

Hazard Assessment & Control Form

Section A – Hazard Details			
Reference number		Date	
Date Hazard Raised		Raised by	
Site where hazard is located		Specific location	
Describe the hazard			
How can the hazard occur? <i>(i.e. what circumstances must be present for it to happen)</i>			
What will happen if it occurs? <i>(i.e. what will the consequence be e.g. serious harm, death?)</i>			
Is this a Significant Hazard? <i>(Can it cause Serious Harm?)</i>			
Who is exposed to the hazard?			
How frequently does it occur?			
How likely is/could the hazard occur?			
How will it be fixed / controlled?			
Will this <u>eliminate</u> , or <u>minimise</u> the hazard?			
What time, resources and or costs will be needed?			

Section B – Risk Category Assessment					
Determine the risk category using the Risk Matrix below. Please circle.					
Risk Matrix (refer to main Risk Matrix for assessment of Assets and Organisation)					
Impact	Negligible	Minor	Moderate	Severe	Critical
Likelihood					
Certain / Imminent	Low	Medium	High	Critical	Extreme
Very Likely	Low	Medium	High	High	Critical
Likely	Negligible	Low	Medium	High	High
Moderately Likely	Negligible	Low	Low	Medium	Medium
Unlikely	Nil	Negligible	Negligible	Low	Low
Risk Categories					
Extreme	Stop activity/process – action immediately				
Critical	Consult immediately with your Supervisor/Manager to stop activity/process – action immediately				
High	Inform people – immediate action to be taken and applied				
Medium	Correction required				
Low / Negligible	Risk perhaps acceptable – attention indicated				
Result (Extreme, Critical, High, Medium, Low or Negligible)					

Section C - Hazard Action/Control Plan

Action #	Activity/action to be completed	Responsibility	Due date	Progress status update	Date completed and verified as successful

Hazard Register: Where a hazard is not immediately eliminated, but the controls have been successfully implemented and verified, then you must enter the details onto your Hazard Register for ongoing management, i.e. review and monitoring.

Significant Hazard: these hazards may require a separate implementation plan depending on the scale of the required controls. Refer to the Protocol: Hazard Management.

Section D – Residual Risk Assessment

Use the Risk Rating Matrix in Section B to recalculate the risk and determine whether the selected control has reduced the risk.

Result (Critical/High, Medium or Low)	Enter result into the "Risk Category Rating" column of the Hazard Register.
--	---

Section E - Approval (Manager/Head to complete)

I declare that the information detailed above is a true and correct record.

Name		Date	
Position Title			
Signature		Hazard entered into Hazard Register	Y / N
		Date	