_ whs form b
job start

This form is to be completed for any low risk jobs before work commences. It is a simple hazard identification tool designed to make you stop, think and assess any hazards that you may not have seen, had you rushed in to get the job done.

Green Light Creative Job Number _____

Location _____

Name and Signature _____

Date _____

HAZARD CATEGORY

Manual Handling
Do I have to move anything? Including sliding, stacking, pulling, pushing, lifting, carrying?   No   Yes, describe _____

Slips/Trips/Fall
Is there a chance of slipping, tripping over any raised surfaces or falling from height?   No   Yes, describe _____

Exposure
Will I be exposed to any electricity, weather, noise, dust, heat, cold, radiation, fumes, chemicals?   No   Yes, describe _____

Cuts, abrasions, puncture
Are there any sharp, rough, pointy surfaces within the scope of work?   No   Yes, describe _____

Pinch/crush
Are there any two surfaces that could come together to pinch/crush? Includes vehicle movement, doors, unrestrained movement of objects   No   Yes, describe _____

Environmental
Is there a possibility of spilling, releasing anything into the environment that could cause damage?   No   Yes, describe _____

Struck
Is there anything that could fall from height or strike you if blown by the wind? Any vehicle movements in the area?   No   Yes, describe _____

Communication
Has there been clear communication of the task and scope of work   No   Yes, describe _____

Driving
Is there any driving involved in the task? Do you feel alert? Is the journey planned to minimise distractions while driving e.g. Google Maps setup before driving?   No   Yes, describe _____

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

Yes - OK to proceed to low risk work. At any time should the conditions change STOP and think and redo this form if necessary

No - STOP and seek assistance. Complete SWMS. No deadline is worth it!

risk matrix

P O T E N T I A L   C O N S E Q U E N C E S

		Not significant	Minor	Moderate	Major	Severe
		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
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

(Left axis label: L I K E L I H O O D)

R I S K   A C T I O N   P L A N

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.

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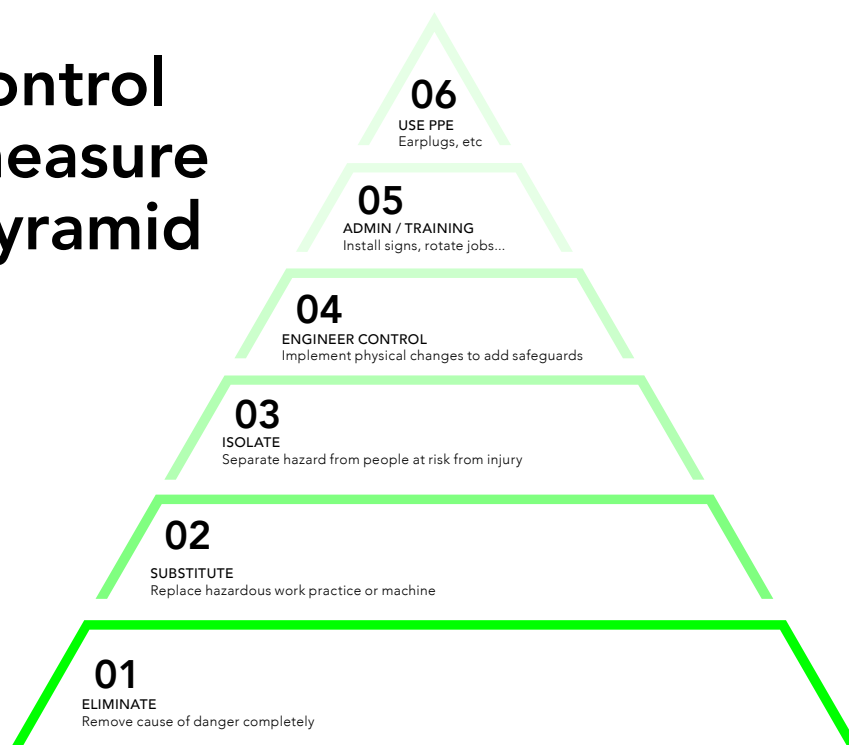
Note: Always conduct a risk assessment before and after the control measures are implemented as this will identify if the control measures are effective in reducing risks.

control measure pyramid

06 USE PPE — Earplugs, etc

05 ADMIN / TRAINING — Install signs, rotate jobs...

04 ENGINEER CONTROL — Implement physical changes to add safeguards

03 ISOLATE — Separate hazard from people at risk from injury

02 SUBSTITUTE — Replace hazardous work practice or machine

01 ELIMINATE — Remove cause of danger completely

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.