

If you are a small business employing less than 20 workers, WHSQ offers free advisory services to help you manage workplace health and safety. Small Business Advisors employed by WHSQ run safety workshops and provide tailored advice via email, phone and on-site visits for businesses in high risk industries. To find out more about these services visit the Small Business section of the WHSQ website (listed below) or email safesmallbusiness@justice.qld.gov.au.

For further information, assistance or advice on how to manage workplace health and safety at your workplace please visit the WHSQ website at www.worksafe.qld.gov.au or phone our information line on 1300 369 915

An Inspector may visit the workplace at some time in the future and request details of your assessment of the risks indicated in this letter, and any subsequent controls you have implemented. If it is found during any follow-up visit that appropriate control measures have not been implemented, you may be the subject of enforcement action at that time.

Yours sincerely,

John M Jahnke

**Principal Advisor - Advisory and Assessment Centre
Department of Justice and Attorney - General
Workplace Health and Safety Queensland**

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The most important reason for making your workplace safe, is not at work at all.

Work safe. Home safe.

For more information visit www.worksafe.qld.gov.au or telephone 1300 369 915.

Example Risk Assessment Template

| | |
|--|--------------------------------------|
| Hazard: | Date of assessment: / / |
| Location of hazard: | |
| Risk Assessment Team Members: | |
| Describe the Hazard being assessed: | |
| | |
| | |

Step 1 Estimate the likely consequences

| CONSEQUENCE | |
|---------------|---|
| Catastrophic | Death, toxic release of chemicals |
| Major | Extensive injuries, loss of production |
| Moderate | Medical treatment, spillage contained but with outside help |
| Minor | First aid treatment , spillage contained onsite |
| Insignificant | No injuries |

Step 2 Estimate the likelihood of these consequences

| LIKELIHOOD | |
|----------------|--|
| Almost certain | Expected to occur in most circumstances |
| Likely | Will probably occur in most circumstances |
| Possible | Might occur at some time |
| Unlikely | Could occur at some time |
| Rare | May occur, only in exceptional circumstances |

Step 3 Determine the risk score *(line up the Consequence and Likelihood and circle the Risk score)*

| LIKELIHOOD How likely is it to happen? | CONSEQUENCES How severely it hurts someone (if it happens)? | | | | |
|---|--|--|--|--|--|
| | Insignificant (no injuries) | Minor (first aid treatment only; spillage contained at site) | Moderate (medical treatment; spillage contained but with outside help) | Major (extensive injuries; loss of production) | Catastrophic (death; toxic release of chemicals) |
| Almost certain – expected in most circumstances | High | High | Acute | Acute | Acute |
| Likely – will probably occur in most circumstances | Moderate | High | High | Acute | Acute |
| Possible – might occur at some time | Low | Moderate | High | Acute | Acute |
| Unlikely – could occur at some time | Low | Low | Moderate | High | Acute |
| Rare – may occur, only in exceptional circumstances | Low | Low | Moderate | High | High |

Step 4 Decide on control measures

| Score and Statement | Action |
|---------------------|---|
| Acute | ACT NOW – Urgent – do something about the risks immediately. Requires immediate attention |
| High | Highest management decision is required urgently |
| Moderate | Follow management instructions |
| Low | OK for now. Record and review if any equipment/people/materials/work processes or procedures change |

Example Risk Assessment Template... (continued)

Step 5 Develop action plan to control the hazard

| Action | Person Responsible | Proposed Completion Date | Actual Completion Date |
|--------|--------------------|--------------------------|------------------------|
| | | | |
| | | | |
| | | | |

Hierarchy of control measures

When deciding on the appropriate control measures that are to be implemented, you must consider control options in the following order:

1. Elimination: get rid of the harm or prevent the risk. – if this isn't possible;
2. Substitution: replace with something less harmful
3. Isolation: separate people from the harm
4. Engineering: change work processes or the physical work environment, for example, by redesigning work, plant, equipment, components or premises
5. Administrative: apply administrative arrangements, for example, limit entry or time spent in a hazardous area
6. P.P.E.: use [personal protective equipment](#)

For more information on deciding on control measures refer to [Section 1 of Supplement 3](#) of the [Risk Management Code of Practice 2007](#) which can be found at <http://www.deir.qld.gov.au/workplace/law/codes/riskman/index.htm>