

HAZARD MANAGEMENT – RISK ASSESSMENT DECISION TOOL

1. Check the criteria listed in column **A**. If the criteria is applicable to the activity, then a formal (documented) risk assessment **is not** required. Complete the activity as outlined.
2. If column **A** is not applicable, then one or more of the hazards/criteria in column **B** will be relevant and a formal risk assessment **is** required. You will need to determine the nature of the activity (i.e. Static or Dynamic), complete and follow the instructions on the relevant risk assessment template.

<p style="text-align: center;">COLUMN A</p> <ol style="list-style-type: none"> 1. Is it an item of plant/equipment which is manufactured and being used in the way it was intended and is not defined as hazardous plant? (see definitions in the Hazard Management Handbook Chapter) or 2. Is it a chemical which is being used and managed in accordance with the Safety Data Sheet and not defined as a hazardous chemical? (see definitions in the Hazard Management Handbook Chapter) or 3. An activity which is considered low risk: <ul style="list-style-type: none"> • There is no expectation that an injury/illness will occur. • If there was an injury/illness, treatment would be very minor/negligible e.g. first aid treatment requiring a band aid. <p style="text-align: center;">If you have answered yes to the above criteria</p> <p style="text-align: center; background-color: yellow;">NO FORMAL RISK ASSESSMENT IS REQUIRED</p> <p style="text-align: center;">Complete activities safely and in accordance with the manufacturer’s instruction and/or, SDS and training. Ensure your own safety and the safety of others.</p>	<p style="text-align: center;">COLUMN B</p> <p style="text-align: center; background-color: yellow;">A FORMAL RISK ASSESSMENT IS REQUIRED</p> <ul style="list-style-type: none"> • The item of plant/equipment or chemical is used in a different way to how the manufacturer intended, or a chemical being used differently to the Safety Data Sheet; and/or • The activity is an event or an activity which requires the co-ordination of a number of tasks which could impact on the safety of the workers or others in the vicinity of the activity; and/or • The activity involves one or more of the following hazards: <table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Animal handling (unpredictable behaviour – kicks, bites) • Biological (pathogens, body fluids) • Boating, risk of drowning • * Confined space entry • * Diving work • * Electrical work on energised electrical equipment • Excavation (tunnel, shaft that could collapse) • Explosives • Fall from work at height which would result in injury • Fatigue (work related mental or physical exertion affecting function) • Hazardous chemicals • Hazardous manual activity </td> <td style="vertical-align: top; width: 50%;"> <ul style="list-style-type: none"> • Hazardous plant • Hidden pipes, cables, wiring • High risk travel (DFAT 3 or 4) • Hot work/potential for uncontrolled fire • Isolation (work in a remote area, or on your own in an unfamiliar environment, rescue would be difficult.) • Noise/sound levels greater than safe exposure standards • Personal Threat (e.g. threat of harm or injury by another person) • Psychosocial hazards • Radiation • Temperature extremes </td> </tr> </table> <p style="text-align: center; color: red;">* Note: The risk assessment must be completed by a competent person</p> <p>and/or</p> <ul style="list-style-type: none"> • There is uncertainty about the impact of, or what would occur by combining hazards, or known risks (e.g. water and power); and/or • There is an incident/injury trend identified for the activity; and/or • There is a change in a work practice or the work environment and there is uncertainty about how a hazard(s) may result in injury or illness. <p style="text-align: center; color: red;">Determine if the activity is Static (constant/stable, performed in the same manner over time) or Dynamic (changed each time, once-off, short-lived).</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top; padding: 5px;"> <p style="text-align: center; color: red;">For “Static” activities</p> <ul style="list-style-type: none"> • Check if there is an existing risk assessment. If held, follow the control measures as outlined; or • Add any new hazard(s) and control measures to the overarching risk assessment (if control banding has been adopted); <p>If not,</p> <ul style="list-style-type: none"> • Complete a new risk assessment using Appendix C; and • Add to the appropriate area/School/Branch Hazard Listing(s). </td> <td style="width: 10%; text-align: center; vertical-align: middle; font-weight: bold;">OR</td> <td style="width: 40%; vertical-align: top; padding: 5px;"> <p style="text-align: center; color: red;">For “Dynamic” activities</p> <ul style="list-style-type: none"> • Complete a short form risk assessment (Appendix D) or equivalent template and provide a copy to your Manager/Supervisor or as instructed. <p style="text-align: center;">(Note if the residual risk is high or very high complete Appendix C.)</p> </td> </tr> </table>	<ul style="list-style-type: none"> • Animal handling (unpredictable behaviour – kicks, bites) • Biological (pathogens, body fluids) • Boating, risk of drowning • * Confined space entry • * Diving work • * Electrical work on energised electrical equipment • Excavation (tunnel, shaft that could collapse) • Explosives • Fall from work at height which would result in injury • Fatigue (work related mental or physical exertion affecting function) • Hazardous chemicals • Hazardous manual activity 	<ul style="list-style-type: none"> • Hazardous plant • Hidden pipes, cables, wiring • High risk travel (DFAT 3 or 4) • Hot work/potential for uncontrolled fire • Isolation (work in a remote area, or on your own in an unfamiliar environment, rescue would be difficult.) • Noise/sound levels greater than safe exposure standards • Personal Threat (e.g. threat of harm or injury by another person) • Psychosocial hazards • Radiation • Temperature extremes 	<p style="text-align: center; color: red;">For “Static” activities</p> <ul style="list-style-type: none"> • Check if there is an existing risk assessment. If held, follow the control measures as outlined; or • Add any new hazard(s) and control measures to the overarching risk assessment (if control banding has been adopted); <p>If not,</p> <ul style="list-style-type: none"> • Complete a new risk assessment using Appendix C; and • Add to the appropriate area/School/Branch Hazard Listing(s). 	OR	<p style="text-align: center; color: red;">For “Dynamic” activities</p> <ul style="list-style-type: none"> • Complete a short form risk assessment (Appendix D) or equivalent template and provide a copy to your Manager/Supervisor or as instructed. <p style="text-align: center;">(Note if the residual risk is high or very high complete Appendix C.)</p>
<ul style="list-style-type: none"> • Animal handling (unpredictable behaviour – kicks, bites) • Biological (pathogens, body fluids) • Boating, risk of drowning • * Confined space entry • * Diving work • * Electrical work on energised electrical equipment • Excavation (tunnel, shaft that could collapse) • Explosives • Fall from work at height which would result in injury • Fatigue (work related mental or physical exertion affecting function) • Hazardous chemicals • Hazardous manual activity 	<ul style="list-style-type: none"> • Hazardous plant • Hidden pipes, cables, wiring • High risk travel (DFAT 3 or 4) • Hot work/potential for uncontrolled fire • Isolation (work in a remote area, or on your own in an unfamiliar environment, rescue would be difficult.) • Noise/sound levels greater than safe exposure standards • Personal Threat (e.g. threat of harm or injury by another person) • Psychosocial hazards • Radiation • Temperature extremes 					
<p style="text-align: center; color: red;">For “Static” activities</p> <ul style="list-style-type: none"> • Check if there is an existing risk assessment. If held, follow the control measures as outlined; or • Add any new hazard(s) and control measures to the overarching risk assessment (if control banding has been adopted); <p>If not,</p> <ul style="list-style-type: none"> • Complete a new risk assessment using Appendix C; and • Add to the appropriate area/School/Branch Hazard Listing(s). 	OR	<p style="text-align: center; color: red;">For “Dynamic” activities</p> <ul style="list-style-type: none"> • Complete a short form risk assessment (Appendix D) or equivalent template and provide a copy to your Manager/Supervisor or as instructed. <p style="text-align: center;">(Note if the residual risk is high or very high complete Appendix C.)</p>				

If you require further information/assistance please contact your School/Branch [HSO](#) or the relevant [Division/Faculty HSW Manager](#)

HSW Handbook	3.5 Hazard Management	Effective Date:	20 October 2015
Authorised by	Chief Operating Officer and Vice-President (Services and Resources)	Review Date:	20 October 2018
Warning	This process is uncontrolled when printed. The current version of this document is available on the HSW Website.		