**Appendix B WHS Hazard and Risk Assessment Template**

 • This form is used when a documented risk assessment is required in accordance with Appendix A of WHSMS Handbook Chapter 3.1.

 • Original risk assessments must be located in a convenient location in the local area accessible by all people affected by the risk assessment.

 • Risk assessment for static hazards/tasks/activities must be forwarded to local WHS Officer/Manager for inclusion in the School/Service Division Static Risk Assessment Template.

**Static Risk Assessment No.**

**Assessment Date**

**Reviewed by Date**

**Version**

*To be assigned by WHS Officer/Manager or equivalent*

*Refer to Table 5 to determine*

**Name of the Task/Activity/Area/Hazards assessed**

WE Stanner Building

**Top Residual Risk (L, M, H, E)**

**Description of the activity/task & location**

Accessing W.E Stanner Building to collect personal belongings as I will return to my home country.

**School/Service Division**

Crawford School of Public Policy

**Location and Supervisor**

**Location**

**WE. Stanner Building**

**Supervisor**

**SUPERVISOR NAME**

**Ph**

**Risk Assessment Team**

Have you completed ANU WHS Risk Management Training? Y N

**IF NO, DO NOT PROCEED**

**Name**

**Email**

**SUPERVISOR EMAIL**

**Ph**

**Name**

**Email**

**Ph**

**Name**

**Email**

**Ph**

**Name**

**Email**

**Ph**

**Who are affected by this RA?**

 All people in the location A group/s of people (list below)

 A single person (list below)

**Who are consulted on this RA?** (All persons affected or their representatives needs to be consulted)

*List the names of people who are consulted – Mandatory unless there is only 1 person affected*

**WHS Legal and Other Requirements**

Work Health and Safety Act 2011 (Cth)

Work Health and Safety Regulations 2011 (Cth)

*For other legal requirements, choose from University WHS Legal and Other Requirements Matrix for specific Risk Profile and corresponding requirements and* ***list them here****. Alternatively, you can refer to a WHSMS Handbook Chapter in this section.*

**Type of RA**

 **Static RA (long term and > 6 months)** - Send a copy (electronic) to WHS Officer/Manager and keep original locally near the activity/location, accessible to all people affected.

 **Dynamic RA (short term and < 6 months or once off)** – Keep the original locally (electronically or physically) near the activity/location, accessible to all people affected.

**Risk Assessment Instruction**

 • Select hazards from **Table 1** below and transfer them into the ‘Hazards’ column of the RA Form.

 • Enter where and when this hazard exists. This may include specification of during which step, this hazard exists.

 • Estimate inherent risk of the hazard (without any controls in place) by using Likelihood against Consequences (defined in **Table 2**) and the ANU WHS Risk Matrix (**Table 3**). List them in ‘Inherent Risk’ column of the RA Form.

 • Develop control measures in accordance with the Hierarchy of Control Principle (**Table 4**) and list them in ‘Control’ column of the RA Form.

 • Estimate the residual risk of the hazard after implementing all controls. Remember that administrative control can only reduce the likelihood of an event occurring, not the consequences.

 • Identify any controls that are not in place as corrective actions and implement them before undertaking the activity.

 • Obtain approval from relevant people as identified.

 • Identify if this is a static risk assessment (> 6 months) or dynamic risk assessment (< 6 months).

 • Send a copy of the static risk assessments to WHS Officers/Managers/Equivalent – Keep on file for 7 years.

 • Keep originals of risk assessments in close vicinity of the activities. Dynamic risk assessments can be destroyed 1 year after the activity ceases.

 • Review the static risk assessments and associated safe work procedures in accordance with **3.1.2.6 Step 4: Review Control Measures** requirements

Table 1. Hazard Selection Table for Hazard Profiles

**Electrical**

Electrical Shock (both minor and major)

Electrical Burns (both minor and major)

Overheating and fire

Electrocution

Other *(not listed above)*

**Chemical**

Airborne contaminants that poses a health hazard

Flammable

 Liquid Solid Gas

 Airborne contaminants

Explosive substances

Self-reactive or self-heating chemicals

Organic peroxide or peroxide-forming chemicals

Oxidising substances

Hydrofluoric acid (HF)

Corrosive

 Substances Gas Airborne contaminants

Asphyxiate gas (e.g. CO2 including dry ice, liquid N2)

Toxic and health hazard substances

Toxic gas (e.g. Hydrogen cyanide, cyanogen)

Respiratory irritants (e.g. engineered nanomaterials, dust, asbestos)

Chemical spraying (e.g. agricultural, pesticides)

Chemicals requiring health monitoring (e.g. Schedule 14 Chemicals).

Prohibited and restricted carcinogens

Mutagens or reproductive system hazards

Hazards during storage (e.g. mixed hazards storage, dangerous when wet, temperature sensitive, heat & friction sensitive etc)

Mix two chemicals to form a new chemical

Chemical spill – Controlled or uncontrolled

Exposure to Hazardous Materials (e.g. Asbestos, Lead or Mercury).

Other *(not listed above, e.g. hazard interactions)*

**Biological**

Live animal handling (e.g. bites, allergies)

Potential of uncontrolled outbreak of an infectious disease

Pathogen or body fluid contamination

Exposure to viruses including blood borne viruses

Infective microorganism exposure

Exposure to communicable or infectious disease as a research object

GMO exposure and security

Sharps and contaminated sharps

Biological material spillage

Other *(not listed above)*

**Plant and Equipment**

Entanglement and trapping parts

Crushing, rotating and cutting parts

Serious burn/cold

Ejection of piece/s; shattering or fragmentation; Explosion; Implosion

Stabbing, puncturing, shearing, friction, abrasion

Lifts or suspends a load (e.g. falling objects)

Rollover or striking against the plant

Pressurised vessels (e.g. autoclave, boilers, steam generator)

Mobile lifting equipment and Elevated Work Platform (e.g. heavy load fall from height)

Hazardous levels of heat or vibration (generated by plant to whole or part body)

Potential exposure to fluids under high pressure

Other *(not listed above)*

**Noise**

Exposure to 85dB(A) LAeq, 8h

Exposure to peak noise level of 130 dB(C) any time during the work activity

Exposure to ototoxic chemicals:

 At any noise level

 > 50% of the OEL of the chemical at any noise level

 At over 100 dB noise level but any level of exposure to ototoxic chemicals

Exposure to vibration & ototoxic chemicals

Nuisance level of noise causing discomfort

Other (*(not listed above)*

**Radiation**

Sealed or Unsealed sources (alpha, beta or gamma)

Exposure to EM Radiations (e.g. X-ray, UV, infrared)

Exposure to artificial radiation (e.g. laser)

Security of sealed and unsealed sources

Other *(not listed above)*

**Ergonomics and Manual Tasks**

Repetitive or sustained forces

Sustained awkward static postures

Repetitive movements

Long duration

High Forces

Long duration of the same posture (e.g. standing, sitting)

Animal handling or handling unbalanced/unpredictable load

Transfer of item(s) up or down stairs, using both hands or requiring the use of lifting equipment from one level to another

Repetitive, monotonous work, at a high pace

**Duress and Security Stress**

Personal life threat e.g. violence behaviour, attacking with knives, guns, clubs, or any type of weapon

Personal threat e.g. aggressive behaviour, physical abuse, assault (includes home visits, public interview)

Verbal abuse, threat

Sexual assault/Raping

Bomb threat or unidentified package

Throwing objects, pushing, shoving, tripping, grabbing, kicking, hitting

Contact with body fluid (e.g. biting, spitting, scratching)

Kidnaping in a public location while conducting interviews

Unauthorised persons gained access to a building

Other *(not listed above)*

**Public Safety**

Uncontrolled spread of hazardous materials to public

Uncontrolled spread of GMO, communicable or infectious disease to public

Natural disaster e.g. earthquake, flood, bushfire

Explosion of liquid nitrogen tanks or other tanks that would injure public

Loss of radioactive sources that are potentially hazards to students and public

Hazardous wastes going into drinking water/public river/public sewage

Use of industrial robots or University designed robots

Use of VR, AI or emerging technology on experiment participants

Provide experiment participants with confronting materials that would cause traumatic events

Supply/inject/apply substances (e.g. alcohol, chemical, S4-S9 drugs) to experiment participants

Other *(not listed above)*

**Physical/Environmental**

Animals (e.g. hazardous wild animals, bees, snakes)

Confined space entry (e.g. pit, tank, silo, entry through a hatch)

Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding)

Fire (potential for uncontrolled fire due to ignition sources)

Flying or moving items/plant/vehicles, falling object(s)

Hazardous terrain or environment including wet/slippery surfaces

Lighting/visibility is compromised and hazardous

Exceedingly strong lighting both natural and artificial

Glare and reflections

Temperature or weather extremes (e.g. hypothermia, major burns)

Difficult to access work site,

or a rescue effort would be difficult in the event of an emergency

Poor air quality or ventilation at work

Insufficient/poor amenities (e.g. toilets, lunch area, breakout area, air-conditioner)

Fall on same level (e.g. slip, trip, wet or unstable surface)

Other *(not listed above)*

**Traffic Safety**

Lack of separation of vehicles, delivery drivers and pedestrians

Lack of physical barriers to prevent interaction between vehicles, delivery drivers and pedestrians

Vehicles queue in a way that could create risks to pedestrians, for example crossing walkways or

obstructing people’s view of vehicles

Routes are not wide enough to separate vehicles and pedestrians

Vehicles and pedestrians frequently interact

Activities done close to public areas (e.g. students coming out from a School building)

Unsuitable road conditions, uneven terrains, unregulated road routes

Certain times of higher traffic volumes or interactions between vehicles, delivery drivers and pedestrians

Poor lighting, visibility, shade or glare

Potential contact with stationary objects e.g. overhead structures, stationary plant or stored or discarded items.

Blind spots at the workplace caused by stationary equipment and vehicles and other areas of poor visibility or low lighting levels

Other hazards e.g. noise, emissions or falling objects surrounding the building

Pedestrian routes are not designed so pedestrians will not take short cuts

Intersections and bottleneck areas around driveways and entrances

‘Blind’ or convex corners

Lack of disabled access to and within a workplace

Workers are not aware of insurance policy or emergency procedure on road

Lack of maintenance of bikes and cars provided to workers

Use of personal vehicle or bikes for work activities

Other *(not listed above)*

**Event Specific**

Access to the event is restricted/controlled

Amenities, including disabled amenities inadequate/insufficient

Amusement structures/rides/inflatable structures

Animals and wildlife

BBQ using gas bottles

Children under the age of 18 are part of the event or attending

Hit by a vehicle (e.g. moving cars in proximity to pedestrians)

Held in a remote area, difficult to access site)

Crowding

Communication problems/co-ordination of information/alerts

Fatigue e.g. duration of the event, extreme heat

Liquor license

Medical emergency, difficult to administer or obtain first aid gain assistance e.g. access to medical facilities

Scaffolding more than 4m in height

Food services and preparation

High risk work licence required in accordance with WHS Regs

**High Risk Travel**

Risk of kidnapping in this city/region

Current civil unrest/political tension

Violent crime

Threat of attack from bordering nations

Region affected by natural disaster

Threat of regional disputes spreading

Heightened risk terrorist attacks can occur

Health risks from insect borne disease

Health risks from water borne disease

Health risks from other infectious disease in the destination countries

Threat of assault and sexual assault in foreign countries

Travel by some roads restricted due to risks

Risk of violence or discrimination based on gender or LGBTI identity

Unpredictable and potentially volatile security situation

Other *(not listed above)*

**Working Away from Campus**

Lack of appropriate communication tools/aid

Lack of tracking to know where the person is

Remote or isolated work locations

Use of poorly maintained vehicles or use of personal vehicles

Wildlife or animals

Traffic accidents while going to or from Campus

Duress situations including being threatened by the public

Poorly set-up/resourced offsite workspace

Social isolation and lack of day to day support

Loss of usual health/self-care routines such as exercise and sleep

Other *(not listed above)*

**Psychosocial**

**Environmental** – Workplace not compliant with WHS requirements

**Environmental** – Poor air quality, high levels of noise, extreme temperatures

**Environmental** – Lack of WHS consideration for unsafe plant

**Environmental** – Other: please list

**Organisational** – High job demand, long working hours

**Organisational** – High workloads, time pressure, fast work pace

**Organisational** – High emotional effort responding to distressing situations and to aggressive colleagues or students

**Organisational** – Direct exposure to traumatic events at work

**Organisational** – Indirect exposure to traumatic events at work

**Organisational** –Shift work, casual employment, afterhours work, fatigue management

**Organisational** – Frequently working in unpleasant conditions

**Organisational** – Low job demands, too little to do, monotonous tasks

**Organisational** – Low job control

**Organisational** – Poor support, including emotional support, from employer, colleagues and managers

**Organisational** – Workplace bullying, aggression, harassment and sexual harassment, discrimination etc

**Organisational** – Poor relationship between supervisors/line managers and staff or HDR students or other workers

**Organisational** – Poor relationship between supervisors/line managers and staff or HDR students or other workers

**Organisational** – workplace conflicts

**Organisational** – Perceived or actual lack of fairness, equity and diversity; discrimination against community groups or members (e.g. LGBTQI)

**Organisational** – Low role clarity; uncertainty about changes or frequent changes to tasks and work standards; conflicting job roles

**Organisational** – Poor organisational change management; poor consultation in change management

**Organisational** – Low recognition and reward; low recognition in high WHS performance

**Organisational** – Poor organisational justice; inconsistent application of policy and procedures; bias on resource allocation

**Organisational** – No standardised WHS management practices across the University

**Organisational** – Frequent remote and/or isolated work

**Organisational** – Violent events such as robbery, assault, being threatened by managers, colleagues or managers

**Individual** – innate susceptibility to stress; disabled worker; pre-existing mental and/or physical conditions; age and experience of worker, external stressors eg carer responsibilities, financial situation, relationship status.

**Teaching** – SELT Aggression or abuse towards teaching staff from students

Other *(not listed above)*

**Other Hazard Profiles not listed above**

*Please identify in the Hazard Profile here and hazards in the form below*

**No hazards are identified. No Risk Assessment is required.**

**Risk Assessment**

**Hazards**

Also list where and when can the hazards present?

**Inherent Risk**

**Control Measures**

When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4).

List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.

**Residual Risk**

**Likelihood**

**Consequence**

**Risk rating**

**Likelihood**

**Consequence**

**Risk rating**

**Elimination**

 **•**

**Substitution**

 **•**

**Isolation**

 **•**

**Engineering**

 **•**

**Administration**

 **•**

**PPE**

 **•**

**Actions**

**The activity must not be commenced until all controls are in place.**

List below which controls are currently not in place, who will implement them and by when. Add additional rows as needed.

**List of Controls not in place**

**Who is to implement them?**

**Timeframe**

**Date Completed**

If the level of residual risk is assessed as high or extreme,

 • Stop the activity immediately; AND

 • Tag out the plant/equipment; and/or

 • Secure any chemical; and

 • Implement, or seek advice from WHS Officer or Subject Matter Experts to implement, additional controls to reduce the residual risk further to medium [Supervisor signature required];

 • If the above is absolutely not possible, seek approval from relevant authority (High – School/Division Director/College Dean; Extreme – COO). **NOTE: Approval will only be granted in exceptional circumstances after consultation with Associate Director, WEG and/or a Subject Matter Expert.** See Chapter 3.1 for details.

**Approval required**

**Worker conducted RA**

**Student conducted RA**

**Residual Risk Level**

**Authority required**

**Signature and date**

**Residual Risk Level**

**Authority required**

**27 August 2021**

27 August 2021

**Low**

**Author of RA**

**Low**

**Supervisor**

**Medium**

**Supervisor**

**Medium**

**Supervisor**

**High**

**School/Service Division Director**

**College Dean**

**High**

**School/Service Division Director**

**College Dean**

**Extreme**

**COO**

**Extreme**

**COO**

Table 2.1 Likelihood Table

**Ranking**

**Description**

**Probability or frequency of event happening**

Almost certain

The hazard is expected to lead to an event in most circumstances at the University

A daily to monthly occurrence

Likely

The hazard could lead to an event in most circumstances at the University

Between monthly to yearly occurrence

Possible

The hazard has led to an event at some time at the University

Occurs once between 1 to 5 years

Unlikely

The hazard could lead to an event at some time

Occurs once between 5 to 20 years

Rare

The hazard may lead to an event in exceptional circumstances

Occurs once between 20+ years

Table 2.2 Consequences Table

**Ranking**

**Injury, Illness or Disease**

**Plant, Equipment and materials**

**Environment**

Catastrophic

Fatality / fatalities or permanent disability. Permanently unable to work

Destroyed or cannot be reused

Long term permanent effect to ecosystems. Significant intervention required to remediate

Major

Requiring extensive medical treatment such as hospitalisation as in patient and possibly a Notifiable Incident

LTI >1 week

Damage requiring repairs/rebuild and possible recertification prior to reuse, lost use for one or more days

Notification to environmental agency, ecosystem will need time to recover, intervention required to remediate

Moderate

Minor medical treatment injury, such as treated by a health professional, hospital outpatient, no potential to be a Notifiable Incident

LTI < 1 week and can return to normal duties

Damage requiring a repair/service by a trade/technician within the day

Contamination event that does not impact on ecosystem. Short impact does not need intervention

Minor

Injury needing significant first aid treatment and can return to work within shift

Equipment able to be reset or gotten back into operation by the operator

Minor contained contamination ceasing when the short event is over, can remediate (e.g. spill kit)

Insignificant

Report only, no injury OR minor first aid (e.g. bandaid); short-term discomfort

Report only, no damage

Report only, no contamination

Table 3 ANU WHS Risk Matrix

Insignificant

Minor

Moderate

Major

Catastrophic

Almost certain

Medium (10)

High (14)

Extreme (21)

Extreme (22)

Extreme (25)

Likely

Medium (7)

High (13)

High (16)

Extreme (20)

Extreme (24)

Possible

Low (4)

Medium (9)

High (15)

High (18)

Extreme (23)

Unlikely

Low (2)

Medium (6)

Medium (8)

High (17)

High (19)

Rare

Low (1)

Low (3)

Low (5)

Medium(11)

Medium (12)

Table 4. Hierarchy of Control

**Level**

**Examples**

**Effectiveness**

Elimination

 • Remove the hazards completely

 • Cease the activity

 • Dispose of unwanted hazardous chemicals or plant etc

**Most EffectiveLeast Effective**

Substitution

 • Use less hazardous chemicals

 • Use safer plant equipment

 • Use handset instead of telephone

 • Move smaller weight loads instead of large weight

Isolation

 • Physical separation from the hazard by distance or complete shielding

 • Install guard rails around edges and holes to floors

 • Move workers to a new room away from hazardous noise

Engineering Control

 • Use ventilation system

 • Use fume cupboard when working with hazardous chemicals

 • Install guarding around rotating and crushing parts

 • Use trolley or hoist to lift heavy loads

 • Use duress alarm system while doing home interview or offsite field work

Administrative Control

 • Use Safe Work Procedures **[See section 3.1.3.1]** or instructions

 • Induction and WHS information

 • Training **[See Handbook Chapter 3.2]**

 • Contingency Planning and Testing **[See section 3.1.3.2]**

 • Permit to Work system **[See section 3.1.3.3]**

 • Signage

Personal Protective Equipment (PPE)

 • Lab coat

 • Safety glasses/face shield

 • Gloves/cryogenic gloves

 • Respirators/Masks

 • Personal hearing protectors

**Table 5 Risk Assessment and SWP review timeframe**

Use this Table to determine risk assessment and safe work procedure review timeframe and frequency and put in the front of the risk assessment.

**Residual Risk**

**Review Frequency**

**What to do during the review.**

Extreme

6 monthly

And/or

After an incident where deficiencies in identifying or controlling hazards have been observed

When changes to the activity need to occur

When significant changes (e.g. renovation) to the workplace need to occur

When HSRs request a review

Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.

High

Annually

Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.

Medium

Two yearly

Review the control measures.

Low

Three yearly

Review the control measures.