risk alternative task/plant/work practice /situation.
- Isolation – Isolated the hazardous task/plant/work practice/situation from the work environment or the workers be isolated from the hazardous task/plant/work practice/situation.
- Engineering controls – Install or modify guards and/or control devices on the hazardous task/ plant/work practice/situation.
- Administrative controls – change or improve work procedures and/or systems to reduce risk presented by the hazardous task/plant/work practice/situation.
- Use of personal protective equipment (PPE) – Issuing equipment to protect the worker from the hazardous task/plant/ work practice/situation.

In many cases, it may be necessary to use more than one control measure to satisfactorily manage exposure to a risk. Some control measures that are lower control priorities may need to be put in place until a permanent measure can be achieved. The control measure should:-

- Adequately control exposure to the risk.
- Not create another hazard.
- Allow you to do your work without discomfort or distress.

Step 4 – Implement the control measures

This step includes putting the selected control measures in place.
This could involve:

- Developing work procedures to ensure control measures are effective, for example defining the responsibilities of management, supervisors and workers.
- Clearly communicating information about the control measure to workers and other persons at the workplace.
- Provide training and instruction to workers, supervisors and other persons in relation to the control measures. The amount and type of information, instruction and training required depends on the severity of the hazard and the risk involved as well as the amount of skill required to operate or use the control measure.
- Provide adequate supervision to verify that the control measures are being utilised correctly.

Including provisions in work procedures about the maintenance of the control measures to ensure the ongoing effectiveness of the control measures.

Step 5 – Monitor and review the effectiveness of the control measures

The final step is to monitor and review the effectiveness of the control measures. This should be done to determine whether: -

- The chosen control measures have been implemented as planned.
- The chosen control measures are working.
- The control measures haven't created new problems or exacerbated existing problems.

A review of the risk assessments should be determined in consultation between management and their employees if: -

- There is evidence that the risk assessment is no longer valid;
- If someone is harmed from exposure to the hazard that the assessment dealt with; or
- If there are changes in the work environment or the work practices concerning the hazard which the risk assessment addressed.

Risk assessment scope

Title of task being assessed:	
Assessment location:	Assessment date:

Persons completing risk assessment	Signature

Describe the activity/ task/ item/ product :

Documents referenced (including manufacturers manuals, standards, codes of practice and any relevant legislation):	

Hazard Identification and Risk Assessment

Ref no.	Hazard description *(i.e*	Risk description *(i.e slip on floor)*	Initial risk rating	Proposed risk controls *(i.e mop the floor and place wet floor hazard signage)*	Type of risk control (Hierarchy of controls)	Residual risk rating
1						
2						
3						
4						

Recommended Actions Summary

For each proposed risk control, provide a recommended action and allocate a responsible person and time frame in consultation with that person. Completion confirmation is required for each action.

Ref no.	Recommended action	Accountable area	Responsible person	Target completion date	Actual completion date
1					
2					
3					
4					
5					
6					
7					

Review

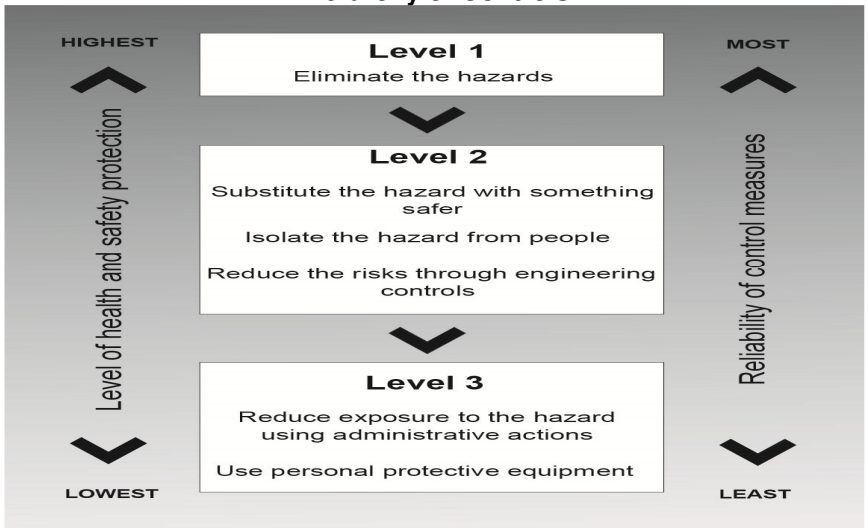
Control measures have been reviewed and no further risks have been identified Yes☐ No☐	Are further reviews required? No☐ Yes☐ When:	
Manager/ supervisor name:	Manager/ supervisor signature:	Date:
Record of subsequent reviews.		
Review date:	Reviewed by:	Description of any changes:

Resources

WHS Risk Matrix

Probability - Likelihood		Severity - Consequences			
		1	2	3	4
		Kill or Disable	Serious injury - long term illness	Medical treatment - several days off	Minor first aid
A	Very likely - could happen anytime	1A	2A	3A	4A
B	Likely - could happen sometime	1B	2B	3B	4B
C	Unlikely - could rarely happen	1C	2C	3C	4C
D	Very unlikely - could happen, but probably never will	1D	2D	3D	4D

Hierarchy of Controls



Examples of potential hazards in a workplace

Work tools hazards	Workplace/ environmental hazards	System hazards	People hazards
Vehicles at the workplace/ work on or by roads	Fall through or off floor/ ceiling/ roof/ structure/ equipment	Using damaged or out of date gas cylinders	High or sudden force exerted in a manual task
Using faulty (damaged) electric leads and tools	Poor visibility/ poor lighting	Gas cylinders are not upright and secure	Bending, twisting or turning while carrying loads
Noisy plant and equipment	Working on unstable/ uneven terrain (collapse, mud, steep)	Chemical spill	Moving unstable loads e.g. half full seed bags
Contact with high pressure air	Working with animals	Working alone or in isolation	Using heavy hand held tools e.g. grass slasher
Inappropriate interlocking devices available	Struck by or ingestion of windblown particles	SDS not available or not current	Repetitive or sustained force in a manual task
Crane/ mobile plant overturn	Exposure to biological hazards/ needle stick injury	Access/ egresses are obstructed	Exposure to vibration or friction
Plant/ equipment guarding is inadequate	Disturbance or contact with asbestos	Leads and hoses are across access routes	Handling heavy or bulky loads
Using defective pressure gauges	Entering a confined or restricted space	Fall from unsecured ladder	Using an awkward or sustained posture
Struck by debris from grinding/sawing operations	Contact with cold/ heat, working with cold/ hot materials	Fall from height due to inadequate edge protection	Using poor work ergonomic posture
Contact with/ caught between moving plant/ parts	Exposure to fire in the workplace	Equipment/ building not fitted with (RCD)	Use of PPE not fit to the worker
Plant/ equipment is not serviced or maintained	Severe weather conditions	Electric leads tied to metal rails	Completing task with medical or work restrictions
Contact with materials being positioned	Contact with underground or overhead cables	Repairing plant while electricity is live	Workers not trained, competent or experienced
Safe weight limits exceeded/ no controls marked	Exposure during radiation dose or contamination	Excessive exposure to noisy areas and equipment	Workers not adhering to PPE requirements
Lock out/ tag out provisions not in place	Exposure to lasers, arc welding	Exposure to hazardous chemicals	Carrying out work they are not employed to do
Machine controls functional and labelled	Struck by falling/ protruding objects	Exposure to biological pathogens/ organisms	Not evacuating the workplace when the alarm sounds
Emergency stops not installed or marked	Exposure to sun	Procedures/ risk assessments no longer applicable	Doing live electrical work they are not approved to do
Electric leads on ground in damp conditions	Working on slippery surfaces	Emergency alarms isolated during normal hours	Not attending health monitoring appointments