

Risk Control Risk Assessment Form

RAF2019.PRINT

RISK MANAGEMENT MATRIX

Use the risk management matrix below to calculate the risk rating of a work area, worksite and/or activity. The risk rating is then used to develop an action plan to remove or reduce risks and the timeframe for completion.

		Likelihood				
		Rare Conceivable but only in extreme circumstances / once every 100 years	Unlikely Hasn't happened yet but could / once every 10 years	Possible Could happen, 'near miss' or has happened before / once a year	Likely Could easily happen, has happened within last 6 months / once a month	Almost Certain Occurs often / once a week
Consequence	Catastrophic Death / permanent disability / massive financial loss	High	High	Extreme	Extreme	Extreme
	Major Serious injury or illness / large financial loss	Tolerable	Tolerable	High	Extreme	Extreme
	Moderate Short term injury or illness / medium financial loss	Low	Tolerable	Tolerable	High	High
	Minor Medical treatment injury / some financial loss	Very Low	Low	Low	Tolerable	Tolerable
	Insignificant First aid or no injury / minimal financial loss	Very Low	Very Low	Very Low	Low	Low
		Very Low PROCEED & FILE	Low PROCEED & FILE	Tolerable PROCEED WITH CAUTION	High ACT TODAY	Extreme STOP & ACT
Determine action and how to proceed safely based on risk rating.		Activity may proceed and documentation of controls kept on file. Action required within 6 months or as authorised by management.	Activity may proceed and documentation of controls kept on file. Action required within 1 month or as authorised by management.	You may decide to proceed with caution provided that: <ul style="list-style-type: none"> risk level is as low as reasonably practicable and tolerable. risk assessment has been reviewed and approved by the supervisor a safe working procedure and method has been prepared and communicated to all parties involved in the activity, and documentation filed within 1 month or as authorised by management. 	Activity can only proceed if action is taken today to: <ul style="list-style-type: none"> reduce risk level as low as reasonably practicable risk controls must include those identified in legislation, Australian standards, Codes of Practice etc the risk assessment has been reviewed and approved by the supervisor a safe working procedure and method has been prepared and communicated to all parties involved in the activity the supervisor reviews and documents the effectiveness of the implemented risk controls 	DO NO PROCEED. Immediate action required. <ul style="list-style-type: none"> The proposed task or activity must not proceed until steps are taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.



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RISK ASSESSMENT DETAILS

WORK AREA / LOCATION	ACTIVITY
COMPLETED BY	DATE

DESCRIBE THE HAZARD	WHAT HARM COULD THE HAZARD CAUSE? TO WHOM?	WHAT ARE THE CURRENT CONTROLS?	ASSESS RISK USING THE RISK MATRIX		HOW WILL YOU ELIMINATE OR REDUCE THE RISK USING THE HEIRARCHY OF CONTROLS?	RESIDUAL RISK USING RISK MATRIX		PERSON RESPONSIBLE	DUE DATE	DATE COMPLETE
			Likelihood	Consequence		Likelihood	Consequence			
			Likelihood			Likelihood				
			Consequence			Consequence				
			RISK RATING			RISK RATING				
			Likelihood			Likelihood				
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			Consequence		Consequence			
			RISK RATING		RISK RATING			

REVIEW CONTROLS - Manager to verify that recommended controls are effective.

EFFECTIVE	DATE
NOT EFFECTIVE	SIGNATURE
NAME	