ICS OHS HAZARD IDENTIFICATION AND RISK ASSESSMENT INSPECTION GUIDELINES & RISK REGISTER

About looking for hazards

Hazards within the Division of ICS can fall into the following categories:

- Environmental (eg. noise, lighting, vibration, temperature)
- Ergonomic (work area layout, equipment design, instrument layout).
- Chemical (eg. exposure to poisons or solvents)
- Biological (eg. viruses, bacteria, parasites)
- Electrical (eg. faulty equipment)
- Lasers
- Radiation
- Mechanical (such as faulty plant and equipment)
- Psychological (eg. fatigue, bullying)
- Slip/trip/fall

This is not an exhaustive list.

When looking for hazards consider:

- How suitable things are for the task, and how well they are located
- How people use equipment and materials
- How people might be hurt by equipment, machinery or tools
- How people might be hurt by chemicals and other materials used in the workplace

In addition to the obvious visible hazards consider whether a hazard may be hidden or developing (eg mechanical wear and tear)

Creating a risk control plan

If the hazard cannot be eliminated (ie taken out of the workplace altogether) a risk control plan will be developed to reduce the risk to the lowest possible rating through application of the hierarchy of controls. The plan must also specify who is responsible to action the plan and by when.

The Hierarchy of Controls

The controls must be considered in the order listed with the highest measure applied where possible to reduce the risk to the lowest level:

1. substitution of hazard giving rise to the risk with a hazard that gives rise to a lesser risk
2. isolating the hazard from the person(s) put at risk (eg use of protective barriers)
3. minimising the risk by engineering means (eg interlock systems)
4. minimising the risk by administrative means (eg adoption of a safe work method statement)
5. using personal protective equipment

A combination of the above measures is required to be taken to minimise the risk to the lowest level reasonably practicable if no single measure is sufficient for that purpose.

Assessing the risk

Likelihood Criteria

Rating	Score	Description
Almost Certain	**5**	• High likelihood of risk event happening several times within the next year.
Probable	**4**	• A risk event is likely to occur more than once in the next 12 months
Possible	**3**	• Would not surprise if risk event occurred, and will probably occur at some time in the coming 2 to 5 years
Unlikely	**2**	• The risk event could occur at some time but is unlikely
Rare	**1**	• Within the realms of possibility but extremely unlikely to occur. Occurs once in 10 years

Consequence Criteria

The descriptions below are indicative only and provide a guide to relative consequence.

Rating	Score	Description
Catastrophic	**5**	• Government or external agency instigates an inquiry or legal action. • Significant damage to the University's reputation • Widespread, ongoing, negative media coverage • Legal action involving major criminal charges and/or civil suits with possible fines and costs exceeding $1 million • Multiple deaths and injuries • Severe environmental damage • Long term cessation of core activities (months) • Destruction or long-term unavailability of infrastructure, systems and resources directly impacting operations • Financial loss not covered by insurance (more than $1 million)
Major	**4**	• Widespread negative media coverage • Legal action involving criminal charges and/or civil suits with possible fines and costs exceeding $5000,000 • Single death and/or multiple injuries • Short term cessation of core activities (weeks) • Financial loss not covered by insurance ($500,000 - $1 million)
Moderate	**3**	• Unfavourable media coverage • Injuries requiring off campus medical treatment • Significant disruption to core activities (days) • Financial loss not covered by insurance ($100,000 - $500,000)
Minor	**2**	• Limited unfavourable media coverage • Injuries requiring on campus medical treatment • Short-term disruption to core activities (days) • Long-term disruption to non-core activities (weeks) • Financial loss not covered by insurance ($100,000 - $100,000
Insignificant	**1**	• Unlikely to have an impact on the University's public image • Minor injuries • Minimal impact on operations • Minimal financial loss (less than $100,000)

Risk Assessment Matrix

Risk rating (from very low to critical) as a function of consequence and likelihood scores

Consequence	**5**	**Medium**	**High**	**Critical**	**Critical**	**Critical**
	4	**Low**	**Medium**	**High**	**Critical**	**Critical**
	3	**Low**	**Low**	**Medium**	**High**	**Critical**
	2	**Very Low**	**Low**	**Low**	**Medium**	**High**
	1	**Very Low**	**Very Low**	**Low**	**Low**	**Medium**
		1	**2**	**3**	**4**	**5**
		Likelihood				

Area Inspected …… Date …… Team:(1) ……..…….(2) ……...…….. (3) ……..……

Ref	The Hazard	Consequences of Event Happening		Initial Risk	Risk Control Plan (short term / long term solution; Who & By When)	Assessment of Risks with Controls		New Level of Risk
		How Severe	How Likely			How Severe	How Likely	
1								
2.								
3.								
4.								
5.								
6.								

Area Inspected …… Date …… Team:(1) ……..…….(2) ……...…….. (3) ……..……

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