

# Risk Assessment Template

This template is to be used for *Risk Management Procedure*.

1. Background Information			
Workplace:		Date:	
Assessment Title		Person Conducting	

2. Risk Assessment				
	Hazard Lists	List Current Risk Controls	Risk Rating	Additional Controls
1				
2				
3				
4				
5				
6				

**1. Consequence** - Evaluate the consequences of a risk occurring according to the ratings in the top row

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

**2. Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime (“once in a life time / once in a hundred years”)
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

**3. Risk Matrix** – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

**4. Risk Level/Rating and Actions**

Descriptor	Definition
<b>Extreme:</b>	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken immediately. Cease associated activity.
<b>High:</b>	Notify <b>Workplace Manager and/or Management OHS Nominee</b> immediately. Corrective actions should be taken within 48 hours of notification.
<b>Medium:</b>	Notify <b>Nominated employee, HSR / HSC</b> . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.
<b>Low</b>	Notify <b>Nominated employee, HSR / HSC</b> . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.