

SIGN ON SHEET

NAME (PLEASE PRINT)	POSITION (FITTER, RIGGER, CARPENTER)	SIGNATURE	DATE

## RISK MATRIX

1. Identify the credible consequence for each unwanted event using the table below.  
If a combination of harm, loss or damage could result then the greater of the consequences should be used.

Consequence Rating	Insignificant	Minor	Moderate	Major	Catastrophic
People	First Aid Treatment - Low Level Health Effects	Medical Treatment Required – reversible health effects	Moderate injuries or illness, LTI/ADI – irreversible health effects to 1 or more persons	Fatality or Irreversible Disability to 1 or more persons	Multiple Fatalities or significant irreversible health effects
Environment	Minor localised impact. Limited damage with no lasting effects.	On site impact to area of low significance – immediately contained.	On site impact with detrimental affects.	Off site impact with detrimental affects.	Serious, long-term environmental damage – widespread effects
Community	Public concern restricted to local complaints	Minor, adverse local public or media attention and complaints	Attention from media and or heightened concern by local community.	Significant adverse national media/public attention.	Serious public or media outcry – international coverage.
Production delay, loss or damage	Low financial loss. Less than \$5000 delay/loss	Medium financial loss \$5k to \$500k delay/loss	High financial loss \$500k to \$1m delay/loss	Major financial loss \$1m to \$5m delay/loss	Huge financial loss. more than \$5m delay/loss

2. Determine the likelihood of the event occurring and it resulting in the consequence selected above using the table below.

Likelihood Rating	Description
Almost Certain	Expected to occur in most circumstances. May occur at a frequency of greater than once per week
Likely	May occur in most circumstances. Evidence of occurrence at a frequency of greater than once per month
Possible	Might occur at some time. Evidence of an occurrence at a frequency of once per month
Unlikely	Could occur at some time Evidence of an occurrence at a frequency of 1 month to 1 year.
Rare	May occur only in exceptional circumstances. Practically impossible. May only occur at a frequency greater than 1 year

3. Utilise the risk matrix below to identify the risk and risk rating

LIKELIHOOD		CONSEQUENCES				
		1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
A	Almost Certain	H - 11	H - 16	E - 20	E - 23	E - 25
B	Likely	M - 7	H - 12	H - 17	E - 21	E - 24
C	Possible	L - 3	M - 8	H - 13	E - 18	E - 22
D	Unlikely	L - 2	L - 5	M - 9	H - 14	E - 19
E	Rare	L - 1	L - 3	M - 6	H - 10	H - 15

E: Extreme risk, immediate action and/or further controls required – unacceptable risk level  
H: High risk, senior management attention may be required  
M: Moderate risk, management responsibility required  
L: Low risk, manage by routine procedures

# Hierarchy of Controls

*Risk Controls are to be applied in accordance with the 'Hierarchy of Control' methodology.*

Control measures to eliminate or minimise the risk will be considered and implemented in the following order of priority:

<b>Elimination</b>	of the hazard is the main objective;
<i>If this is not possible, prevent or minimise exposure to the risk by one or a combination of;</i>	
<b>Substitution</b>	Substituting a less hazardous method of work, material, process or equipment;
<b>Engineering</b>	Redesigning equipment or work processes
<b>Isolation</b>	Isolating the hazard from the person or the person from the hazard;
<b>Administration</b>	Introduce administrative controls; <i>and as a last resort, when exposure to the risk is not (or can not be) minimised by other means.</i>
<b>PPE</b>	Identify and use appropriate personal protective equipment.



11. Be responsible for their own traffic/parking fines if incurred

**What to do if there is an accident:**

Immediately stop your vehicle at the scene or as close to as possible, making sure you are not obstructing traffic.

Ensure your own safety first

Help any injured people and call for assistance if needed

Try to get the following information:

- 1. Details of the other vehicle(s) and registration number(s)
- 2. Name and address of the other vehicle owner(s) and driver(s)
- 3. Name and address of any witness(es)
- 4. Name of Insurer(s)

Give the following information:

- 1. Your name and address
- 2. If your damage is to another vehicle that is unattended, leave a note on the vehicle with your contact details
- 3. Contact the Police to register the accident

**Follow-up**

If there is an injury, or major damage, report the accident to the office and your supervisor as soon as you can

Confirmation that you have read and accept the above Policy and agree to the terms and conditions

Name.....Date.....

Signature.....



The following rules are those that even a single breach, wilful or otherwise, is deemed to be extremely serious. They are:

- Failure to isolate
- Failure to follow working at heights requirements
- Carrying out electrical work without authorisation.
- Consuming illicit drugs or intoxicants on site
- Fighting or promoting a fight.
- Violating safety rules repeatedly or in a flagrant manner.

### Using Hazardous Substances on site.

- When using any hazardous substance on site you should consult with the Material Safety Data Sheet.

The MSDS will give you;

- hazard identification, First Aid Measures, Fire Fighting Measures, Accidental release measures, Handling & Storage, Exposure Control/ Personal Protection, Physical & Chemical Properties, Stability & Reactivity, Toxicological & ecological information, Disposal Considerations, Transport & Regulatory information

### Site Specific Hazards

- Working in Regional Areas
- Venomous snakes inhabit the area. Report any sightings immediately to work mates and the site manager. If bitten, apply basic first aid from first aid kit on site and initiate emergency response.
- People allergic to wasps or hornets must carry their prescribed treatment with them e.g. Antihistamine tablets.
- Mosquito repellent is recommended for use in this region.
- Carry drinking water and avoid heat stress / stroke.

