

 UNSW <small>THE UNIVERSITY OF NEW SOUTH WALES</small>	OHS Risk Rating Procedure
UNSW Procedure	
Control number	OHS328
Linked UNSW Policy	This procedure details actions and processes pursuant to the UNSW OHS Policy.
Responsible Officer	Director, Human Resources
Authorisation	Director, Human Resources
Contact Officer	Manager, OHS and Workers Compensation
Effective Date	1 January 2007
Superseded Documents	OHS503 UNSW OHS Risk Rating System v1, 10 March 2006
Review	This procedure will be reviewed in accordance with the OHS Management System Review Procedure
File Number	TRIM 2007/1219

1. Purpose

The purpose of the OHS Risk Rating Procedure is to ensure a consistent standard procedure for rating OHS risks across the University. The procedure ensures that identified risks are controlled to as low as reasonably practicable using the hierarchy of risk controls.

2. Scope

This procedure applies to all activities undertaken at all UNSW campuses, field trips, student placements, etc.

3. Definitions

Hazard: A hazard is a source of potential harm or a situation with the potential to cause harm.

Risk: A risk is the chance of something happening that will have an impact on objectives. It is measured in terms of consequences and likelihood. In the OHS context, risk should be thought of as the consequence of a given event measured in terms of harm, and the likelihood of that particular consequence occurring.

Consequence: The outcome of an event measured in terms of harm.

Event: An event is exposure to a hazard.

Likelihood: In OHS terms, the probability or frequency of the consequences of an event.

4. Procedure

4.1 Determine the consequences

Using Table 1, determine the most probable consequence in terms of harm should an event occur with existing risk controls.

Table 1 **Consequences**

Level	Descriptor	Examples
1	Insignificant	Injuries not requiring first aid
2	Minor	First aid required
3	Moderate	Medical treatment required
4	Major	Hospital admission required
5	Severe	Death or permanent disability to one or more persons

4.2 Determine the likelihood

Using Table 2, determine the most probable likelihood of the determined consequence occurring.

Table 2 **Likelihood**

Level	Descriptor	Examples
A	Almost certain	Is expected to occur in most circumstances
B	Likely	Will probably occur in most circumstances
C	Possible	Could occur at some time
D	Unlikely	Not likely to occur in normal circumstances
E	Rare	May occur only in exceptional circumstances

4.3 Determine the risk level

Using Table 3, determine the risk level for each identified hazard.

Table 3 **Matrix**

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost certain A	Medium	High	High	Very high	Very high
Likely B	Medium	Medium	High	High	Very high
Possible C	Low	Medium	High	High	Very high
Unlikely D	Low	Low	Medium	Medium	High
Rare E	Low	Low	Medium	Medium	Medium

4.4 Recommended action guide

Using Table 4, determine the action required based on the determined risk level. UNSW requires that all activities must be controlled to as low as reasonably practicable using the hierarchy of risk controls. No activities rated at Very High or High can proceed until additional risk controls have been implemented to reduce the risk level.

Risk level	Recommended action
Very high	<u>Act immediately:</u> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	<u>Act today:</u> The proposed activity can only proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. (iii) the risk assessment has been reviewed and approved by the Supervisor and (iv) a Safe Working Procedure or Safe Work Method has been prepared. (v) The supervisor must review and document the effectiveness of the implemented risk controls.
Medium	<u>Act this week:</u> The proposed task or process can proceed, provided that: (i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; (ii) the risk assessment has been reviewed and approved by the Supervisor and (iii) a Safe Working Procedure or Safe Work Method has been prepared.
Low	<u>Act this month:</u> Managed by local documented routine procedures which must include application of the hierarchy of controls.

5. Legal & Policy Framework

5.1 Associated Documents

Standards Australia. AS/NZS 4360 Risk Management
Standards Australia. HB-205 OHS Risk Management Handbook

6. Evaluation & History

This procedure will be reviewed in accordance with the OHS Management System Review Procedure.

6.1 Modifications

Version	Date	Author	Approval	Sections modified	Details of amendments
0.1	1/11/2006	Lindsay O'Keeffe	Director, Human Resources	All sections reformatted	Reformatted document. Modified Table 3 Risk Level and added Table 4 Recommended Action
1.0	01/01/2007	Lindsay O'Keeffe	Director, Human Resources	3.0, 4.4	Minor changes to definitions and recommended action guide.