**Risk Assessment Matrix for Assess the Level of Risk (Step 2)**

Consider the hazards identified in Step One and use the risk assessment matrix below as a guide to assess the risk level.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | |
| Insignificant | Minor | Moderate | Major | Critical |
| Almost Certain | Medium | Medium | High | Extreme | Extreme |
| Likely | Low | Medium | High | High | Extreme |
| Possible | Low | Medium | High | High | High |
| Unlikely | Low | Low | Medium | Medium | High |
| Rare | Low | Low | Low | Low | Medium |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Consequence** | **Description of Consequence** |  | **Likelihood** | **Description of Likelihood** |
| 1. Insignificant | No treatment required | 1. Rare | Will only occur in exceptional circumstances |
| 2. Minor | Minor injury requiring First Aid treatment (e.g. minor cuts, bruises, bumps) | 2. Unlikely | Not likely to occur within the foreseeable future, or within the project lifecycle |
| 3. Moderate | Injury requiring medical treatment or lost time | 3. Possible | May occur within the foreseeable future, or within the project lifecycle |
| 4. Major | Serious injury (injuries) requiring specialist medical treatment or hospitalisation | 4. Likely | Likely to occur within the foreseeable future, or within the project lifecycle |
| 5. Critical | Loss of life, permanent disability or multiple serious injuries | 5. Almost Certain | Almost certain to occur within the foreseeable future or within the project lifecycle |

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| --- | --- | --- | --- |
| **Assessed Risk Level** | | **Description of Risk Level** | **Actions** |
|  | Low | If an incident were to occur, there would be little likelihood that an injury would result. | Undertake the activity with the existing controls in place. |
|  | Medium | If an incident were to occur, there would be some chance that an injury requiring First Aid would result. | Additional controls may be needed. |
|  | High | If an incident were to occur, it would be likely that an injury requiring medical treatment would result. | Controls will need to be in place before the activity is undertaken. |
|  | Extreme | If an incident were to occur, it would be likely that a permanent, debilitating injury or death would result. | Consider alternatives to doing the activity.  Significant control measures will need to be implemented to ensure safety. |

# Step 3: Control the Risk

In the table below:

1. List below the hazards/risks you identified in Step One.
2. Rate their risk level (refer to information contained in Step Two to assist with this).
3. Detail the control measures you will implement to eliminate or minimise the risk.

Note: Control measures should be implemented in accordance with the preferred **hierarchy of control**. If lower level controls (such as Administration or PPE) are to be implemented without higher level controls, it is important that the reasons are explained.



|  |  |
| --- | --- |
| **Hierarchy of Control** | |
| Most effective | **Elimination**: remove the hazard completely from the workplace or activity |
| (High level) |  |
| **Substitution**: replace a hazard with a less dangerous one (e.g. a less hazardous chemical) |
|  | **Redesign**: making a machine or work process safer (e.g. raise a bench to reduce bending) |
|  | **Isolation**: separate people from the hazard (e.g. safety barrier) |
| Least effective | **Administration**: putting rules, signage or training in place to make a workplace safer (e.g. induction training, highlighting trip hazards) |
| (Low level) | **Personal Protective Equipment (PPE)**: Protective clothing and equipment (e.g. gloves, hats) |