

**OHS698**  
**Guide to the OHS Risk Assessment and Control Form OHS017**

Risk assessment completed by:  
 Staff/student number:

To be filled in by the assessee.



**UNSW**  
 THE UNIVERSITY OF NEW SOUTH WALES

For additional information refer to the OHS Risk Assessment and Control Procedure, the OHS Risk Rating Procedure

Identify where you come from.

Faculty/Division:		School/Unit:		
Document number	Initial Issue date	Current version	Current Version Issue date	Next review date

**Step 1: Identify the activity**

To be filled out by the local Document Control Officer.

Describe the activity:

The activity to be controlled must be described in full.  
 Academic Supervisors and/or OHS Coordinator should be consulted to ensure that all steps in the activity are identified.

Identify the location, eg laboratory, outdoors, etc, where the activity will take place.

Describe the location:

**Step 2: Identify who may be at risk by the activity**

A number of people may be at risk from any activity. This may affect the risk controls needed. These people may include fellow workers, visitors, contractors and the public. The location of the activity may affect the number of people at risk.

**Identify who else may be at risk when the activity is operating.**

**Steps 3 to 7: Identify the hazards, risks, and rate the risks**

1. An activity may be divided into tasks. For each task identify the hazards and associated risks.
2. List existing risk controls and determine a risk rating using the UNSW Risk Rating Procedure.
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls * (Step 5)			Additional risk controls required (Step 6)  (Apply the hierarchy of risk controls)	Risk Rating with additional controls * (Step 7)		
				C	L	R		C	L	R

Identify individual tasks that make up the activity, eg manual handling, decanting liquids, etc

Identify the hazards (things that can harm the person), eg a knife for cutting. Just remember, no matter how insignificant the hazards are there is always the potential of the hazard to inflict an injury.

Identify possible injuries resulting from the hazards, eg laceration from knife.

Identify any existing controls that are currently in place such as flammable liquid cabinets, fume hoods, training, safe work procedures, etc.

Rate the risks using the associated Risk Rating Procedure. Risks are rated as Very High (VH), High (H), Medium (M), or Low (L). Use the Recommended Action Table as a guide to identify what is required.

Where risks are rated as Very High or High then further risk controls are required based on the Recommended Action Table. Additional risk controls will need to be implemented to reduce the risk rating preferably to Medium (M) or Low (L).  
  
Always apply the hierarchy of risk controls to determine the most effective methods of control.

\* C = consequence      L = likelihood      R = risk rating      from the UNSW Risk Rating Procedure

**RA to be checked and authorised by the supervisor.**

**Step 8 Documentation and initial approval**

Completed by: (name)	(signature)	Authorised by: (name)	(signature)	Date:
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**Step 9: Implement the additional risk controls identified**

Indicate briefly what additional risk control s from Step 6 above were implemented, when and by whom.

Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:

**Describe what additional risk controls were put into place, when and by whom.**

**Step 10: Monitor and review the risk controls**

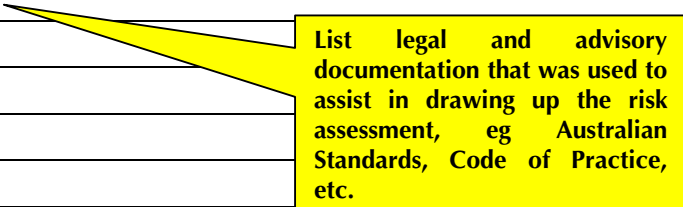
It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. Reviews could be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.

Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:

**Risk control effectiveness needs to be monitored during the activity. Regular reviews of the risk controls and the risk assessment need to be done. Identify here the review dates, reviewer and authorising person.**

**Documentation**

It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.



List legal and advisory documentation that was used to assist in drawing up the risk assessment, eg Australian Standards, Code of Practice, etc.