Corporate Safety Risk Assessment Document

Kindy Mini-Museum Excursion

CITY OF MORETON BAY

Permits required		Isolations required	
☐ Confined space	☐ High risk work rescue plan	☐ Mechanical	☐ Hydraulic
☐ Work at height	☐ Excavation and trenching	☐ Electrical	☐ Pneumatic
☐ Hot work	☐ Grid mesh, flooring and guard rail removal	**Site access required**	☐ Yes ☐ No
☐ Other (please specify):		☐ Details (if applicable):	

Task Hazards (Each hazard identified below must be assessed)

Chemicals/hazardous substances		High-risk activities	
Name/s of chemicals or hazardous substance: • • • ☐ Safety Data Sheet (SDS) available		☐ Confined space	☐ Work at heights
		☐ Hot work	☐ Excavation, trenching or penetrations
		☐ Construction work	☐ Demolition
		☐ Other:	
Plant and equipment		**Work location**	
☐ Fixed plant	☐ Mobile plant	☒ Plants, animals or insects	☐ Contaminated / flammable atmosphere
☐ Vehicles/boats	☐ Hand tools	☒ Slips, trips and falls	☐ Work occurring in other areas
☐ Other:		☐ Biological hazards	☐ Fire
Manual tasks		**People**	
☐ Repetitive tasks	☐ Heavy lifting	☐ Remote or isolated work	☐ Contractors
☐ Awkward posture	☐ Sustained posture	☐ Fatigue	☐ Visitors/land owners/public
☐ Other:		☐ Competency or training required	☐ Licence required
Facilities/built environment		**Other Hazards**	
☐ Buildings and fixtures	☒ On, in or adjacent to roadways	☐ Details (if applicable):	
☐ Open pits, trenches or tunnels	☐ Other:		

Formal Risk Management Steps			
Step 1 Identify Hazards	Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people, plant, equipment or the environment. Hazards generally arise from the following aspects of work and their interaction: • Physical work environment. • Equipment, materials and substances used. • Work tasks and how they are performed. • Work tasks design and management. • Work tasks location.	**Step 3** Control Risks	The most important step in managing risks involves eliminating them so far as is reasonably practicable, or if that is not possible, minimising the risks so far as is reasonably practicable. In deciding how to control risks you must consult workers who will be directly affected by this decision. Their experience will help choose appropriate control measures and their involvement will increase the level of acceptance of any changes that may be needed to the way the work is done.
Step 2 Assess Risks	A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine: • The severity of a risk. • Whether any existing control measures are effective. • What action you should take to control the risk. • How urgently the action needs to be taken.	**Step 4** Monitor and Review	The control measures that are put in place should be reviewed regularly to make sure they work as planned. If problems are found, go back through the risk management steps, review your information and make further decisions about risk control. Priority for review should be based on the seriousness of the risk. Control measures for serious risks should be reviewed more frequently.

Hierarchy of controls			
1. Elimination	**First option – most effective**: The most effective control measure involves eliminating the hazard and this removes all the associated risk. When managing risks, you must allow the hierarchy of control, starting at the top working downward.	**4. Engineering**	An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery.
2. Substitution	Substitute the identified hazard for something safe that will perform the same function for instance, replace solvent-based paints with water-based ones.	**5. Administrative**	Administrative controls are work methods or procedures that are designed to minimise exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task and use signs to warn people of a hazard.
3. Isolation	Isolate the risk from the individuals. This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.	**6. PPE**	Examples of PPE include earmuffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

Assess the likelihood and consequences from the hazards or risks						
		CONSEQUENCES				
		Insignificant No injury	Minor First aid injury	Moderate Medical treatment	Major Serious injury	Catastrophic Death
LIKELIHOOD	Almost Certain Is expected to occur most times	16 Med	10 High	6 Ext	3 Ext	1 Ext
	Likely Will probadly occur most times	19 Med	14 high	9 High	5 Ext	2 Ext
	Moderate Might occur at some time	22 Low	18 Med	13 High	8 Ext	4 Ext
	Unlikely Could occur at some time	24 Low	21 Low	17 Med	12 High	7 Ext
	Rare/Impossible May occur in rare circumstances	25 Low	23 Low	20 Med	15 High	11 High

RANKING	RISK
1-8.	**Extreme -** Extreme risk, immedicate action required
9-15.	**High -** High risk, prioritied action required
16-20	**Medium -** Moderate risk, planned action required
21-25	**Low -** Low risk, actioned by routine procedures

Note: When conducting a risk assessment always assess the risk before any control measure is put in place and identify the risk score. After control measures, have been considered risk levels must have been lowered to a Medium or preferably a Low.

Once Risk Assessment has been completed, transfer risks and controls to the Risk Control Action Plan (RCAP) for monitoring and review.

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