

Hazard Report and Risk Assessment

Rep No:

Part 1 - Details of hazard identified *(to be completed by originator)*

Date	Time	Branch	Location	Unit/Base
Description of hazard and associated risk				
Printed name		Signature		Title/Rank
Employee ID		Group/Branch/Unit		Date

Part 2 – CPC Safety Coordinator

Comments (including any further reporting requirements)		
Hazard recorded in CPC CAR	Yes	No
Agenda Item for COM Action	Yes	No
Hazard Alert required	Yes	No
Part 3 action completed	Yes	No
Part 6 Sign Off	Yes	No
Printed name	Signature	Date

Part 3 - Communication

Accepted risk control measures communicated to:	Yes / No / Not Applicable	By who
Originator		
COM		
Session		
Affected Groups		
PCQ		
Statutory Authorities (where applicable)		

Initial Risk Rating:

Revised Risk Rating:
(Controls are in place)

Part 4 - Risk assessment

RISK RATING MATRIX

(to be conducted by originator & supervisor)	Consequence How severe would an injury be from this hazard?				
Likelihood What are the chances of this consequence actually occurring?	1. Catastrophic	2. Critical	3. Serious	4. Disruptive	5. Minor
A. Almost Certain	1	2	5	9	16
B. Likely	3	4	8	14	21
C. Occasional	6	7	12	15	23
D. Rare	10	11	13	20	24
E. Highly Improbable	17	18	19	22	25

Consequence Descriptors

	Catastrophic	Critical	Serious	Disruptive	Minor
Personnel	Death / permanent disability	Temporary disability > 30 days; injury or illness is compensable	Temporary disability <30 days: Emergency treatment; Admission to hospital	Temporary injury requiring non-emergency treatment at a medical facility	First aid treatment on site. Exposures below relevant Standards.
Environment	Irreparable damage requiring more than 2 yrs to be repaired through natural action and remediation at a cost of >\$10M	Extensive damage requiring 1 – 2 years to be repaired through natural action and remediation at a cost of \$3M - \$10M	Significant damage requiring 6-12 months to be repaired through natural action and remediation at a cost of \$250K - \$3M	Some damage requiring 1 – 6 months to be repaired through natural action and remediation at a cost of \$50K - \$250K	Little or no property or environmental damage. Damage can be repaired naturally within 1 month

Likelihood Descriptors

Likelihood	Description	Examples
Almost Certain	Occurs regularly. Standard and specific controls are always applied /in place	<ul style="list-style-type: none"> Noise / manual handling Contractor involvement
Likely	Has occurred several time before. Will occur without adequate and specific controls and good supervision in place.	<ul style="list-style-type: none"> Human stress Extreme adverse conditions
Occasional	Is sporadic but not uncommon. Specific controls are needed	<ul style="list-style-type: none"> Severe weather event Personnel cutting corners in process
Rare	Could occur at some time. Usually requires combination of circumstances to occur. Certain specific controls (normally mandated) and supervision must be in place	<ul style="list-style-type: none"> Withdrawal of critical support Vehicle accident off formed road Equipment failure
Highly Improbable	Not likely to occur but not impossible	<ul style="list-style-type: none"> All key appointment holders struck by illness Vehicle accident on formed road

Part 5 - Risk Control

What control(s) can be implemented to reduce the risk score to an acceptable level?

Is this a short term or long term control?

HIERARCHY OF CONTROLS

- ELIMINATION
- SUBSTITUTION
- ISOLATION
- ENGINEERING
- ADMINISTRATIVE
- PPE

Part 6 - Risk Acceptance Levels and Task Authorisation

Risk Index	Level	Authorisation	Tolerance
1-2	Extreme	PCQ	Intolerable without Treatment – the activity should immediately cease and be subjected to further assessment, unless operation reasons preclude doing so
3-5	High	PCQ	Intolerable without Treatment – must be endorsed before activity proceeds if risk index cannot be reduced further. The activity should be reviewed with all hierarchy of control measures being re-evaluated.
6-9	Substantial	Session	Tolerable with continual review – activity may continue with strong control measures in place and subject to appraisal before every iteration or use. Control measures must be documented for every iteration/use, and the hierarchy of controls should be reviewed for further possible risk index reduction
10-16	Medium	COM	Tolerable with periodic review - activity may continue with existing control measures in place. Control measures must be documented, and additional controls considered at each review date.
17-25	Low	COM	Acceptable without any additional controls – decision must be documented. A review date must be provided to ensure conditions surrounding the original evaluation have not altered.

Comments: (mandatory) i.e. I accept the residual risk and authorise this task to continue or I do not accept the residual risk and authorise the discontinuance of this activity/removal of this hazard

Printed name	Signature	Date
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