

## Risk Management Worksheet

June 2010

Description of Task / Project / Activity					
Campus		Faculty		School / Department	
Building		Room No		Date	

### Persons Completing Worksheet

Name	Signature	Name	Signature

### HOW TO USE THIS WORKSHEET

- Identify the general task/process at the top of the worksheet
- Briefly list the hazards associated with the task or process (**Description of hazard**)
- Classify each **hazard type** as manual handling, physical, chemical, biological, or radiation
- Use the specific reference sheet for the hazard type
- Use either Method 1:**Risk Assessment** or Method 2:**Control Banding** that applies to each hazard.

#### Risk Assessment -

- Estimate the consequence and likelihood based on controls in place
- Use the matrix to determine risk
- Assess the acceptability of the risk and add additional controls if deemed too high

#### Control Banding -

- Identify variables in process
- Use Control Level Reference Table to determine control band
- Identify appropriate controls from control level reference table

- List:
  - The hazard controls that are already in place
  - The hazard controls yet to be implemented
- Nominate the person responsible implementing further controls
- Provide a date for implementation of controls and, thus, work/study to commence

#### Review of hazard controls

Whenever new hazards are identified and/or additional hazard controls are required, add the additional information to the existing risk assessment, sign and date.

#### NOTE

- ★ All controls listed for the hazard control band in the reference sheet **must be in place** before work/study commences.
- ★ If **any** of the controls listed for the hazard control band in the reference sheet are **not** to be used, a full risk assessment using the Monash University Risk control program must be completed, documented; and held in the area(s) where the work/study is undertaken.

<b>Task / Process / Procedure</b>								
<b>Method 1: Risk Assessment</b>		<b>Conseq'nce &amp; Likelihood</b>	<b>Risk Score</b>					
<b>Method 2: Control Banding</b>	<b>Hazard Type</b>	<b>Hazard Variables</b>	<b>Control Band</b>	<b>Controls Currently in Place</b>	<b>Controls to be Implemented</b>	<b>By Who</b>	<b>By When</b>	<b>In Place (Sign)</b>
<b>Description of hazard</b>								