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| *This risk assessment should be given or emailed to <Enter contact name and email address> on completion.*  *If a severe or untreated risk is identified, you should immediately advise <Enter contact name and number>.* |

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| **Assessment number:** | **Assessment area:** | **Assessment location:** | **Assessment date:** |
|  |  |  |  |
| **Assessment team members:** | | | |
|  | | | |

# Section 1 – Identify the hazard

#### Describe the hazard or hazards that have been identified.

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| To delete the text below - Click in the text and press delete.  Consider:   * What is causing the hazard to exist? * What type of hazard has been identified? (e.g. a behaviour [unsafe behaviour, not following procedures, cutting corners due to time pressure]or physical hazard [slip, noise, working from height, machinery, poor lighting, chemicals]) * How was it identified? * Do you need to include photos and diagrams?   To assist you with this Risk Assessment, the NHVR has created a Risk Register Quick Guide and Worked Example you can review and download from the NHVR website at nhvr.gov.au/sms. |

# Section 2 – Assess the risk

#### How could the hazard cause harm or loss?

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| To delete the text below - Click in the text and press delete.  Consider:   * Who could be harmed by the hazard? * What damage or loss could be caused to equipment and infrastructure? * Where could the hazard cause harm or loss? * When could the hazard cause harm or loss? * Why would the hazard cause harm or loss?   To assist you with this Risk Assessment, the NHVR has created a Risk Register Quick Guide and Worked Example you can review and download from the NHVR website at nhvr.gov.au/sms. |

# Section 3 – Identify existing controls

#### What existing controls are already in place?

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| To delete the text below - Click in the text and press delete.  Consider:   * Do you have alarms and physical barriers in place? * Do you have a documented work procedure for the task? * Do you have an appropriate training package and have users been educated in the task? * Do you have sufficient supervision for the task? * Do you use any personal protective equipment when doing the task?   To assist you with this Risk Assessment, the NHVR has created a Risk Register Quick Guide and Worked Example you can review and download from the NHVR website at nhvr.gov.au/sms. |

# Section 4 – Treat the risk

#### If there are no controls or the current controls are not adequate, are there any additional controls that can be implemented to eliminate the risk, or minimise it to as far as is reasonably practicable?

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| To delete the text below - Click in the text and press delete.  Consider:   * Can the hazard or risk be removed or avoided? * Can the hazard or risk be eliminated or reduced with alarms and physical barriers? * Do you need to develop a work procedure for the task? * Do you need to conduct more training and education on the task? * Do you need to supervise the task? * Can the hazard or risk be eliminated or reduced with additional personal protective equipment?   To assist you with this Risk Assessment, the NHVR has created a Risk Register Quick Guide and Worked Example you can review and download from the NHVR website at nhvr.gov.au/sms. |

# Section 5 – Monitor and review

#### How will you monitor and review the controls to ensure they’re working as planned?

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| To delete the text below - Click in the text and press delete.  Consider:   * What will be done to check the controls are effective? * How will you know if they are effective? * Who will check this? * When will they be checked?   To assist you with this Risk Assessment, the NHVR has created a Risk Register Quick Guide and Worked Example you can review and download from the NHVR website at nhvr.gov.au/sms. |

# Risk register:

Once the risk assessment is completed, please email it to <Enter email address> so it can be added to the Risk Register for further action and monitoring.