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
	SMP_012	**29/11/2022**	**29/11/2024**	**1.2**

Name of the Task/Activity/Area/Hazards assessed	Medical Science Laboratories Teaching & Research				**Top Residual Risk (L, M, H, E)**	**Medium (12)**
Description of the activity/task & location	All Medical Science related Teaching and Research activities performed in the MS Laboratories, Building 54, Mills Rd, Acton. Including but not limited to medical science practical teaching, Undergraduate anatomy teaching (non wet lab activities), and Health Science teaching activities.					
School/Service Division	School of Medicine and Psychology					
Location and Supervisor	**Location**		**Supervisor**	**Pru Roff**	**Ph**	**6125 6725**
Risk Assessment Team Have you completed ANU WHS Risk Management Training? ☒Y ☐ N **IF NO, DO NOT PROCEED**	**Name**	**Francisco Sanchez – Medical Science & Anatomy Coordinator**			**Ph**	**02) 6125 51017**
	Name	**Tarryn Colley – WHS Officer**			**Ph**	**02) 6125 5752**
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* Francisco Sanchez Tarryn Colley Krisztina Valter Breanna Bass Yunis Moukbil					
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

1. Select hazards from **Table 1** below and transfer them into the 'Hazards' column of the RA Form.
2. Enter where and when this hazard exists. This may include specification of during which step, this hazard exists.
3. 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.
4. Develop control measures in accordance with the Hierarchy of Control Principle (**Table 4**) and list them in 'Control' column of the RA Form.
5. 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.
6. Identify any controls that are not in place as corrective actions and implement them before undertaking the activity.
7. Obtain approval from relevant people as identified.
8. Identify if this is a static risk assessment (> 6 months) or dynamic risk assessment (< 6 months).
9. Send a copy of the static risk assessments to WHS Officers/Managers/Equivalent – Keep on file for 7 years.
10. Keep originals of risk assessments in close vicinity of the activities. Dynamic risk assessments can be destroyed 1 year after the activity ceases.
11. 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. CO_2 including dry ice, liquid N_2)
☒	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

Chemical	
☐	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

Public Safety	
☐	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

Traffic Safety	
☐	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)

Event Specific	
☐	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

Working Away from Campus	
☐	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

Psychosocial	
☒	**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**
Chemical **Task:** **Hazard:** - Potential of Chemical spill - Incorrect Storage/ventilation - Flammable Chemicals - Corrosive Chemicals - Inhalation/Ingestion of potentially hazardous chemicals - Chemical Waste disposal **Risk:** - Fire - Burns - Potential Illness or injury	**Likely**	**Major**	Extreme (20)	**Elimination N/A** **Substitution** • Limit use of toxic chemicals **Isolation N/A** **Engineering** • Corrosives Cabinet • Flammables Cabinet/Keep away • Use of Fume Cupboard for volatile/hazardous chemicals • Chemical Spill Kit / protective Benchcote • Correct Disposal/neutralisation of unused or waste Chemicals **Administration** • Correct CMS/MSDS database management • Chemical safety Course • Manual Handling course **PPE** • Gloves, • face mask or shield, safety goggles, • laboratory coat/smock, Covered Footwear • Protective Benchcote	**unlikely**	**Moderate**	Medium (8)

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**
Biological **Hazard:** - Exposure to Bacterial material - Exposure to unknown pathogens Bacterial or Viral from experimental participants - Potential of uncontrolled outbreak of an infectious disease; - Sharps and contaminated sharps - Biological Waste Spill. **Risk:** - Illness; - Infection	**Likely**	**Major**	Extreme (20)	**Elimination N/ Substitution** • Limit use of known pathological specimens **Isolation** • Limit participation of individuals with compromised immune status **Engineering** • Use of Aseptic Technique • Use of Autoclave for waste sterilisation • Equipment to contain biohazardous material for transfer • Double bagging to prevent leakage • Correct Biological Waste disposal **Administration** • Biological safety Course • Follow biological material Safe Work Procedure for transfer of biological material • Manual Handling **PPE** • Gloves, • face mask or shield, safety goggles, • laboratory coat/smock, Covered Footwear • Protective Benchcote	**unlikely**	**Moderate**	Medium (8)

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**
Electrical **Hazard:** - Faulty Electrical equipment - Incorrect use of Equipment **Risk:** - Electric Shock - Electrocution	**Possible**	**Major**	High (18)	**Elimination N/A** **Substitution N/A** **Isolation N/A** **Engineering N/A** **Administration** • Visual Inspection • Annual Electrical Appliance Tag and Testing • Correct use of equipment- Following SOP • Electrical Safety Course **PPE (as required)** • Gloves, • face mask or shield, safety goggles, • laboratory coat/smock, Covered Footwear	**unlikely**	**Moderate**	Medium (8)

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**
Plant and Equipment (Autoclave) **Hazard:** - Autoclave -Faulty - Autoclave -Incorrect use of Equipment - Biological contamination (non- sterilisation) **Risk:** - Electric Shock - Electrocution - Burns - Pressure build up - Biological contamination/infection	**Possible**	**Major**	High (18)	**Elimination N/A** **Substitution N/A** **Isolation N/A** **Engineering N/A** **Administration** • Visual Inspection • Annual Electrical Appliance Tag and Testing • Correct use of equipment- Following SOP • Electrical Safety Course **PPE (as required)** • Heat Proof Gloves, • face mask or shield, safety goggles, • laboratory coat/smock, Covered Footwear	**unlikely**	**Moderate**	Medium (8)

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**
Ergonomics and Manual Tasks **Hazard:** - Repetitive forces and movements - **Risk:** - Fatigue - Injury	**Likely**	**Minor**	High (13)	**Elimination N/A** **Substitution N/A** **Isolation N/A** **Engineering** • Use Lifting Aids where possible with training and supervision. **Administration** • Follow Site Specific Safe Work Procedures and Instructions; • Complete Placement Training / Induction; • Complete Manual Task Training and follow manual handling advice for lifting; and • Take breaks at regular intervals or when able. **PPE N/A**	**Possible**	**Minor**	Medium (9)

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**
Public Safety **Hazard** - Natural Disaster (e.g. Bushfire, flood, severe storm). - Supply substances (e.g. alcohol part of Pharmacokinetics session) **Risk** - Disconnection/Isolation; - Serious Psychological Duress; - Serious Injury; and/or Death	**Unlikely**	**Catastrophic**	High (19)	**Elimination N/A** **Substitution N/A** **Isolation** • If a Natural Disaster event is occurring, do not travel into that area. **Engineering** • Not Applicable **Administration** • Follow Site Specific Safe Work Procedures and Instructions; • Complete Induction; • Follow Site Specific Emergency and Contingency Plan; and/or • Contact Security or Local Authorities if required. **PPE N/A**	Rare	Catastrophic	**Medium (12)**

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**
Physical / Environment **Hazard:** - Fall from a height; - Hazardous terrain or environment including wet/slippery surfaces; and/or Fall on the same level (e.g. fall, trip, wet or unstable surface).	Possible	Major	High (18)	**Elimination N/A** **Substitution N/A** **Isolation** • Isolate any spills and follow instructions to clean using local area spill kits. **Engineering** • Use slippery floor signage and barricading for spills; and/or • Clear signage for slippery or wet areas. **Administration** • Follow Site Specific Safe Work Procedures and Instructions; • Complete Induction; and/or • Complete training for working at heights if using ladders or steps. **PPE** Wear appropriate, laboratory space footwear with grip on the soles.	Rare	Major	Medium(11)

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**
Psychosocial **Hazard** - long working hours; - emotional distress - distressing situations aggressive persons; - Direct exposure to traumatic events; - Indirect exposure to traumatic events; - Poor support, - Individual susceptibility to stress - Workplace bullying; - Harassment; and/or - sexual harassment. - **Risk** - Fatigue; - Burn Out; - Serious Injury; - Psychological Duress - Major Injury;	Possible	Major	High (18)	**Elimination N/A** **Substitution N/A** **Isolation N/A** **Engineering N/A** **Administration** • Follow Site Specific Safe Work Procedures and Instructions; • Complete specific Training / Induction; • Follow Site Specific Emergency and Contingency Plan; • Take breaks at regular intervals or when able; • Speak with someone if feeling uncomfortable or afraid; • Report any assault or harassment; • Utilise the ANU Student Support Services; and/or **PPE N/A**	**Rare**	**Major**	Medium(11)

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,

1. Stop the activity immediately; AND
2. Tag out the plant/equipment; and/or
3. Secure any chemical; and
4. 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];
5. 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**	**Signature and date**
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 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	**Least Effective**

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.