

## Safety, Health and Environment Risk Assessment Form

Location/s: <b>All Office and Factory areas</b>		Assessment Number: <b>RA-007</b>
Description of Work Activity being assessed: <b>Various activities normally undertaken within a manufacturing site.</b>		
Hazardous Class: <b>Viral</b>		Hazard Type: <b>COVID-19</b>
Personnel at risk: <b>All staff, visitors, contractors</b>		
Assessor's name: <b>Stewart Beer</b>	Signature: <i>Stewart Beer</i>	Date: <b>14/05/2020</b>

Relevant Legislation: **HASWA Act**

### Part A - Risk Assessment

To identify the level of risk i.e. HIGH, MEDIUM or LOW, a risk assessment matrix table based on a 5 by 5 scoring system of considering probability and severity is used.

To aid the selection of the appropriate score, definitions for the Probability and Severity scores are included. Using the worst-case scenario (worst possible injury/s or damage) select the scores for both the Probability and Severity, plot these on the matrix and circle the letter where the two scores cross, this identifies the level of risk.

**Key:** L = Low Risk - (No further action is required)  
M = Medium Risk - (You must decide if a reduction is possible)  
H = High Risk - (You must reduce this)

Note: The initial Risk Assessment should be assessed as if No controls are in place.

		<u>Probability</u>					<u>Severity</u>				
<b>Probability</b>	5	L	M	H	H	H	1 = Extremely unlikely to happen	1 = No injury, No damage, No effect, No impact			
	4	L	M	H	H	H	2 = Probably will not happen	2 = Minor Injury, or damage, or effect, impact			
	3	L	M	M	H	H	3 = As likely to happen, as not	3 = Major injury / temporary disability, localised damage or effect, considerable impact			
	2	L	L	M	M	M	4 = Probably will happen	4 = Permanent disability, amputation, major effect or impact			
	1	L	L	L	L	L	5 = Almost certain to happen	5 = Fatality, extensive damage, massive effect			
		1	2	3	4	5	<b>Severity</b>				

What is the Assessment of the Risk of Injury / Damage?

Low  Medium  High

**1. Does the Work Involve A High or Medium Risk of Injury?**

If 'Yes' go to 2. If 'No' the assessment need go no further.

Yes	No
Yes	

**2. Can the Risk Work be Eliminated?**

If 'Yes' do so, record the fact on the assessment and the assessment need go no further. If 'No', go to 3.

Yes	No
	No

**3. Do Existing Methods for Preventing the Risk and/or Protecting Persons from the Risk**

**Reduce the Risk to Low?**

If 'Yes' - List all the existing control measures in Part B and the assessment need go no further.

If 'No', list existing measures in Part B, then go to 4.

Yes	No
	No

**4. Can the Risk be Reduced or Avoided?**

If 'Yes' then list measures to be taken in Part C and arrange for the work to be carried out, then complete Part D.

Mechanical Means?  
System/s of Work?  
Other Means?

Yes	No
Yes	
Yes	
Yes	

Part B - List below all existing control measures implemented to prevent / minimise the risk:

Management Supervision

Good Housekeeping

Trained competent staff

Information instruction training given to employees

Workplace induction

Suitable working environment

Supervise and monitor

Part C- in order of priority list below Control measures TO BE implemented to Prevent / minimize the risk:

Brief all staff and visitors on social distancing measures in place

SEE ADDITIONAL CORONAVIRUS – COVID-19 RISK ASSESSMENT

**Part D – Overall Assessment of Risk**

Taking into account the existing control measures listed in Part B, and those to be implemented in Part C, re-score the assessment below. If the risk is still High, further measures and another risk assessment will be required.

Probability	5	L	M	H	H	H
	4	L	M	H	H	H
	3	L	M	M	H	H
	2	L	L	M	M	M
	1	L	L	L	L	L
		1	2	3	4	5
		Severity				

**Probability**

- 1 = Extremely unlikely to happen
- 2 = Probably will not happen
- 3 = As likely to happen, as not
- 4 = Probably will happen
- 5 = Almost certain to happen

**Severity**

- 1 = No injury, No damage, No effect, No impact
- 2 = Minor Injury, or damage, or effect, impact
- 3 = Major injury / temporary disability, localised damage or effect, considerable impact
- 4 = Permanent disability, amputation, major effect or impact
- 5 = Fatality, extensive damage, massive effect

**Overall Assessment of Risk**

What is the Overall Assessment of the Risk of Injury after the above control measures have been implemented.

Low  Medium  High

If the risk is low the assessment need go no further.  
 If PPE is indicated as a protective measure, a PPE assessment must be completed.  
 Monitor to ensure that action taken has been effective.

Review the assessment annually and if circumstances change significantly/there is reason to suspect that it is no longer valid.

Date	Signature	Details
14/10/2020	<i>Stewart Beer</i>	Additional assessment updated.
15/10/2020	<i>Stewart Beer</i>	Additional assessment updated with office zones.

The manufacturing manager is required to sign below when they are satisfied that the assessment is suitable and sufficient.

Managers name: <b>Stewart Beer</b>	Signature: <i>Stewart Beer</i>	Date: <b>14/05/2020</b>
------------------------------------	--------------------------------	-------------------------