

Baseline Risk Assessment

Chemical handling

Centre Name: ALL

STEP 1.							
Operation	Chemical handling			Activity/Task/Tool	Chemical handling		Rev.2018

Ref No.	SPECIFIC TASK / ACTIVITY STEPS	IDENTIFIED POTENTIAL HAZARDS	RISK	CLASS	RISK RANKING			RISK CONTROL MEASURES - Hierarchy of Control – Elimination, Substitution, Isolation, Engineering, Administration, Personal Protection. - Additional information can be attached.	RESIDUAL RISK		
				S	Likelihood	Consequence	Risk Rating		Likelihood	Consequence	Residual Risk
				H							
				E							
1.	Chemical handling/mixing	Chemical	Skin irritation and cancer	H	4	5	20	Training and WSWP	2	3	6
		Fumes	Inhalation	H	3	4	12	WSWP,PPE	2	2	4
		Splash, spills	Eye injuries	S	4	4	16	WSWP,PPE	2	2	4

RISK CALCULATOR (Risk Rating = Consequences x Likelihood)

LIKELIHOOD

CONSEQUENCE

Insignificant (1)

Minor (2)

Moderate (3)

Major (4)

Catastrophic (5)

Almost Certain (5)	M (11)	H (13)	E (20)	E (23)	E (25)
Likely (4)	M (7)	H (12)	H (17)	E (21)	E (24)
Possible (3)	L (4)	M (8)	H (16)	E (18)	E (22)
Unlikely (2)	L (2)	L (5)	M (9)	H (15)	E (19)
Rare (1)	L (1)	L (3)	M (6)	M (10)	H (14)

STEP	QUICK GUIDE OF WHAT TO DO	MORE DETAILED INFORMATION ON EACH PROJECT/TASK RISK ASSESSMENT STEP
1.	Complete a description of the <u>Activity / Task</u>	- At the top of the risk assessment record the task name, a brief description of the task, and the relevant work area and section. Keep as simple as possible, but with enough information to identify the task. - If the Risk Assessment is being used to develop a Safe Work Procedure (WSWP), the risk assessment task name should correspond with the title of the WSWP.
2.	Detail specific <u>task steps</u>	- In the first column "Ref No." write the step no. starting from 1. Up until however many steps/tasks there are in the task. If applicable, these should align with any associated WSWP to enable cross referencing. - List each of the specific tasks, activities and/or steps associated with the activity/task that will be undertaken.

3.	<u>Identify potential Hazards</u> for each Task/Activity in Step 2. Use <i>Hazard Prompt Sheet</i> (Appendix 2) for help.	- In the column next to listed tasks/activities, identify all potential hazards relevant to each item. Record each hazard on a separate line. - A common mistake is to refer to a hazard as the actual harm or the health effects it caused rather than the hazard. E.g. If the task was hosing down an area, the hazard is the wet floor not the potential harm caused e.g. fall / cut knee. - If no hazards are found for a task/step or the risk has been addressed in a previous hazard, the task still needs to be listed to show it has been considered, and to keep the steps/tasks in line with any associated WSWP.
4.	Evaluate the possible <u>Consequence</u> of the Hazard Use Risk Calculator above	Simply put if someone was exposed to the hazard, what would be the reasonable consequence? It is not always the “worst” case scenario; e.g. if you fell 1m off a ladder you could be killed as an extreme (e.g. land on your head), but the most likely consequence would be you might sprain your wrist or break a leg. Therefore the consequence is more likely to be moderate rather than catastrophic.
5.	Evaluate the <u>Likelihood</u> of that Consequence Use Risk Calculator above	Ask yourself will it ever happen; if so what factors are needed for it to happen, and how often would those factors be around. Then ask yourself what you think the reasonable frequency would be, before determining the Likelihood.
6.	Determine <u>Risk Ratings</u> of hazards Use Risk Calculator above	- Determine each hazard’s risk rating by intersecting the “Consequence” and “Likelihood” levels on the Risk Calculator table. - For more detailed information on determining risk levels, refer to the Risk Matrix.
7.	Identify <u>Controls</u> to reduce hazard risk	- Control measures need to reduce hazard risk ratings to an acceptable level if the current risk level is unacceptable; aim for a low risk. - Apply the Hierarchy of Control when determining control measures.
8.	Evaluate the <u>Residual Risk</u> (risk rating with controls in place)	- After control measures have been identified, you need to reassess each hazards risk rating to determine what the remaining risk would be with the controls in place from Step 7 (follow the principles in Steps 4 & 5 above). - The aim is to achieve a Low Risk; if not achieved review controls again and/or ask for help.
9.	Determine <u>highest remaining residual risk</u>	- If the highest residual risk on the risk assessment is a Low Risk, or a Moderate Risk the task/project can commence once all control measures are in place and the risk assessment has been reviewed and approved. - If a High or Extreme risk still remains, then the task/project must not commence and further review must be undertaken involving the Budget Centre manager/ Senior Management Team such as SHEQ (an Elected Safety Representative should also be involved). <i>Exemption: In exceptional circumstances, if the “Ext” or “High” risk rating does not apply to personal injury or environmental damage (e.g. potential for property damage only), and the Centre manager/R. Supervisor in consultation with the DD OHS believe it is an acceptable risk for the Company, the task may be approved. This does not apply for Personal injury or Environmental risks; an “M” (Moderate) risk is the highest ranking allowable.</i>
10.	<u>Approval / WSWP development</u>	- Once the risk assessment is complete, all participants should record their name at the bottom of the sheet, document any consultation that was had (e.g. tabled at SHE Committee) and the Centre manager / R forester or delegate should sign off the task for approval. - Specify if a safe work procedure (SWP) is required to be developed (e.g. for routine / regular tasks). If yes, this should be done in accordance with the Minimum Standard - Safe Work Procedure Development.
11.	<u>Sign on / off</u>	All persons involved in a project/task must acknowledge they have read and understood a risk assessment and agree to comply with all steps and control measures.
12.	Document <u>Actioners</u>	Reference the initials of the person responsible for ensuring a particular control is implemented before progressing with the task/project.