



Appendix B WHS Hazard and Risk Assessment Template

	Static Risk Assessment No.	Assessment Date	Review by Date	Version
	ANU_FS_20-001	19/02/2024	19/02/2026	1
Name of the Task/Activity/Area/Hazards to be assessed	Research Activities		Top Residual Risk (L, M, H, E)	
			Medium (12)	
Detailed description of the activity/task & location	Attending the farm			
School/Service Division	All			
Location and Supervisor	Location	Spring Valley Farm	Ph	
	Supervisor	Sylvia Mansell	6125 9176	
Risk Assessment Team Have you completed ANU WHS Risk Management Training? <input type="checkbox"/> Y IF NO, DO NOT PROCEED	Name	Lisa Huntley	Ph	
	Email	fs.springvalley@anu.edu.au	6125 4000-4	
	Name		Ph	
	Email			
Who will be affected by this RA?	<input type="checkbox"/> All people in the location <input type="checkbox"/> A group/s of people (list below) <input type="checkbox"/> A single person (list below)			
Who will be consulted on this RA? (All persons affected or their representatives needs to be consulted)	<i>List the names of people who are consulted – <u>Mandatory</u> unless there is only 1 person affected</i>			
WHS Legal and Other Requirements	Work Health and Safety Act 2011 (Cth) Work Health and Safety Regulations 2011 (Cth)			
Type of RA	<input checked="" type="checkbox"/> Static RA (long term and > 6 months) - Send a copy (electronic) to WHS Officer/Manager and keep original locally near the activity/location, accessible to all people affected. <input type="checkbox"/> Dynamic RA (short term and < 6 months or once off) – Keep the original locally (electronically or physically) near the activity/location, accessible to all people affected.			

Risk Assessment Instruction

- This form is used when a documented risk assessment is required in accordance with Appendix A of WHSMS Handbook Chapter 3.1.
- Original risk assessments must be in a convenient location in the local area accessible by all people affected by the risk assessment.

- Risk assessments for static hazards/tasks/activities must be forwarded to local the WHS Officer/Manager for inclusion in the School/Service Division Static Risk Assessment Register.

Follow these steps to complete the risk assessment:

1. Select all applicable hazards from [Table 1](#) below and transfer them into the 'Hazards' column of the Risk Assessment (RA) Form.
2. Enter where and when this hazard exists. This may include specifying during which step(s) in the activity, this hazard exists.
3. Estimate the inherent risk of the hazard (without any controls in place) by using Likelihood against Consequences (defined in [Table 2](#)) and the ANU WHS Risk Matrix ([Table 3](#)). Record this in the 'Inherent Risk' column of the RA Form.
4. Identify appropriate control measures for each hazard in accordance with the Hierarchy of Control Principle ([Table 4](#)) and list them in the 'Control' column of the RA Form.
5. Estimate the residual risk of the hazard after implementing all controls. In estimating residual risk, remember that administrative controls can only reduce the 'likelihood' of an event occurring, not the 'consequences'.
6. Identify any controls that are not already in place as corrective actions in Figtree and ensure that they are implemented before undertaking the activity.
7. Obtain approval from relevant people as identified.
8. Identify if this is a static risk assessment (> 6 months) or dynamic risk assessment (< 6 months).
9. Send a copy of the static risk assessments to WHS Officers/Managers/Equivalent – Keep on file for 7 years.
10. Keep originals of risk assessments in close vicinity of the activities. Dynamic risk assessments can be destroyed 1 year after the activity ceases.
11. Review the static risk assessments and associated safe work procedures in accordance with 3.1.2.6 Step 4: Review Control Measures.

Risk Assessment							
Hazards	Inherent Risk			Control Measures	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
Also list where and when can the hazards present?				When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). <i>List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the following page.</i>			
Slips/Trips/Falls	Possible	Moderate	High (15)	Watch for animal holes and burrows. Wear flat enclosed footwear. Be aware of the ground terrain	Unlikely	Moderate	Medium (8)
Drones	Unlikely	Moderate	Medium (8)	Do not enter area that drones are operating. Do not enter the area where planes are landing and taking off. Only licenced operators will be operating drones.	Rare	Moderate	Low (5)
Snakes	Possible	Catastrophic	Extreme (23)	Wear enclosed shoes and long pants. Watch where you are walking and avoid walking in long grass. Do not attempt to move along a snake – stand still. Snake bite first aid awareness. Snake bite kit located in First Aid kit – Breeding Facility outside wall.	Rare	Major	Medium (11)
Wildlife	Possible	Moderate	High (15)	Do not approach wildlife. Do not pat/touch or pick up any wildlife, if injured please contact F&S 02 6125 4000-4 or email fs.springvalleyfarm@anu.edu.au	Unlikely	Moderate	Medium (8)

Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). <i>List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the following page.</i>	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
Weather Conditions Storms/Heat	Likely	Moderate	High (16)	Wear a hat and sunscreen. Do not stand under trees in a storm or when windy. Monitor weather conditions.	Rare	Minor	Low(3)
Bushfire	Unlikely	Catastrophic	High (17)	Farm to be closed on Extreme or Catastrophic fire days. Permission to be sought prior to the lighting of any fires for research activities. Bushfire Plan (available on website). Emergency Procedures in place and communicated to all persons accessing the farm. Evacuate immediately if there is an impending emergency on nearby properties.	Rare	Catastrophic	Medium (12)
Livestock	Unlikely	Moderate	Medium (8)	Do not enter any paddocks that have cattle or horses in them. Do not approach or try and pat cattle or horses. Do not try and catch or move cattle and horses. Do not enter any paddocks with bulls or stallions.	Rare	Moderate	Low



Corrective Actions				
The activity must not be commenced until all controls are in place.				
List below which controls are currently not in place, who will implement them and by when. <i>Add additional rows as needed.</i>				
Identified corrective actions must be recorded in Figtree.				
List of Controls not in place	Responsible person/s	Figtree corrective action number	Timeframe	Date Completed



Approval for risk assessment

If the level of residual risk is assessed as **high** or **extreme**,

1. **Stop the activity immediately**; AND
2. Tag out the plant/equipment; and/or
3. Secure any chemical; and
4. Implement, or seek advice from WHS Officer or Subject Matter Experts to implement, additional controls to reduce the residual risk further to medium [Supervisor signature required];
5. If the above is not possible, seek approval from relevant authority (High – School/Division Director/College Dean; Extreme – COO).

NOTE: Approval will only be granted in exceptional circumstances after consultation with Associate Director, WEG and/or a Subject Matter Expert. See [Chapter 3.1](#) for details.


Approval required		
Worker conducted RA		
Residual Risk Level	Authority required	Signature and date
Low	Author of RA	
Medium	Supervisor	 4/6/2024 2:23 PM AEST Sylvia Mansell
High	School/Service Division Director or College Dean	
Extreme	COO	

Table 1. Hazard Selection Table for Hazard Profiles

Electrical	Chemical	Plant and Equipment	Radiation	Duress and Security Stress
<input type="checkbox"/> Electrical Shock (both minor and major)	<input type="checkbox"/> Mutagens or reproductive system hazards	<input type="checkbox"/> Serious burn/cold	<input type="checkbox"/> Sealed or Unsealed sources (alpha, beta or gamma)	<input type="checkbox"/> Sexual assault/Raping
<input type="checkbox"/> Electrical Burns (both minor and major)	<input type="checkbox"/> Hazards during storage (e.g. mixed hazards storage, dangerous when wet, temperature sensitive, heat & friction sensitive etc)	<input type="checkbox"/> Ejection of piece/s; shattering or fragmentation; Explosion; Implosion	<input type="checkbox"/> Exposure to EM Radiations (e.g. X-ray, UV, infrared)	<input type="checkbox"/> Bomb threat or unidentified package
<input type="checkbox"/> Overheating and fire	<input type="checkbox"/> Mix two chemicals to form a new chemical	<input type="checkbox"/> Stabbing, puncturing, shearing, friction, abrasion	<input type="checkbox"/> Exposure to artificial radiation (e.g. laser)	<input type="checkbox"/> Throwing objects, pushing, shoving, tripping, grabbing, kicking, hitting
<input type="checkbox"/> Electrocutation	<input type="checkbox"/> Chemical spill – Controlled or uncontrolled	<input type="checkbox"/> Lifts or suspends a load (e.g. falling objects)	<input type="checkbox"/> Security of sealed and unsealed sources	<input type="checkbox"/> Contact with body fluid (e.g. biting, spitting, scratching)
<input type="checkbox"/> Other (not listed above)	<input type="checkbox"/> Exposure to Hazardous Materials (e.g. Asbestos, Lead or Mercury).	<input type="checkbox"/> Rollover or striking against the plant	<input type="checkbox"/> Other (not listed above)	<input type="checkbox"/> Kidnaping in a public location while conducting interviews
Chemical	<input type="checkbox"/> Other (not listed above, e.g. hazard interactions)	<input type="checkbox"/> Pressurised vessels (e.g. autoclave, boilers, steam generator)	Ergonomics and Manual Tasks	<input type="checkbox"/> Unauthorised persons gained access to a building
<input type="checkbox"/> Airborne contaminants that poses a health hazard	Biological	<input type="checkbox"/> Mobile lifting equipment and Elevated Work Platform (e.g. heavy load fall from height)	<input type="checkbox"/> Repetitive or sustained forces	<input type="checkbox"/> Other (not listed above)
<input type="checkbox"/> Flammable <input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Gas <input type="checkbox"/> Airborne contaminants	<input type="checkbox"/> Live animal handling (e.g. bites, allergies)	<input type="checkbox"/> Hazardous levels of heat or vibration (generated by plant to whole or part body)	<input type="checkbox"/> Sustained awkward static postures	Public Safety
<input type="checkbox"/> Explosive substances	<input type="checkbox"/> Potential of uncontrolled outbreak of an infectious disease	<input type="checkbox"/> Potential exposure to fluids under high pressure	<input type="checkbox"/> Repetitive movements	<input type="checkbox"/> Uncontrolled spread of hazardous materials to public
<input type="checkbox"/> Self-reactive or self-heating chemicals	<input type="checkbox"/> Pathogen or body fluid contamination	Noise	<input type="checkbox"/> Long duration	<input type="checkbox"/> Uncontrolled spread of GMO, communicable or infectious disease to public
<input type="checkbox"/> Organic peroxide or peroxide-forming chemicals	<input type="checkbox"/> Exposure to viruses including blood borne viruses	<input type="checkbox"/> Exposure to 85dB(A) LAeq, 8h	<input type="checkbox"/> High Forces	<input type="checkbox"/> Natural disaster e.g. earthquake, flood, bushfire
<input type="checkbox"/> Oxidising substances	<input type="checkbox"/> Infective microorganism exposure	<input type="checkbox"/> Exposure to peak noise level of 130 dB(C) any time during the work activity	<input type="checkbox"/> Long duration of the same posture (e.g. standing, sitting)	<input type="checkbox"/> Explosion of liquid nitrogen tanks or other tanks that would injure public
<input type="checkbox"/> Hydrofluoric acid (HF)	<input type="checkbox"/> Exposure to communicable or infectious disease as a research object	<input type="checkbox"/> Exposure to ototoxic chemicals: <input type="checkbox"/> At any noise level <input type="checkbox"/> > 50% of the OEL of the chemical at any noise level <input type="checkbox"/> At over 100 dB noise level but any level of exposure to ototoxic chemicals	<input type="checkbox"/> Animal handling or handling unbalanced/unpredictable load	<input type="checkbox"/> Loss of radioactive sources that are potentially hazards to students and public
<input type="checkbox"/> Corrosive <input type="checkbox"/> Substances <input type="checkbox"/> Gas <input type="checkbox"/> Airborne contaminants	<input type="checkbox"/> GMO exposure and security	<input type="checkbox"/> Exposure to vibration & ototoxic chemicals	<input type="checkbox"/> Transfer of item(s) up or down stairs, using both hands or requiring the use of lifting equipment from one level to another	<input type="checkbox"/> Hazardous wastes going into drinking water/public river/public sewage
<input type="checkbox"/> Asphyxiate gas (e.g. CO ₂ including dry ice, liquid N ₂)	<input type="checkbox"/> Sharps and contaminated sharps	<input type="checkbox"/> Nuisance level of noise causing discomfort	<input type="checkbox"/> Repetitive, monotonous work, at a high pace	<input type="checkbox"/> Use of industrial robots or University designed robots
<input type="checkbox"/> Toxic and health hazard substances	<input type="checkbox"/> Biological material spillage	<input type="checkbox"/> Other ((not listed above)	Duress and Security Stress	<input type="checkbox"/> Use of VR, AI or emerging technology on experiment participants
<input type="checkbox"/> Toxic gas (e.g. Hydrogen cyanide, cyanogen)	<input type="checkbox"/> Other (not listed above)	Plant and Equipment	<input type="checkbox"/> Personal life threat e.g. violence behaviour, attacking with knives, guns, clubs, or any type of weapon	<input type="checkbox"/> Provide experiment participants with confronting materials that would cause traumatic events
<input type="checkbox"/> Respiratory irritants (e.g. engineered nanomaterials, dust, asbestos)	Plant and Equipment	<input type="checkbox"/> Entanglement and trapping parts	<input type="checkbox"/> Personal threat e.g. aggressive behaviour, physical abuse, assault (includes home visits, public interview)	<input type="checkbox"/> Supply/inject/apply substances (e.g. alcohol, chemical, S4-S9 drugs) to experiment participants
<input type="checkbox"/> Chemical spraying (e.g. agricultural, pesticides)	<input type="checkbox"/> Crushing, rotating and cutting parts	<input type="checkbox"/> Other (not listed above)	<input type="checkbox"/> Verbal abuse, threat	<input type="checkbox"/> Other (not listed above)
<input type="checkbox"/> Chemicals requiring health monitoring (e.g. Schedule 14 Chemicals).				
<input type="checkbox"/> Prohibited and restricted carcinogens				

Physical/Environmental	
<input checked="" type="checkbox"/>	Animals (e.g. hazardous wild animals, bees, snakes)
<input type="checkbox"/>	Confined space entry (e.g. pit, tank, silo, entry through a hatch)
<input type="checkbox"/>	Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding)
<input checked="" type="checkbox"/>	Fire (potential for uncontrolled fire due to ignition sources)
<input checked="" type="checkbox"/>	Flying or moving items/plant/vehicles, falling object(s)
<input checked="" type="checkbox"/>	Hazardous terrain or environment including wet/slippery surfaces
<input type="checkbox"/>	Lighting/visibility is compromised and hazardous
<input type="checkbox"/>	Exceedingly strong lighting both natural and artificial
<input type="checkbox"/>	Glare and reflections
<input type="checkbox"/>	Temperature or weather extremes (e.g. hypothermia, major burns)
<input type="checkbox"/>	Difficult to access work site, or a rescue effort would be difficult in the event of an emergency
<input type="checkbox"/>	Poor air quality or ventilation at work
<input type="checkbox"/>	Insufficient/poor amenities (e.g. toilets, lunch area, breakout area, air-conditioner)
<input checked="" type="checkbox"/>	Fall on same level (e.g. slip, trip, wet or unstable surface)
<input type="checkbox"/>	Other (not listed above)

Traffic Safety	
<input type="checkbox"/>	Lack of separation of vehicles, delivery drivers and pedestrians
<input type="checkbox"/>	Lack of physical barriers to prevent interaction between vehicles, delivery drivers and pedestrians

Traffic Safety	
<input type="checkbox"/>	Vehicles queue in a way that could create risks to pedestrians, for example crossing walkways or obstructing people's view of vehicles
<input type="checkbox"/>	Routes are not wide enough to separate vehicles and pedestrians
<input type="checkbox"/>	Vehicles and pedestrians frequently interact
<input type="checkbox"/>	Activities done close to public areas (e.g. students coming out from a School building)
<input type="checkbox"/>	Unsuitable road conditions, uneven terrains, unregulated road routes
<input type="checkbox"/>	Certain times of higher traffic volumes or interactions between vehicles, delivery drivers and pedestrians
<input type="checkbox"/>	Poor lighting, visibility, shade or glare
<input type="checkbox"/>	Potential contact with stationary objects e.g. overhead structures, stationary plant or stored or discarded items.
<input type="checkbox"/>	Blind spots at the workplace caused by stationary equipment and vehicles and other areas of poor visibility or low lighting levels
<input type="checkbox"/>	Other hazards e.g. noise, emissions or falling objects surrounding the building
<input type="checkbox"/>	Pedestrian routes are not designed so pedestrians will not take short cuts
<input type="checkbox"/>	Intersections and bottleneck areas around driveways and entrances
<input type="checkbox"/>	'Blind' or convex corners
<input type="checkbox"/>	Lack of disability access to and within a workplace
<input type="checkbox"/>	Workers are not aware of insurance policy or emergency procedure on road
<input type="checkbox"/>	Lack of maintenance of bikes and cars provided to workers
<input type="checkbox"/>	Use of personal vehicle or bikes for work activities
<input type="checkbox"/>	Other (not listed above)

Event Specific	
<input type="checkbox"/>	Access to the event is restricted/controlled
<input type="checkbox"/>	Amenities, including disability amenities inadequate/insufficient
<input type="checkbox"/>	Amusement structures/rides/inflatable structures
<input type="checkbox"/>	Animals and wildlife
<input type="checkbox"/>	BBQ using gas bottles
<input type="checkbox"/>	Children under the age of 18 are part of the event or attending
<input type="checkbox"/>	Hit by a vehicle (e.g. moving cars in proximity to pedestrians)
<input type="checkbox"/>	Held in a remote area, difficult to access site
<input type="checkbox"/>	Crowding
<input type="checkbox"/>	Communication problems/co-ordination of information/alerts
<input type="checkbox"/>	Fatigue e.g. duration of the event, extreme heat
<input type="checkbox"/>	Liquor license
<input type="checkbox"/>	Medical emergency, difficult to administer or obtain first aid gain assistance e.g. access to medical facilities
<input type="checkbox"/>	Scaffolding more than 4m in height
<input type="checkbox"/>	Food services and preparation
<input type="checkbox"/>	High risk work licence required in accordance with WHS Regs

High Risk Travel	
<input type="checkbox"/>	Risk of kidnapping in this city/region
<input type="checkbox"/>	Current civil unrest/political tension
<input type="checkbox"/>	Violent crime
<input type="checkbox"/>	Threat of attack from bordering nations
<input type="checkbox"/>	Region affected by natural disaster
<input type="checkbox"/>	Threat of regional disputes spreading

High Risk Travel	
<input type="checkbox"/>	Heightened risk terrorist attacks can occur
<input type="checkbox"/>	Health risks from insect borne disease
<input type="checkbox"/>	Health risks from water borne disease
<input type="checkbox"/>	Health risks from other infectious disease in the destination countries
<input type="checkbox"/>	Threat of assault and sexual assault in foreign countries
<input type="checkbox"/>	Travel by some roads restricted due to risks
<input type="checkbox"/>	Risk of violence or discrimination based on gender or LGBTI identity
<input type="checkbox"/>	Unpredictable and potentially volatile security situation
<input type="checkbox"/>	Other (not listed above)

Working Away from Campus	
<input type="checkbox"/>	Lack of appropriate communication tools/aid
<input type="checkbox"/>	Lack of tracking to know where the person is
<input type="checkbox"/>	Remote or isolated work locations
<input type="checkbox"/>	Use of poorly maintained vehicles or use of personal vehicles
<input type="checkbox"/>	Wildlife or animals
<input type="checkbox"/>	Traffic accidents while going to or from Campus
<input type="checkbox"/>	Duress situations including being threatened by the public
<input type="checkbox"/>	Poorly set-up/resourced offsite workspace
<input type="checkbox"/>	Social isolation and lack of day to day support
<input type="checkbox"/>	Loss of usual health/self-care routines such as exercise and sleep
<input type="checkbox"/>	Other (not listed above)

Psychosocial	
<input type="checkbox"/>	Job Demands – High job demand, long working hours
<input type="checkbox"/>	Job Demands – High emotional effort responding to distressing situations and to aggressive colleagues or students
<input type="checkbox"/>	Job Demands – Shift work, casual employment, afterhours work, fatigue management
<input type="checkbox"/>	Job Demands – Low job demands, too little to do, monotonous tasks
<input type="checkbox"/>	Poor support - including emotional support, from employer, colleagues and managers
<input type="checkbox"/>	Poor support - Not having the things to do their job properly or on time (e.g. not having the necessary and well maintained tools, systems, equipment or resources)
<input type="checkbox"/>	Poor support – inadequate training, leadership, feedback and instruction from supervisor/manager
<input type="checkbox"/>	Poor Support – Unable to ask for help or collaborate with colleagues due to excessively competitive or unhealthy workplace culture
<input type="checkbox"/>	Low Job Control – High workloads, time pressure, fast work pace
<input type="checkbox"/>	Low Job Control – workers not able to determine methods of work, changes to work practices or otherwise have low autonomy in their role
<input type="checkbox"/>	Poor organisational change management – poor planning for change without considering WHS needs
<input type="checkbox"/>	Poor organisational change management-poor consultation in change management
<input type="checkbox"/>	Poor organisational change management; poor communication of needs and processes for change.
<input type="checkbox"/>	Low role clarity - uncertainty about changes or frequent changes to tasks and work standards; conflicting job roles or reporting lines

Psychosocial	
<input type="checkbox"/>	Low role clarity – No standardised WHS management practices across the University
<input type="checkbox"/>	Remote and/or isolated work – working alone (eg nightshift) or away from usual workplace, reduced access to communications and usual support networks (friends/family)
<input type="checkbox"/>	Remote and/or isolated work – working in locations requiring long travel, or difficult access, poor access to support and emergency services
<input type="checkbox"/>	Poor Physical Environment – Workplace not compliant with WHS requirements
<input type="checkbox"/>	Poor Physical Environment – Poor air quality, high levels of noise, extreme temperatures
<input type="checkbox"/>	Poor Physical Environment – Frequently working in unpleasant conditions
<input type="checkbox"/>	Poor Physical Environment – Frequently performing hazardous tasks
<input type="checkbox"/>	Exposure to Traumatic Events – Direct exposure to traumatic events at work
<input type="checkbox"/>	Exposure to Traumatic Events – Indirect exposure to traumatic events at work
<input type="checkbox"/>	Harmful Behaviours - aggression, harassment and sexual harassment, discrimination based on race, gender, sexuality, disability or other.
<input type="checkbox"/>	Harmful Behaviours - Violent events such as robbery, assault including sexual assault, being threatened by managers, colleagues, students, customers, managers or visitors to campus.
<input type="checkbox"/>	Harmful Behaviours – workplace conflicts
<input type="checkbox"/>	Harmful behaviours – Poor relationship between supervisors/line managers and staff or HDR students or other workers
<input type="checkbox"/>	Bullying – Workplace bullying

Psychosocial	
<input type="checkbox"/>	Poor Organisational Justice – Perceived or actual lack of fairness, equity and diversity; discrimination against community groups or members (e.g. LGBTQI)
<input type="checkbox"/>	Poor organisational justice - ; inconsistent application of policy and procedures; bias on resource allocation
<input type="checkbox"/>	Inappropriate rewards and recognition – receiving or witnessing unfair, insufficient or biased feedback or reward in the workplace
<input type="checkbox"/>	Inappropriate rewards and recognition – limited or inequitable provision of development opportunities/ skill recognition
<input type="checkbox"/>	Individual vulnerability–person without a disability; pre-existing mental and/or physical conditions; age and experience of worker, disclosed external stressors eg carer responsibilities, financial situation, relationship status.
<input type="checkbox"/>	Other (not listed above)

COVID-19	
<input type="checkbox"/>	Common Controls associated with COVID-19 (Appendix B.1)
<input type="checkbox"/>	Other (not listed above)

Other Hazard Profiles not listed above	
<input type="checkbox"/>	Please identify in the Hazard Profile here and hazards in the form below

<input type="checkbox"/>	No hazards are identified. No Risk Assessment is required.
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Table 2.1. Likelihood Table

Ranking	Description	Probability or frequency of event happening
Almost certain	The hazard is expected to lead to an event in most circumstances at the University	A daily to monthly occurrence
Likely	The hazard could lead to an event in most circumstances at the University	Occurs once monthly to once yearly
Possible	The hazard has led to an event at some time at the University	Occurs once between 1 to 5 years
Unlikely	The hazard could lead to an event at some time	Occurs once between 5 to 20 years
Rare	The hazard may lead to an event in exceptional circumstances	Occurs once between 20+ years

Table 2.2. Consequences Table

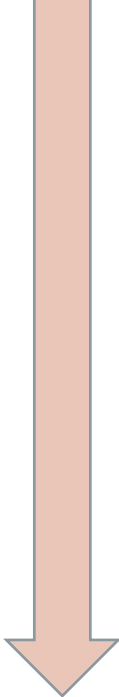
Ranking	Injury, Illness or Disease	Plant, Equipment and materials	Environment
Catastrophic	Fatality / fatalities or permanent disability. Permanently unable to work	Destroyed or cannot be reused	Long term permanent effect to ecosystems. Significant intervention required to remediate
Major	Requiring extensive medical treatment such as hospitalisation as in patient and possibly a Notifiable Incident. LTI >1 week	Damage requiring repairs/rebuild and possible recertification prior to reuse, lost use for one or more days	Notification to environmental agency, ecosystem will need time to recover, intervention required to remediate
Moderate	Minor medical treatment injury, such as treated by a health professional (eg physiotherapist/ psychologist), hospital outpatient, no potential to be a Notifiable Incident. LTI < 1 week and can return to normal duties	Damage requiring a repair/service by a trade/technician within the day	Contamination event that does not impact on ecosystem. Short impact does not need intervention
Minor	Injury needing significant first aid/mental health first aid treatment and can return to work within shift	Equipment able to be reset or gotten back into operation by the operator	Minor contained contamination ceasing when the short event is over, can remediate (e.g. spill kit)
Insignificant	Report only, no injury OR minor first aid (e.g. bandaid); short-term discomfort	Report only, no damage	Report only, no contamination

Table 3. ANU WHS Risk Matrix

	Insignificant	Minor	Moderate	Major	Catastrophic
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Almost certain	Medium (10)	High (14)	Extreme (21)	Extreme (22)	Extreme (25)
Likely	Medium (7)	High (13)	High (16)	Extreme (20)	Extreme (24)
Possible	Low (4)	Medium (9)	High (15)	High (18)	Extreme (23)
Unlikely	Low (2)	Medium (6)	Medium (8)	High (17)	High (19)
Rare	Low (1)	Low (3)	Low (5)	Medium (11)	Medium (12)

Table 4. Hierarchy of Control

Level	Examples	Effectiveness
Elimination	<ul style="list-style-type: none"> Remove the hazards completely. Cease the activity. Dispose of unwanted hazardous chemicals or plant etc. Individuals with COVID symptoms are not allowed on campus or attend class. 	<p style="text-align: center;">Most Effective</p>  <p style="text-align: center;">Less Effective</p>
Substitution	<ul style="list-style-type: none"> Use less hazardous chemicals. Use safer plant equipment. Use handset instead of telephone. Move smaller weight loads instead of large weight. Remote teaching, learning and meetings (COVID). Outdoor gathering and functions (COVID). 	
Isolation	<ul style="list-style-type: none"> Physical separation from the hazard by distance or complete shielding. Install guard rails around edges and holes to floors. Move workers to a new room away from hazardous noise. Install safety screens in customer service areas to reduce risk of aggressive behaviours. Use phone or online communications rather than face to face for high risk individuals. Provide quiet rooms for staff to have respite from noisy or busy work spaces. Maintain physical distancing in line with current state/territory requirements (COVID). Hire sufficient vehicles to ensure physical distancing during field trip (COVID). 	
Engineering Control	<ul style="list-style-type: none"> Use ventilation system. Use fume cupboard when working with hazardous chemicals. Install guarding around rotating and crushing parts. Use trolley or hoist to lift heavy loads. Use duress alarm system while doing home interview or offsite field work. Access to hand sanitizer/wash (COVID). 	
		Effective

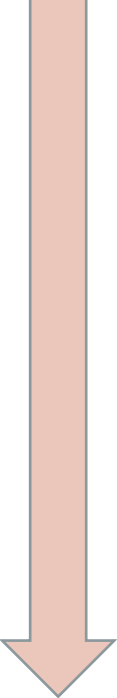
Administrative Control	<ul style="list-style-type: none"> • Use Safe Work Procedures [See section 3.1.3.1] or instructions. • Induction and WHS information. • Training [See Handbook Chapter 3.2]. • Contingency Planning and Testing [See section 3.1.3.2]. • Permit to Work system [See section 3.1.3.3]. • Implement regular debriefing for staff working in high risk areas for customer aggression or exposure (direct or indirect) to traumatic events. • Promote available support resources such as EAP and Advisers to Staff regularly in team meetings and events. • Signage. • QR Check-in system (COVID). 	 <p style="text-align: center;">Least Effective</p>
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Lab coat. • Safety glasses/face shield. • Gloves/cryogenic gloves. • Respirators/Masks (e.g. P2/N95 for COVID protection). • Personal hearing protectors. 	

Table 5. Risk Assessment and SWP review timeframe

Use this Table to determine risk assessment and safe work procedure review timeframe and frequency and put in the front of the risk assessment.

Residual Risk	Review Frequency		What to do during the review.
Extreme	6 monthly	And/or	Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.
High	Annually	After an incident where deficiencies in identifying or controlling hazards have been observed	
Medium	Two yearly	When changes to the activity need to occur	Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.
		When significant changes (e.g. renovation) to the workplace need to occur	Review the control measures.
Low	Three yearly	When HSRs request a review	Review the control measures.