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

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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.

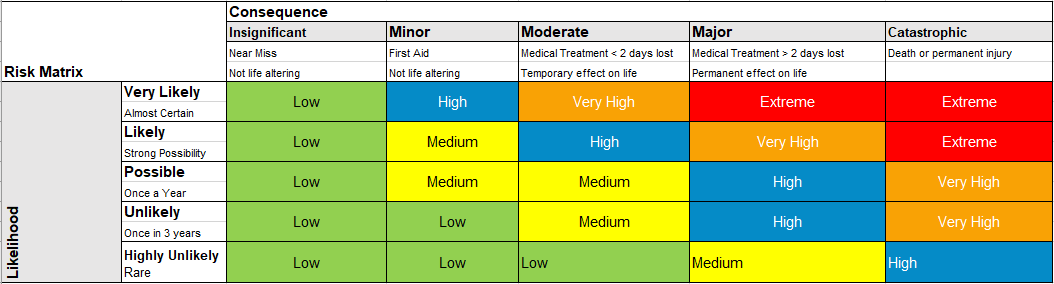
**Hazards** are things, situations or arrangements that could potentially cause harm to people, property or the environment. When considering what hazards might be present think about:

* 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).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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**

