

Risk Assessment Form Guidance Sheet

Stage 1. Introduction.

The Risk Assessment Form (RAF) is a tool used when looking at jobs / tasks to identify hazards that may be present and establish safety control measures (preventative measures) to prevent harm to life, health, property or the environment.

The Risk Assessment should be carried out when hazards may create a risk to workers and others in the workplace. Those who may be involved in the Risk Assessment could include:

- Site Manager
- Supervisor
- Relevant Workers
- Contractors
- Health and Safety Representatives.

Enter information the persons completing the RAF.

Add the scope, job description and indicate if High Risk Construction Work is being carried out by the workers, or at the workplace.

Stage 2. Hazard Identification.

Sources which are used to identify hazards are:

- Consultation with workers
- Shift records, incident and injury records
- Legislative information e.g. Regulations, Codes of Practice etc.
- Relevant Australian Standards
- Industry guides, educational materials and training courses
- Industry professionals.

This RAF assists those involved to identify hazards that may be relevant / applicable to the job / task being undertaken. Tick any / all the relevant hazards listed in Column 1.

Each of the listed hazards must be risk rated using the matrix (found on the final page of this RAF) and listed in Column 2. The purpose of this process is to determine the likelihood of occurrence and the seriousness of possible consequences. This will then assist in selecting suitable risk control measures.

Stage 3. Risk Control.

The selection of suitable risk control measures is the critical step in completing a RAF. The information contained in the Hierarchy of Risk Control, relevant Codes of Practice and industry guidelines and/or Regulations will assist in establishing the most suitable measures.

The selected Risk Control measures must be listed in Column 3. Once the measures are established it is important that the risk is re-assessed and listed in Column 4. The person responsible for ensuring that the relevant step is implemented / monitored should be listed in Column 5.

Stage 4. Monitor and review.

Monitor and review this Risk Assessment as required and keep a record of all reviews. (See Part 2).

Summary - Key Outcomes:

1. Consult those involved in work tasks / jobs where hazards may exist
2. Identify the hazards associated with the work task / job
3. Establish the risk associated with those hazards
4. Develop effective risk control strategies
5. Establish that the risk has been eliminated / reduced; due to the selection of the risk control measures
6. Train all persons involved in the work
7. Ensure that any changes in the task / job or work practices are assessed and updated in the RAF
8. Regularly monitor and review the effectiveness and currency of this Risk Assessment as required.

Risk Assessment Form					
Activity:	RAF #:	Project Name:			
Company Name:	ABN:	Project Address:			
Company Address:		Job Description:			
Company Contact:	Phone #:				
NOTE: Relevant workers must be consulted in the development, approval and communication of this Risk Assessment					
Name of Assessor		Signature:	Job Title:	Date:	
Names of workers consulted with during development of this Risk Assessment		Signature/s:	Job Title:	Date:	
Person Responsible for ensuring compliance with Risk Assessment		Signature:	Job Title:	Date:	
Risk Assessment Approved by		Signature:	Job Title:	Date:	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #d9e1f2; text-align: center;"> ELIMINATION - Risk will be eliminated where possible </div> <div style="font-size: 2em;">➔</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #d9e1f2; text-align: center;"> SUBSTITUTION ISOLATION ENGINEERING - Where risk remains, one/combination of controls will be used </div> <div style="font-size: 2em;">➔</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #d9e1f2; text-align: center;"> ADMINISTRATIVE - Where risk remains, administrative controls will be used. </div> <div style="font-size: 2em;">➔</div> <div style="border: 1px solid #ccc; border-radius: 10px; padding: 10px; background-color: #4F81BD; color: white; text-align: center;"> PERSONAL PROTECTIVE EQUIPMENT (PPE) - Where risk still remains, it will be reduced as far as reasonably practicable with use of PPE. </div> </div>					
Overall Risk Rating after Controls	4 Acute	3 High	2 Moderate	1 Low	
Determine the risk score					
Consequence					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High
Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)					
Score		Action			
4 A: Acute		DO NOT PROCEED. Requires immediate attention. Introduce further high-level controls to lower the risk level. Re-assess before proceeding.			
3 H: High		Review before commencing work. Introduce new controls and/or maintain high-level controls to lower the risk level. Monitor frequently to ensure control measures are working.			
2 M: Moderate		Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.			
1 L: Low		Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.			

Risk Assessment Scope

High Risk Construction Work

This work activity involves the following "High Risk Construction Work":

- | | |
|--|--|
| <ul style="list-style-type: none"> <input type="checkbox"/> Moving Plant <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services <input type="checkbox"/> Confined Spaces <input type="checkbox"/> Demolition | <ul style="list-style-type: none"> <input type="checkbox"/> Asbestos <input type="checkbox"/> Working at heights greater than 2 Metres, including work on telecommunications towers <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels <input type="checkbox"/> Using explosives <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse |
|--|--|

NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented

Job Step -

Hazards	Risk	RB	Control Measures	RA	Person Responsible
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		

Job Step -

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented					
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		
Job Step -					
Hazards	Risk	RB	Control Measures	RA	Person Responsible
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		
Job Step -					
Hazards	Risk	RB	Control Measures	RA	Person Responsible
			Elimination – Substitution – Isolation -		

NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented					
			Engineering – Administrative – Personal Protective Equipment –		
Job Step -					
Hazards	Risk	RB	Control Measures	RA	Person Responsible
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		
Job Step -					
Hazards	Risk	RB	Control Measures	RA	Person Responsible
			Elimination – Substitution – Isolation - Engineering – Administrative – Personal Protective Equipment –		

Monitor and Review		Person Responsible
<p>To ensure control measures are implemented and monitored effectively:</p> <ul style="list-style-type: none"> - Toolbox /pre-work meetings will undertaken - Relevant persons will be consulted on the contents of this Risk Assessment - Control measures will be monitored throughout work activities: <ul style="list-style-type: none"> o Spot checks o Consultation o Scheduled audits - Corrective actions will be recorded and rectified in a timely manner - This Risk Assessment will be reviewed and updated accordingly (in consultation with relevant persons) 	<p>This Risk Assessment will be reviewed:</p> <ul style="list-style-type: none"> - If controls fail to reduce risk adequately - When changes to the workplace or work activity occur that create new / different risks, or risk levels, where controls may no longer be effective - New hazards or risks are identified - After an incident involving work activities relevant to this Risk Assessment - During consultation with relevant persons indicate review is needed - A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation. 	

RISK ASSESSMENT - Part 2	
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	
Regulatory permits/licenses/ Engineering Details /Certificates/WorkCover Approvals:	Site Specific Safety Notes
Formal Training, Licences required for workers undertaking this task:	Reference Documents

RISK ASSESSMENT FORM - Part 3

This risk assessment has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above risk assessment and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this risk assessment including risk control measures, safe work instructions and Personal Protective Equipment described.

Employee/Worker Name	Job Role / Position			Signature	Date	Time	Employer/PCBU/ Supervisor	
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								