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RISK IDENTIFICATION AND CONTROLS

Include all discrete steps involved in the performance of the task.

NOTE: The PPE required must be listed.

R1 Risk without controls

R2 Risk with controls

Possible hazard(s)	R1	Safety control(s)	R2
Exhaust fumes or dust causing eye and respiratory irritation; excessive noise; collision or impact injuries; potentially dangerous litter; communication difficulties.	H	<ul style="list-style-type: none"> Eliminate or minimise the need for participants to work near roadsides. Place signs e.g.: SLOW DOWN, WORKERS NEAR ROADSIDE etc, and/or witches hats to indicate to drivers that there are workers ahead. (Note: This should not be done without proper training and authorisation by the appropriate roads management authority). Wear high visibility vests. Maintain direct and continual supervision. Check that all participants understand the signals to be used, and that the signals are clear and unambiguous. Work upwind or out of fume and dust range. 	M
Overall risk rating	H	Overall risk rating with controls	M

PERSONAL PROTECTIVE EQUIPMENT (PPE)

ASSOCIATED SWMS

Item	No.	Description
High visibility vest/shirt	SWMS 2	Slips, Trips and Falls
Long sleeves/trousers	SWMS 12	Litter Collection
Steel capped safety boots		
Gloves		

ASSESSING THE LEVEL OF RISK

An important part of formulating your risk control strategies is understanding the level of risk remaining once these are in place, whether you believe the risks are then acceptable and if the activity can proceed. It should also be used to prioritise those risks that require closer management than others. This is done using a standard risk matrix to provide a “Risk Rating”. The risk matrix uses two measures to determine the level of risk:

Likelihood – how likely is it that a person will be injured by the risk?

Consequence – If an injury occurs what would the likely consequences be?

The following descriptors are a guide in determining these two measures.

Likelihood		Consequence	
Descriptor	Outcome Description	Descriptor	Outcome Description
Highly unlikely / rare	Remote possibility (less than once every 5+ years)	Insignificant	No injuries
Unlikely	Not expected to occur (may occur every 1-5 years)	Minor	On-site first aid treatment
Quite possible	Occurs occasionally (monthly – yearly)	Moderate	Medical treatment required, loss of time
Likely	Occurs regularly (weekly – monthly)	Major	Serious injury, hospitalisation
Almost certain	Expected to occur (daily – weekly)	Catastrophic	Death, permanent disability

The level of risk is then simply obtained by using the following table and the likelihood and consequence that has been determined for each risk. For example, a risk that has a likelihood of “unlikely” and a consequence of “moderate” will be a Medium level of risk.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Highly unlikely	L	L	L	M	H
Unlikely	L	M	M	H	H
Quite possible	L	M	H	H	E
Likely	M	H	H	E	E
Almost certain	M	H	E	E	E

E = Extreme risk – **DO NOT PROCEED** – Redesign Activity

H = High risk – Requires consultation with the Group Management Committee

M = Moderate risk – Project Managers with less than 3 months experience must consult with Committee

L = Low risk – Standard on-site risk management

ADDING EXTRA RISKS AND RISK CONTROL STRATEGIES

When a new risk is identified, appropriate control strategies must be determined and a new cell on the form must be completed and dated. This way the project risk assessment can just continue to grow as a project proceeds.

Different task – same site: Just add any risks associated with the new task.

Different site – same task: Add locational risks in additional cells. Also complete the location reference points and emergency contacts with the dates applicable.

Project Manager		Contractor (if applicable)	
ALL STAFF/CONTRACTORS/VOLUNTEERS TO SIGN ACKNOWLEDGING HAVING BEEN CONSULTED			
Name:	Signature	Date	
Name:	Signature	Date	
Name:	Signature	Date	
Name:	Signature	Date	
Name:	Signature	Date	