



# \_ whs form a

## risk assessment

This form, in conjunction with the **Risk Matrix** and **Control Measure Pyramid** is to be completed at the acceptance of a quote. It is a simple risk identification and management tool designed to establish if the work is high or low risk so sufficient planning is undertaken prior to the job progressing.

RISK OR HAZARD	PERSON/S INVOLVED	RISK MATRIX SCORE	MINIMISING RISK CONTROL MEASURES TO IMPLEMENT	CONTROL MEASURE ACTIONS	USING CONTROL MEASURES IS THE RISK ELIMINATED
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No

Are all risks and hazards successfully eliminated by using control measures?

Yes - OK to proceed to low risk work. Please complete Job Start (FORM B) should be filled out on-site prior to commencing work. At any time should the conditions change STOP and think!

No - Complete SWMS and request all relevant insurances and certifications from appointed signage company / supplier.

# risk matrix

## POTENTIAL CONSEQUENCES

Minor injuries or discomfort  
No medical treatment or measurable physical effects

Injuries or illness requiring medical treatment.  
Temporary Impairment

Injuries or illness requiring hospital admission

Injury or illness resulting in permanent impairment

Fatality

		Not significant	Minor	Moderate	Major	Severe
D O O H I L E K I L	Expected to occur regularly under normal circumstances	Almost Certain Medium	High	Extreme	Extreme	Extreme
	Expected to occur at some time	Likely Medium	High	Extreme	Extreme	Extreme
	May occur at some time	Possible Low	Medium	High	High	Extreme
	Not likely to occur in normal circumstances	Unlikely Low	Low	Medium	Medium	High
	Could happen, but probably never will	Rare Low	Low	Low	Low	Medium

### Using the Risk Matrix

For each risk identified, determine the **likelihood** of an incident occurring.

Also for each risk identified determine the **potential consequences** that may result from the incident occurring.

Once you have both likelihoods and potential consequence you can establish the risk matrix score.

Depending on the score the following action must be implemented.

Use the information established from using the risk matrix to form a working action plan to implement into SWMS.

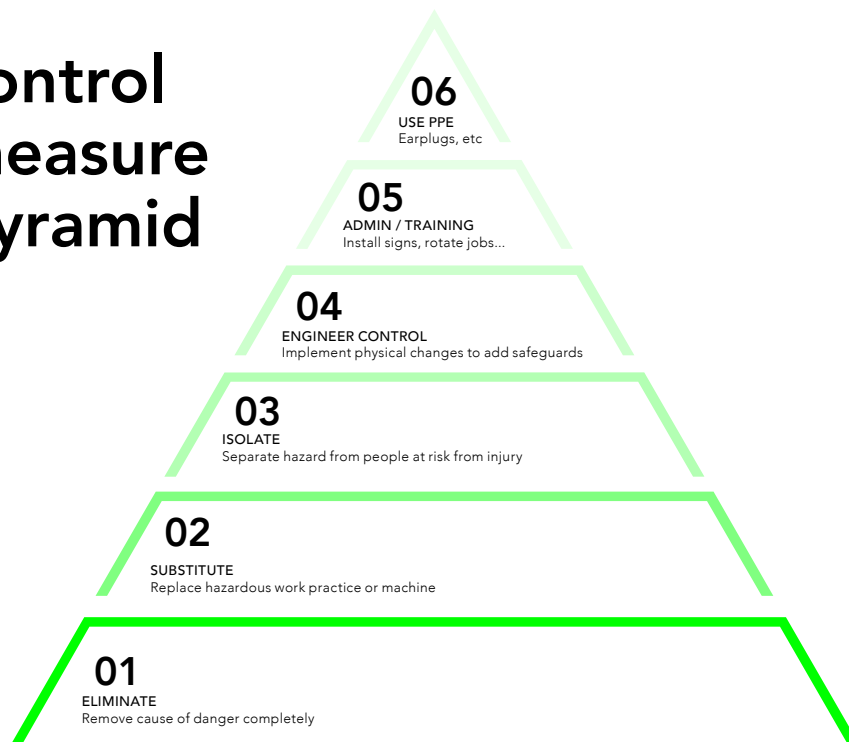
*Note: Always conduct a risk assessment before and after the control measures are implemented as this will identify if the control measures are effective in reducing risks.*

## RISK ACTION PLAN

Risk Level	Expected Action	Tolerance Level	Timeframe*	Review
Extreme	Unacceptable to be exposed to this level of risk at any time. All work to cease.	No tolerance allowed Contact business owner.	Immediate	12 months
High	Must lower risk before work continues by implementing further controls as per SWMS. Stop work if risk or hazard controls are not possible.	Contact business owner to work through on-site risks/hazards before continuing work.	7 days	2 years
Medium	Controls need to be reviewed further before proceeding with work as per SWMS.	Contact business owner to work through on-site risks/hazards before continuing work.	30 days	3 years
Low	All workers on-site to be made aware of hazards and risks during work task.	Continue to work following SWMS controls and monitor hazards for changing circumstances.	90 days	5 years

\* Note: Hazards or risks that are unable to be closed out with the timeframes above must be managed by risk control measures as per the SWMS or Hazard Report.

# control measure pyramid



*Note: Elimination of the risk is the most effective control measure, PPE is the least effective method.*

### Using the Control Measures Pyramid

For each risk identified, choose a **control measure** of an incident occurring.

Do not simply choose a control method because it is easy and fast to implement

When selecting the control to be implemented always consider short term control measures (temporary option) and long term control measures (permanent option). Consideration must also be given to the costs associated with the potential losses, in comparison with the costs associated with the control measures.

Use the information established from using this pyramid to form a working action plan to implement into SWMS.