



## OF0005 – Risk Assessment Form

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AMENDMENT RECORD				ISSUE #: 1		
				ISSUE DATE: 10/09/2018		
Rev. #	Date	Details		Description of Changes	Prepared By	Approved by
		Section #	Para. #			
1						
2						
3						
4						

## Guidance Sheet for Risk Assessment Form

### Stage 1. Introduction.

The Quality Risk Assessment Form (QRAF) is a tool used when looking at processes / tasks to identify hazards that may be present and establish control measures (preventative measures) to prevent activities impeding the achievement of an organisation's strategic and operational objectives.

The Risk Assessment should be carried out when hazards may create a risk to strategic and operational objectives. Those who may be involved in the Risk Assessment could include:

- ♦ Change Managers;
- ♦ Workplace Managers;
- ♦ Supervisors;
- ♦ Relevant Workers;
- ♦ Contractors;
- ♦ Customers.

Add the scope, process description and indicate what process or practice is under assessment.

### Stage 2. Hazard Identification.

Sources which are used to identify hazards may be:

- ♦ Corrective and Preventative Actions;
- ♦ Change Management initiations (Proactive & Reactive);
- ♦ Incident and injury records;
- ♦ Updated information e.g. Regulations, etc.;
- ♦ Customer complaints/notifications;

### Stage 3. Risk Control.

The selection of suitable risk control measures is the critical step in completing a QRAF. The information contained in the Hierarchy of Risk Control and Management input will assist in establishing the most suitable measures.

The selected Risk Control measures must be listed in Column 3. Once the measures are established it is important that the risk is re-assessed and listed in Column 4. The person responsible for ensuring that the relevant step is implemented / monitored should be listed in Column 5.

### Stage 4. Monitor and Review.

Monitor and review this Risk Assessment as required and keep a record of all reviews. (See Part 2).

### Summary - Key Outcomes:

1. Engage those involved in processes/ practices where hazards may exist;
2. Identify the hazards associated with the work process / practices;
3. Establish the risk associated with those hazards;
4. Develop effective risk control strategies;

♦ Audit results.

This QRAF assists those involved to identify hazards that may be relevant / applicable to the process / practices being undertaken. Tick any / all the relevant hazards listed in Column 1.

Each of the listed hazards must be risk rated using the risk assessment matrix of this QRAF and listed in Column 2. The purpose of this process is to determine the likelihood of occurrence and the seriousness of possible consequences. This will then assist in selecting suitable risk control measures.

5. Establish that the risk has been eliminated / reduced; due to the selection of the risk control measures;
6. Inform all persons involved in the risk assessment outcomes;
7. Ensure that any changes in the process/ practices are assessed and updated in the QRAF;
8. Regularly monitor and review the effectiveness and currency of this Risk Assessment as required.



## RISK ASSESSMENT FORM

ACTIVITY:	QRAF #:	PROCESS/PRACTICE NAME:
COMPANY NAME:	ABN:	PROJECT ADDRESS:
COMPANY ADDRESS:	PROCESS DESCRIPTION:	
COMPANY CONTACT:		

NOTE: RELEVANT WORKERS MUST BE CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS RISK ASSESSMENT

NAME OF ASSESSOR		SIGNATURE:	JOB TITLE:	DATE:
NAMES OF PEOPLE CONSULTED WITH DURING DEVELOPMENT OF THIS RISK ASSESSMENT		SIGNATURE/S:	JOB TITLE:	DATE:
PERSON RESPONSIBLE FOR ENSURING COMPLIANCE WITH RISK ASSESSMENT		SIGNATURE:	JOB TITLE:	DATE:
RISK ASSESSMENT APPROVED BY		SIGNATURE:	JOB TITLE:	DATE:
OVERALL RISK RATING AFTER CONTROLS <input type="checkbox"/> 4 ACUTE <input type="checkbox"/> 3 HIGH <input type="checkbox"/> 2 MODERATE <input type="checkbox"/> 1 LOW				

### MONITOR AND REVIEW

### PERSON RESPONSIBLE:

To ensure control measures are implemented and monitored effectively:

- ♦ Change Management meetings will be undertaken
- ♦ Relevant persons will be consulted on the contents of this Risk Assessment
- ♦ Control measures will be monitored throughout nominated activities:
  - Spot checks
  - Participation and Engagement
  - Scheduled audits
- ♦ Corrective actions will be recorded and rectified in a timely manner
- ♦ This Risk Assessment will be reviewed and updated accordingly (in consultation with relevant persons).

This Risk Assessment will be reviewed:

- ♦ If controls fail to reduce risk adequately
- ♦ When changes to the workplace or work activity occur that create new / different risks, or risk levels, where controls may no longer be effective
- ♦ New hazards or risks are identified



- ♦ After an Incident involving activities relevant to this Risk Assessment
- ♦ During consultation with relevant persons indicate review is needed
- ♦ A representative (e.g. Health and Safety Representative) requests a review.

REVIEW No.	1	2	3	4	5	6	7	8
NAME								
INITIAL								
DATE								

### RISK ASSESSMENT MATRIX

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?			STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?	
CRITERIA		DESCRIPTION	LEVEL OF EFFECT:	EXAMPLE OF EACH LEVEL:
ALMOST CERTAIN	Expected in most circumstances.	Effect is a common result.	INSIGNIFICANT / ACCEPTABLE	No effect – or so minor that effect is acceptable.
LIKELY	Will probably occur in most circumstances.	Effect is known to have occurred previously	MINOR	First Aid treatment only; Minimal financial loss.
POSSIBLE	Might occur at some time.	Effect could occur or, I've heard of it happening.	MODERATE	Serious injuries, medium financial loss, loss of standing, medium business interruption, medium environmental impact
UNLIKELY	Could occur at some time.	Effect is not likely to occur or, I have not heard of it happening before.	MAJOR	Extensive injuries/Death; major business interruption, major loss of credibility, Environmental harm, prosecution
RARE	May occur only in exceptional circumstances.	Effect is practically impossible.	CATASTROPHIC	Multiple Permanent Total Disability injuries; multiple deaths. Business failure, Substantial environmental harm, prosecution/imprisonment

STEP 3: DETERMINE THE RISK SCORE:					
CONSEQUENCE					
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE
LIKELY	2 MOD.	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE
POSSIBLE	1 LOW	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
UNLIKELY	1 LOW	1 LOW	2 MOD.	3 HIGH	4 ACUTE
RARE	1 LOW	1 LOW	2 MOD.	3 HIGH	3 HIGH

STEP 4: RECORD RISK SCORE ON WORKSHEET:	
(Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
SCORE	ACTION
4A: ACUTE	<u><b>Change or cease action immediately.</b></u> Requires immediate attention. Introduce high-level controls to lower the risk level to an acceptable level. Re-assess before proceeding.
3H: HIGH	<u><b>Review before commencing/continuing.</b></u> Introduce additional controls to lower the risk level to as low as “Reasonably “Practical. Monitor frequently to ensure risk does not elevate.
2M: MOD.	<u><b>Maintain control measures.</b></u> Proceed with action. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1L: LOW	<u><b>Record and monitor.</b></u> Proceed with action. Review regularly, and if any equipment/people/materials/work processes or procedures change.

**NOTE: IR = INHERENT RISK RATING BEFORE CONTROLS IMPLEMENTED - RR = RESIDUAL RISK RATING AFTER CONTROLS ARE IMPLEMENTED**

1. JOB STEP -					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
<i>Example: Contractor fails to deliver necessary components for daily operation leading to loss of production ability</i>	<i>High likelihood of supply failure during rain episodes due to West road flooding</i>	<i>3H</i>	<ul style="list-style-type: none"> <li>- ENGAGE SECONDARY SUPPLIER FOR BACKUP PURPOSES</li> <li>- ENSURE STOCK ON HAND SUFFICIENT TO CARRY AT LEAST THREE DAYS WITHOUT SUPPLY</li> </ul>	<i>2M</i>	<i>John Brown</i>
2. JOB STEP -					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
3. JOB STEP -					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
4. JOB STEP -					





NOTE: IR = INHERENT RISK RATING BEFORE CONTROLS IMPLEMENTED - RR = RESIDUAL RISK RATING AFTER CONTROLS ARE IMPLEMENTED					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
JOB STEP -					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
5. JOB STEP -					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
6. JOB STEP -					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
7. JOB STEP -					



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HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE
8. JOB STEP -					
HAZARDS	Risk	IR	CONTROL MEASURES	RR	PERSON RESPONSIBLE