

Integrated Risk Management System (IRMS)
RISK ASSESSMENT FORM
IRMS-FRM-001

1. Risk Assessment Details

CCC Responsible Person:		Directorate:	
Business Unit:		Date of Risk Assessment:	
Project/Activity Name:			
Activity Location:			
Participants in assessment:			
Task Overview:			

2. Risk Assessment Checklist

Activities	Tick for YES	Additional requirements
Communicated with relevant staff/stakeholders	<input type="checkbox"/>	
Discussed with and consulted other staff/contractors/visitors	<input type="checkbox"/>	
Discussed with Coordinator / Supervisor / Team Leader / Manager	<input type="checkbox"/>	
Sent a copy of Risk Assessment to Risk and Safety to review	<input type="checkbox"/>	
Are there are HIGH to EXTREME risks after controls are in place?	<input type="checkbox"/>	If yes, contact Risk and Safety to discuss.

NOTE 1: Think through the process you are risk assessing and break it down into logical steps. Determine the hazards and the potential risks arising from the hazards that you may encounter during the activity.

NOTE 2: Use the risk matrix and other attached information in this form to assign your inherent and residual risk scores.

NOTE 3: Use the consequence and likelihood descriptors to assist in determining the appropriate levels, based on the examples.

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3. Risk Assessment Steps – EXAMPLE of how to complete the form

IRR = Inherent Risk Rating

RRR = Residual Risk Rating

H: = hazard – write down the hazard

R: = risk – write down the risk *arising* from the hazard.

Check the Matrix to determine the inherent risk rating and residual risk ratings that will be based on the control measures.

#	Activity / Task	Hazard	Risk/Consequence	Inherent Risk Rating	Current Controls	Residual Risk Rating	Proposed Further Controls
A	Setup pump to remove excess water from work area.	(example) Heavy equipment to be carried by one person.	(example) Risk of sustaining an injury due to carrying equipment that is too heavy for one person.	High C4	(example) staff trained in manual handling technique	Medium D4	<ul style="list-style-type: none"> - Change task to have two persons to setup equipment. - Move equipment into place with excavator to remove

EXAMPLE ONLY

4. Risk Assessment

#	Activity / Task	Hazard	Risk/Consequence	IRR	Current Controls	RRR	Proposed Further Controls
1							
2							

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4. Risk Assessment							
#	Activity / Task	Hazard	Risk/Consequence	IRR	Current Controls	RRR	Proposed Further Controls
3							
4							
5							
6							
7							
8							

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5. Sign off (I have read the above Risk Assessment and understand its contents. I agree to comply with safety requirements within this Risk Assessment including safe work instructions and Personal Protective Equipment described.

Name	Signature	Date
Department Manager		
Risk & Safety Team		

Add lines as required

IMPORTANT NOTE: This risk assessment **must be kept as a record** in TRIM. The folder to save it in is:

A copy is to be retained by Risk and Safety Team

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6. Amendment Register				
Revision	Reason for Amendment	Details of Change	Date of Revision	Approved By
1	Updated table headings based on feedback from the Palladin Risk Management Course attended by the Safety and Risk Coordinator.	Changed: Project/activity/task to Risk Description Hazard/Event to Risk Causes Risks to Consequences	11/6/2019	Jodie Higginson, Risk and Safety Coordinator
2	It was identified that there is no sign off sheet for employees and Risk and Safety Team/ Manager	Included sign-off sheet	30/9/2019	Louise Cairns Acting Risk and Safety Coordinator
3	Risk Matrix reviewed	Inherent Risk Rating added into template	28/04/2022	
4				

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7. Risk Matrix

CONSEQUENCE Severity of injury or damage to the environment and the associated outcomes. LIKELIHOOD How likely it is that something could occur.		CONSEQUENCE				
		INSIGNIFICANT - 1	MINOR - 2	MODERATE - 3	MAJOR - 4	EXTREME - 5
LIKELIHOOD	ALMOST CERTAIN – A Is expected to occur in most circumstances (90% or greater chance that this will occur)	MEDIUM – A1	HIGH – A2	HIGH – A3	EXTREME – A4	EXTREME – A5
	LIKELY – B Will probably occur in most circumstances (50% to 90% chance that this will happen)	MEDIUM – B1	MEDIUM – B2	HIGH – B3	HIGH – B4	EXTREME – B5
	POSSIBLE – C Might occur at some time (20% to 50% chance that this will happen)	LOW – C1	MEDIUM – C2	MEDIUM – C3	HIGH – C4	HIGH – C5
	UNLIKELY – D Could occur at some time (1% to 20% chance that this will happen)	LOW – D1	LOW – D2	MEDIUM – D3	MEDIUM – D4	HIGH – D5
	RARE – E May occur in exceptional situations (1% or less chance that this will happen)	LOW – E1	LOW – E2	MEDIUM – E3	MEDIUM – E4	HIGH – E5

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8. Consequence Descriptors					
Impact Category	Consequence Severity Level				
	1	2	3	4	5
People	No treatment required.	First aid only.	Medical treatment, restricted workcase, Lost time injury (LTI).	Significant injury, long-term illness or hospitalisation.	Fatality, permanent disability, illness or disease.
Environmental	Little or no environmental harm, isolated and immediately reversible.	Minor environmental impact, isolated and reversible or localised and immediately reversible.	Moderate environmental impact, localised and reversible or isolated and irreversible.	Significant environmental impact, regional and reversible or localised and irreversible.	Catastrophic environmental impact, national and reversible or regional and irreversible.
Assets	Minor loss sustained, no repair or replacement required.	Minor damage or insignificant loss, loss within insurance excess.	Moderate damage or loss, replacement or repair within six months.	Major damage or significant loss, complete replacement or rectification within 6-12 months.	Catastrophic damage or total loss, asset written off, replacement time >1 year.
Legal	Isolated non-compliance or breach, minimal failure of controls.	Contained non-compliance or action with short-term significance, minimal impact on operations.	Significant claim or breach involving statutory authority or investigation, possible prosecution.	Major breach with litigation/fines and long-term significance, critical failure of controls.	Extensive litigation/fines with possible class action, indictable offences.
Reputation	Minor community concerns and criticism, minimal attention.	Heightened local community concerns and criticism, internal attention.	Significant public criticism with or without media, short to mid-term loss of support from community.	Serious public outcry, state media attention and long term loss of support from community.	Extensive public outcry, national media attention, loss of state gov support with administrator.
Financial	Neg. financial loss or less than \$10K or up to 10% of program/project value.	Minor financial loss \$10-\$50K or 10-15% of program/project value.	Significant financial loss \$50K-\$500K or 15-25% of program/project value.	Major financial loss \$500K-\$1M or 25-50% of program/project value.	Extensive financial loss or in excess of \$1M, >50% of program/project value.
Operations	Minor backlog of operational activities.	Contained impact on operations of short term impact.	Significant impact on service delivery involving investigation.	Major impact on critical operations with long term significance.	Extensive and/or total loss of operations. Disaster management required.
Technology & Systems	No measurable operational impact.	Minor downtime in area of organisation, addressed with local management or resources.	Significant downtime or outage in multiple areas of the organisation, substantial management required.	Loss of critical functions across multiple areas of the organisation, long term outage, extensive management and resources required.	Extensive and/or total loss of operations. Disaster management required.

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