# Hazard and Risk Management Procedure

# Appendix 2. Hazard Management – Risk Assessment Decision Tool

1. Check the criteria listed in column A. If the criteria is applicable to the activity, then a formal risk assessment is not required, but a Take 5 is recommended to be completed prior to starting works. Complete the activity as outlined.
2. If column A is not applicable, then one or more of the hazards/criteria in column B will be relevant and a formal risk assessment is required. You will need to determine the nature of the activity (i.e. Static or Dynamic), complete and follow the instructions on the relevant risk assessment template.

**COLUMN A**

1. Is it **an item of plant/equipment** which is manufactured and being used in the way it was intended and is not defined as hazardous plant? (see definitions)

Or

2. Is it **a chemical** which is being used and managed in accordance with the Safety Data Sheet and not defined as a hazardous chemical? (see definitions)

Or

3. An activity which is considered low risk:

• There is no expectation that an injury/illness will occur.

• If there was an injury/illness, treatment would be very minor/negligible e.g. first aid treatment requiring a band aid.

**If you have answered yes  
to the above criteria  
NO FORMAL   
RISK ASSESSMENT IS REQUIRED**

**COLUMN B**

**A FORMAL RISK ASSESSMENT IS REQUIRED**

* The item of plant/equipment or chemical is used in a different way to how the manufacturer intended, or a chemical being used

differently to the Safety Data Sheet; and/or

* The activity is an event or an activity which requires the co-ordination of several tasks which could impact on the safety of the

workers or others in the vicinity of the activity; and/or

* The activity involves one or more of the following hazards:

|  |  |
| --- | --- |
| * + Animal handling (unpredictable behaviour – kicks, bites)   + Biological (pathogens, body fluids)   + Boating, risk of drowning   + Confined space entry   + Diving work   + Electrical work on energised electrical equipment   + Excavation (tunnel, shaft that could collapse)   + Explosives or Firearms   + Fall from work at height which would result in injury   + Fatigue (work related mental or physical exertion affecting function)   + Hazardous chemicals   + Hazardous manual activity   **and / or** | * + Hazardous plant   + Hidden pipes, cables, wiring   + High risk travel (DFAT 3 - Reconsider Travel or Level 4 Do Not Travel)   + Hot work/potential for uncontrolled fire   + Isolation (work in a remote area, or on your own   in an unfamiliar environment, rescue would be difficult.)   * + Noise/sound levels greater than safe exposure standards   + Personal Threat (e.g. threat of harm or injury by   another person)   * + Psychosocial hazards   + Radiation   + Temperature extremes |

**Note: The risk assessment must be done by a competent person**

* There is uncertainty about the impact of, or what would occur by combining hazards, or known risks (e.g. water and power); and/or
* There is an incident/injury trend identified for the activity; and/or
* There is a change in a work practice or the work environment and there is uncertainty about how a hazard(s) may result in injury or illness.