

# RISK MATRIX

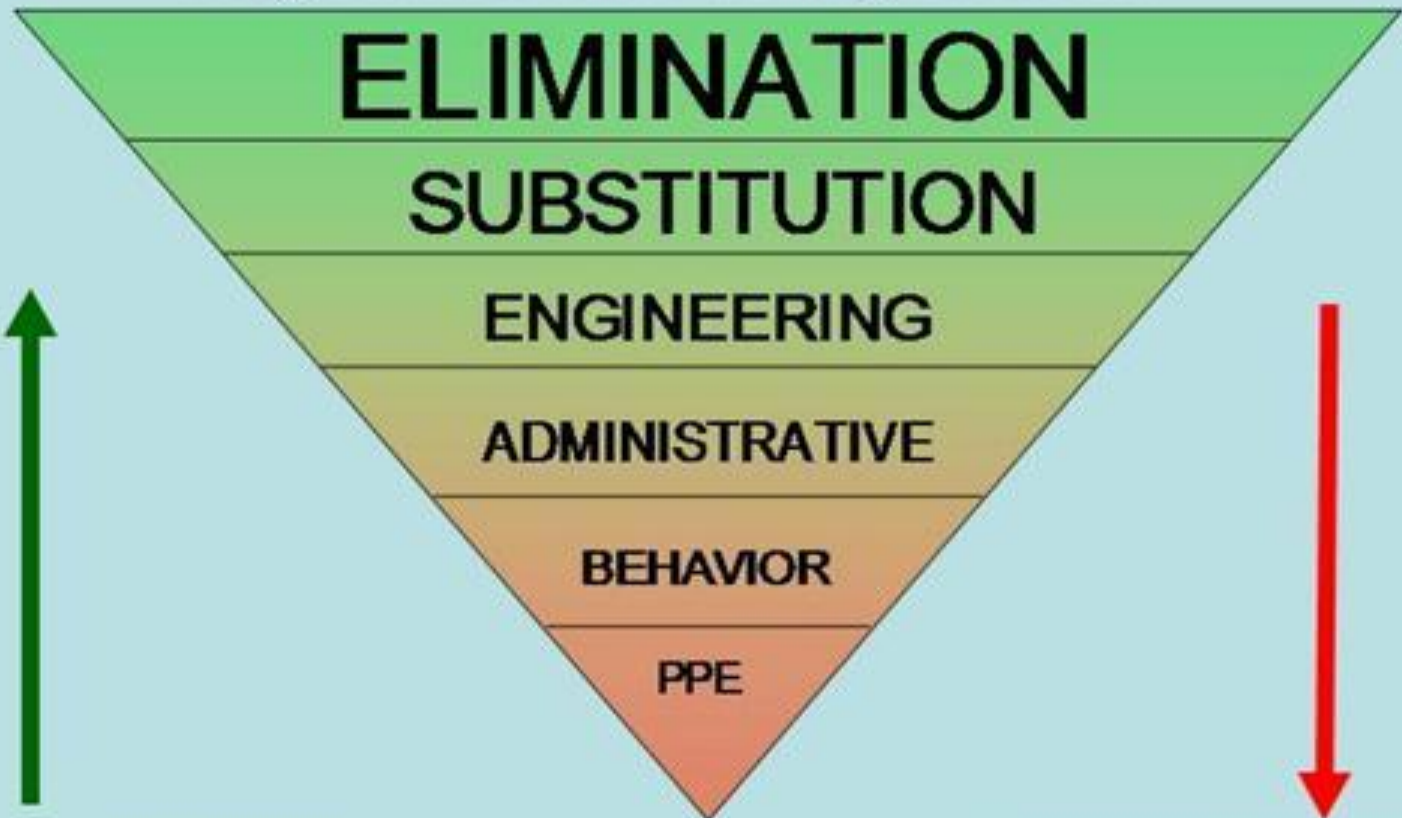
		<b>Consequences</b>				
		<b>Insignificant</b> Any injury or disease that needs first-aid treatment only. <b>1</b>	<b>Minor</b> Any injury or disease requiring medical treatment and or that is likely to result in a person being incapacitated from normal activity for a continuous period of up to 7 days. <b>2</b>	<b>Moderate</b> Any injury or disease that is likely to result in a person being incapacitated from normal activity for a continuous period of 7 or more days. <b>3</b>	<b>Major</b> A fatality or total and permanent disability <b>4</b>	<b>Catastrophic</b> Multiple fatalities <b>5</b>
<b>Likelihood</b>						
<b>Almost Certain</b> The event is expected to occur in most circumstances.	<b>1</b>					
<b>Likely</b> The event will probably occur in most circumstances.	<b>2</b>					
<b>Moderate</b> Given time, likely to occur.	<b>3</b>					
<b>Unlikely</b> More likely not to occur under normal conditions.	<b>4</b>					
<b>Rare</b> The event may occur only in exceptional circumstances.	<b>5</b>					

Once you have determined above the likely Consequences Ratings for the identified risks refer to the Risk Analysis Matrix to determine the overall Risk Rating for the identified Risk. The higher the Risk Rating the more immediate and higher level attention is required.

<b>Severe Risk</b>	Discontinue operation and / or immediate corrective action required.
<b>Significant Risk</b>	Corrective action needed. Action in short term as appropriate.
<b>Moderate Risk</b>	Attention indicated.
<b>Minor Risk</b>	Implement practicable short-medium term control measures.

# Hierarchy of Control

Apply the highest level of control commensurate with the risk level— lower value controls may be used in the interim until long-term controls are implemented.



Increasing effectiveness and sustainability

Increasing participation and supervision needed

# SAMPLE RISK ASSESSMENT

HERE

<b>Organisation Name:</b>	CRA	<b>Reference:</b>	ABC - 11/10/13
<b>Assessor's Name:</b>	David Fuller	<b>Assessment Date:</b>	11/10/13
<b>Assessor's Position:</b>	HR Manager	<b>Review Date:</b>	11/10/14

Area or Activity	Hazards	People at Risk	Control Measures in Place	Risk Rating	Control Measures Required	Action by Whom & When
Whole premises – main office	Slips, trip or falls: 1. narrow passages 2. blocked walkways 3. frayed carpet	Anyone entering the premises - on average 50 people per week plus 16 staff / volunteers.	All areas are well lit and frayed carpet is taped down. All personnel receive H & S induction and know to keep walkways clear.	Medium	Regular inspections to minimise hazards. Repairs to lights to be carried out promptly.	Office Manager - Inspection at the end of each month.
Whole premises – main office	Fire hazards: 1. blocked fire exits 2. faulty wiring or equipment 3. excess waste paper	Anyone entering the premises - on average 50 people per week plus 16 staff / volunteers.	No smoking on premises. Electrical equipment tested annually. Four appropriate fire extinguishers provided and maintained regularly and quarterly fire drills conducted. Fire Action notices displayed and discussed at induction.	Medium	Monthly inspection to include checking fire exits are kept clear. Waste paper bins to be emptied weekly.	Office Manager – Inspection at the end of each month.
Whole premises – main office	Inadequate lighting	All staff / volunteers and people entering the office for a long period – about 25 people per week	Desk lamps provided where lighting inadequate	Very Low	None	
Stairs	Frayed carpet - possible trip hazard	Anyone using the stairs - about 40 people per week.	Frayed carpet is taped down.	Medium	Warning notice to be displayed to take care on stairs.	Office Manager - Notice by 30 May.