



## Project Works Risk Analysis

(Hazard ID, Risk Assessment & Assignment of Controls)

Nominate the major steps associated with or within the works

Company Logo/Name

Project Description:

Project Works Location:

ACC Project No:

Works Risk Analysis prepared by:

Signed on behalf of Contractor:

Date:

<b>Description of major steps</b> Break down Works into significant steps. Each step should be logical in sequence to accomplish the overall project objectives	<b>Potential Hazards</b> Identify all the hazards associated with each major step and the <u>tasks</u> within; examine each to find all possible accident/incident causing factors	<b>Identified Risks</b> Nominate the nature of risk associated to the potential hazard related to people &/or environment. e.g. Crush, burn, electrocution, laceration, trip/fall, breach of EPA legislation	<b>Recommended Action/s to control nominated hazard/s</b> Using the first 3 columns as a guide, determine what actions are necessary to eliminate or minimise all hazards that could lead to an accident/incident resulting in injury, illness or damage. Utilize the OHS recognised hierarchy of control.  Indicate by the word <b>ELIMINATED</b> if hazard can be removed.	<b>Risk Rating</b> Assessment of <b>ORIGINAL</b> risk in brackets. <b>(Extreme) (High) (Moderate) (Low)</b> Assessment <b>RESIDUAL</b> risk despite controls in place, <b>not in brackets</b> <b>Extreme, High Moderate, Low.</b>	<b>Action by</b> Persons who are responsible for actioning job step/s safely
--	---	--	---	--	---

<div style="border: 1px solid black; padding: 2px; display: inline-block;">Example Line</div> Secure Worksite or Area	Vehicle &/or Pedestrian traffic, un-even surfaces, manual handling equipment & materials	Struck, crush, trip/fall, strain, laceration injuries, car crash	Traffic/pedestrian management plan. Site Induction. Implementation of Safe Work Instruction or Job Safety Analysis applicable to securing/setting up a worksite or area. (Insert document/s reference number)	(High)  Low	Project Manager Site Supervisor



## Project Works Risk Analysis

(Hazard ID, Risk Assessment & Assignment of Controls)

Nominate the major steps associated with or within the works

Company Logo/Name

Project Description:

Project Works Location:

ACC Project No:

Works Risk Analysis prepared by:

Signed on behalf of Contractor:

Date:

<p><b>Description of major steps</b> Break down Works into significant steps. Each step should be logical in sequence to accomplish the overall project objectives</p>	<p><b>Potential Hazards</b> Identify all the hazards associated with each major step and the <u>tasks</u> within; examine each to find all possible accident/incident causing factors</p>	<p><b>Identified Risks</b> Nominate the nature of risk associated to the potential hazard related to people &amp;/or environment. e.g. Crush, burn, electrocution, laceration, trip/fall, breach of EPA legislation</p>	<p><b>Recommended Action/s to control nominated hazard/s</b> Using the first 3 columns as a guide, determine what actions are necessary to eliminate or minimise all hazards that could lead to an accident/incident resulting in injury, illness or damage. Utilize the OHS recognised hierarchy of control.  Indicate by the word <b>ELIMINATED</b> if hazard can be removed.</p>	<p><b>Risk Rating</b> Assessment of <b>ORIGINAL</b> risk in brackets. <b>(Extreme) (High) (Moderate) (Low)</b> Assessment <b>RESIDUAL</b> risk despite controls in place, <u>not</u> in brackets <b>Extreme, High Moderate, Low.</b></p>	<p><b>Action by</b> Persons who are responsible for actioning job step/s safely</p>
--	---	---	---	--	---


# Qualitative Risk Analysis Matrix

(Reference HB 436: 2004. Ordinal measurement of consequence & likelihood)

This Qualitative risk analysis tool takes into account OHSW Regulations 1995, Part 1 Div 1.3, section 1.3.2 (2), (3)(a), (d), (e) & (f) and ensures a systematic and consistent approach by its users applying the risk analysis process.

Qualitative Risk analysis is a technique which involves a subjective assessment of Consequence and Likelihood by drawing on the skills of stakeholders, known factors and anecdotal\* evidence to determine a risk level expressed as a value usually between Low & Extreme.

\*Anecdotal: Based on casual observations or indications rather than rigorous or scientific analysis:

## What you need to do

1. Consider Risks. What can go wrong – through visual inspection, technical evaluation, analysis of past workplace injury/near-miss statistics (enterprise or industry), discussion with relevant parties. E.g. designers, employees & contractors.
2. Determine how bad the outcome would be – Consequences - (see below descriptor)
3. Determine how likely it is to happen – Likelihood - (see below descriptor)
4. Assess the risk level (rating) by cross referencing Likelihood & Consequence within the matrix to determine the risk. E.g. **High**

Determine a Risk Rating		CONSEQUENCE			
		Minor	Moderate	Significant	Major
LIKELIHOOD	Almost Certain	High	High	Extreme	Extreme
	Likely	Moderate	High	High	Extreme
	Possible	Low	Moderate	High	Extreme
	Unlikely	Low	Low	Moderate	High

**Qualitative description of CONSEQUENCES:** How severely could it hurt someone/cause damage?

**Major:** May cause death or severe irreversible injury or permanent ill health

**Significant:** May cause severe injury or illness resulting in hospital admission as an in patient

**Moderate:** May cause injury (usually reversible) resulting in professional medical treatment

**Minor:** Local first aid treatment or no treatment required

**Qualitative description of LIKELIHOOD:** How likely is it to happen?

**Almost certain:** Expected to occur in a short space of time or regularly

**Likely:** Will probably occur in time

**Possible:** Might occur eventually

**Unlikely:** May occur in rare circumstances, but probably never will

## Hazard Control

On the basis of the risk assessment, hazards must be eliminated or, where that is not reasonably practicable, minimised using the standard OHS&W hierarchy of controls.