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| Unifulllogo-wht2011_03r[1] | **Generic Risk Assessment Form****Managing Workplace Health and Safety Risks** | **Form WHS02** |

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| **For Chemical Risk Assessments, use** [**Myosh**](https://uni.myosh.com/MyoshWebBase/#!dashboard) **or refer to** [**WHS12**](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs12.docx) **For Plant and Equipment Risk Assessments, refer to** [**WHS41**](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/forms/safety-and-wellbeing/whs41.docx)**For Fieldwork Risk Assessments refer to** [**Fieldwork Safety**](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/fieldwork_safety.pdf) |  |
| **Workplace (Unit/Institute):**  | **Useful links:** * [WHS Procedure: Managing Workplace Health and Safety Risks](https://i.unisa.edu.au/siteassets/human-resources/ptc/files/procedures/safety-and-wellbeing/managing_whs_risks.pdf)
* [Approved Code of Practice: How to Manage Work Health and Safety Risks](https://www.safework.sa.gov.au/__data/assets/pdf_file/0007/136267/How-to-manage-work-health-and-safety-risks.pdf)
 |
| Local Assessment No:*If applicable* | Assessment Date:  | Next Review Date: (3 years maximum) | **Sign-off:** *(by a person with safety responsibility for the risk being assessed, for example: Head of Research Group, Workshop Supervisor, Academic Supervisor, Project Leader, General Manager)***Name: Position: Date:** / / |
| **What is being assessed?** *Describe the item, job, process, work arrangement including the location or facility* |
| **People involved in the assessment**Assessor(s): Others consulted:*(eg safety consultant, manager or supervisor, elected health and safety representative, people familiar with the hazards, other personnel exposed to risks)****Refer to Appendix 2 – Risk Assessment Matrix and Risk Priority Table to calculate the level of inherent and residual risk.*** |
| **Risk assessment** | **Risk control plan\*** |
| **Item** | **Hazard description/ how exposed****(Refer Appendix 1)** | **Inherent risk level (without controls)** | **Risk control measure(s) in place****(If existing controls need improvement or new controls introduced, record under the Risk Control Plan columns)** | **Residual risk level (with controls)** | **Extra controls needed****to reduce risks to low or very low****(The item should not be used, or the process started until the remaining ‘residual risk’** **is L or VL)** | **Person responsible** | **Date extra controls to be done** | **Date extra controls completed** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\* may be left blank if the current risk level with existing controls in place (‘residual risk’) is low or very low.

**Appendix 1 - What hazards might be present?**

The purpose of this page is to provide prompts on the types of hazards which might be associated with the item, job process or work arrangement you are assessing.

**Hazards** are things, situations or arrangements that could potentially cause harm to people, property or the environment. When considering what hazards might be present think about:

* The physical work environment (eg lighting, ergonomics, safe access)
* Equipment, materials and substances used (eg desktop computers, chemicals)
* Work tasks and how they are managed (eg fieldwork, working in isolation, volunteers)
* Work design and management (eg workload, fatigue).

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| **Hazards: Potential to cause harm to people, property or the environment.** |
| **General Work Environment** |  | **Health and Security** |  | **Plant and equipment** |  |
| Restricted access or egress | **[ ]**  | Food | **[ ]**  | Vehicles | **[ ]**  |
| Confined spaces | **[ ]**  | Poisoning or contamination | **[ ]**  | Mobile and fixed plant | **[ ]**  |
| Air-conditioning (thermal comfort) | **[ ]**  | Communicable diseases | **[ ]**  | Powered equipment | **[ ]**  |
| Air quality | **[ ]**  | Intoxication | **[ ]**  | Non-powered equipment | **[ ]**  |
| Lighting | **[ ]**  | Dehydration | **[ ]**  | Elevated Work Platforms | **[ ]**  |
| Noise (discomfort) | **[ ]**  | Violence or assault | **[ ]**  | Pressure vessel | **[ ]**  |
| Outdoors (sun exposure) | **[ ]**  | Working alone or in isolation | **[ ]**  | Laser (Class 2 or above) | **[ ]**  |
| Uneven walking surfaces | **[ ]**  | Working in remote areas | **[ ]**  | Traffic control | **[ ]**  |
| Working at height | **[ ]**  | Bites / Stings | **[ ]**  | Electrical | **[ ]**  |
| **Ergonomic/manual handling** |  | **Chemical** |  | Vibration | **[ ]**  |
| Workstation set up | **[ ]**  | Hazardous chemicals | **[ ]**  | Moving parts | **[ ]**  |
| Poor posture | **[ ]**  | Explosives | **[ ]**  | Acoustic / Noise | **[ ]**  |
| Lifting / Carrying | **[ ]**  | Engineered nanomaterials | **[ ]**  | **Temperature / Weather effects** |  |
| Pushing / Pulling | **[ ]**  | Gas cylinders | **[ ]**  | Heat | **[ ]**  |
| Reaching/overstretching | **[ ]**  | **Radiation** |  | Cold | **[ ]**  |
| Repetitive movement | **[ ]**  | Ionising radiation | **[ ]**  | Rain / Flood | **[ ]**  |
| Bending | **[ ]**  | Ultraviolet (UV) radiation | **[ ]**  | Wind | **[ ]**  |
| Eye strain | **[ ]**  | Radiofrequency/microwave | **[ ]**  | In or on water | **[ ]**  |
| **Work design and management** |  | Infrared radiation | **[ ]**  | Pressure (Diving / Altitude) | **[ ]**  |
| Fatigue | **[ ]**  | **Biological** |  | Lightning | **[ ]**  |
| Workload | **[ ]**  | Microbiological | **[ ]**  | Smoke | **[ ]**  |
| Mental stress | **[ ]**  | Animal tissue / Fluids | **[ ]**  | **OTHER** |  |
| Organisational change | **[ ]**  | Human tissue / Fluids | **[ ]**  |  | **[ ]**  |
| Work violence or bullying | **[ ]**  | Allergenic | **[ ]**  |  | **[ ]**  |
| Inexperienced or new personnel | **[ ]**  | Other Biological | **[ ]**  |  | **[ ]**  |
| Volunteer or work experience safety | **[ ]**  |  | **[ ]**  |  | **[ ]**  |
| Children or U18 students | **[ ]**  |  | **[ ]**  |  | **[ ]**  |

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**Appendix 2 - Risk Assessment Matrix**



*\*Based on SafeWork SA risk assessment matrix June 2020*

**Risk Priority Table**

