# Risk assessment

For trades jobs | Hazards, risk ratings and controls

EasyDone

*Fill this in before the job starts. List what could hurt someone, rate each risk, then control it, starting at the top of the hierarchy of controls. Talk it through with the workers doing the job, and review it if the job or site changes.*

## 1 Job and site details

| | | |
|---|---|---|
| **Business name:** | **ABN:** | **Phone / email:** |
| **Customer / client:** | **Job number:** | **Date of assessment:** |
| **Site address:** | **Site contact and phone:** | |
| **Job / task being assessed:** | | |
| **Assessed by (name and role):** | **Workers consulted:** | **Review by:** |

## 2 How it works

*At each step, talk to the workers doing the job. (Safe Work Australia, Managing risks)*

### 1 Identify hazards

Find out what could cause harm: walk the site, look at the task, ask the crew.

### 2 Assess risks

How likely is harm, and how bad could it be? Rate it with the risk key below.

### 3 Control risks

Eliminate the risk if you can. If not, minimise it so far as is reasonably practicable.

### 4 Review controls

Check the controls work as planned. Update this form if anything changes.

## 3 Risk key

*EXAMPLE ONLY: if your business already has a risk matrix, use that instead.*

| Likelihood (down) x consequence (across) | 1 Insignificant<br>no injury | 2 Minor<br>first aid | 3 Moderate<br>medical treatment | 4 Major<br>serious injury | 5 Catastrophic<br>death or permanent harm |
|---|---|---|---|---|---|
| **5 Almost certain**<br>expected on this job | 5 M | 10 H | 15 H | 20 E | 25 E |
| **4 Likely**<br>will probably happen | 4 L | 8 M | 12 H | 16 H | 20 E |
| **3 Possible**<br>might happen | 3 L | 6 M | 9 M | 12 H | 15 H |
| **2 Unlikely**<br>could happen, not expected | 2 L | 4 L | 6 M | 8 M | 10 H |
| **1 Rare**<br>only in unusual cases | 1 L | 2 L | 3 L | 4 L | 5 M |

**Risk = L x C**

| | | |
|---|---|---|
| L | **Low (1-4)** | Manage with normal work methods. |
| M | **Medium (5-9)** | Controls in place and checked before work starts. |
| H | **High (10-16)** | Don't start until better controls are in place. |
| E | **Extreme (20-25)** | Don't start. Remove the hazard or change the job. |

## 4 Choosing controls: the hierarchy of controls

*Most effective at the top. Use more than one control where you need to.*

### 1 Eliminate

Remove the hazard altogether.

### 2 Substitute

Swap it for something safer.

### 3 Isolate

Keep people away from it: barriers, exclusion zones.

### 4 Engineering

Change the plant or set-up: guards, ventilation.

### 5 Administrative

Procedures, signs, permits, training.

### 6 PPE

Gloves, glasses, harness, hearing protection.

*Administrative controls and PPE are the least effective: they don't control the hazard at the source and rely on people and supervision. (Safe Work Australia)*

## 5 Hazards, risks and controls

*L = likelihood, C = consequence, Risk = L x C. Use the risk key on page 1.*

| # | Hazard<br>What could hurt someone on this job? | Who could be hurt<br>Workers, other trades, customer, public | L<br>1-5 | C<br>1-5 | Risk<br>L x C | Controls<br>What you'll do about it. Start at the top of the hierarchy: eliminate, substitute, isolate, engineer, then admin and PPE. | Residual risk<br>After controls | Who's responsible<br>Puts it in place and checks it | Done by<br>Date |
|---|---|---|---|---|---|---|---|---|---|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |
| 5 | | | | | | | | | |
| 6 | | | | | | | | | |

## 5 Hazards, risks and controls (continued)

| # | Hazard<br>What could hurt someone on this job? | Who could be hurt<br>Workers, other trades, customer, public | L<br>1-5 | C<br>1-5 | Risk<br>L x C | Controls<br>What you'll do about it. Start at the top of the hierarchy: eliminate, substitute, isolate, engineer, then admin and PPE. | Residual risk<br>After controls | Who's responsible<br>Puts it in place and checks it | Done by<br>Date |
|---|---|---|---|---|---|---|---|---|---|
| 7 | | | | | | | | | |
| 8 | | | | | | | | | |
| 9 | | | | | | | | | |
| 10 | | | | | | | | | |
| 11 | | | | | | | | | |
| 12 | | | | | | | | | |

## 6 Review

*Check the controls are working. Review if the job, site or method changes, after an incident or near miss, or if a control isn't working.*

| Date reviewed | Reviewed by | What changed |
|---|---|---|
| | | |
| | | |
| | | |

## 7 Sign-off

| | Name | Signature | Date |
|---|---|---|---|
| **Assessed by** | | | |
| **Checked / approved by (supervisor or business owner)** | | | |

## 8 Workers briefed

*By signing, you confirm the hazards and controls on this assessment have been explained to you.*

| # | Name | Company | Signature | Date |
|---|---|---|---|---|
| 1 | | | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |