

**RISK MANAGEMENT: Hazard Control Form**  
(Fill in one form for each hazard identified at the workplace.)

Completed by:

Signature:

Date:

Ref:

**1. HAZARD IDENTIFICATION**

Hazard:

Associated Risk:

Specific circumstances relating to the risk:

Number of persons potentially exposed:

Risk description		Action to be taken
Minor.		Attend to hazard straight away.
Higher than minor.	Relates to existing regulations, code of practice or guidelines.	Refer to relevant regulations, code of practice or guidelines.
	Other.	Go to Step 2.

**2. RISK ASSESSMENT**

(a) Existing control measures (if any):

(b) Likelihood &amp; consequence class\* (tick in column; refer to Guide below)

	Very likely	Likely	Unlikely	Very unlikely
Likelihood				
	Extreme	Major	Moderate	Minor
Consequence				

(c) Risk rating\*\* (refer to Risk Ranking Chart overleaf):

**3. HAZARD CONTROL\*\*\*** (refer to Hierarchy of Control Strategies overleaf):

Possible control options:

Preferred control options (and rationale):

**4. IMPLEMENTATION PLAN**

Control option	Associated activities	Resources required	Person(s) responsible	Start Date	Sign-off & date	Review date

**5. REVIEW OF HAZARD CONTROL MEASURES**

	No	Yes	Comment
Already in place?			
Effective in reducing the risk?			
New problems with the risk?			

**\* GUIDE TO LIKELIHOOD & CONSEQUENCE CLASS**

Likelihood class	Description
Very Likely	Could happen frequently.
Likely	Could happen occasionally.
Unlikely	Could happen, but rarely.
Very Unlikely	Could happen, but probably never will.
Consequence class	Description
Extreme	Death, permanent disablement.
Major	Serious bodily injury.
Moderate	Casualty treatment.
Minor	First aid only, no lost-work-time injury.

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**\*\* RISK RANKING CHART**

Likelihood	Consequence			
	Extreme	Major	Moderate	Minor
Very likely	1	2	3	4
Likely	2	3	4	5
Unlikely	3	4	5	6
Very unlikely	4	5	6	7

**GUIDE TO APPROPRIATE RESPONSE**

Risk rank	Response
1 – 3	Do something about these risks immediately.
4 – 5	Do something about these risks as soon as possible.
6 – 7	Attention would be desirable, but need not be immediate.

**\*\*\* HIERARCHY OF CONTROL STRATEGIES**

Strategy	Notes
<b>1. ELIMINATION</b>	Ideal solution. Most effective strategy and should always be attempted first. May mean discontinuing dangerous work practices or removing dangerous substances/equipment. E.g., using machine to do repetitive manual activity, discontinuing a noisy machine/process or completely removing asbestos from workplace.
<b>2. PREVENTION OR REDUCTION OF EXPOSURE</b>	Other options that can be used alone, or in combination, to prevent or reduce exposure to risk. May include engineering methods.
<b>2a. Substitution</b> of material, process or equipment	Replacing the hazard with one that presents lower (and more manageable) risk. E.g., replacing glass with plastic, using a less hazardous chemical or vacuuming rather than sweeping.
<b>2b. Modification</b> (redesign) of equipment, work process or work environment	Requires thinking about ways work could be done differently to make work safer, such as rearranging aspects of workplace, modifying equipment, combining tasks, changing procedures to eliminate hazardous steps, changing sequence of tasks in job and/or reducing frequency of performing dangerous task. E.g., using a trolley to move heavy loads, placing guards on moving parts of machinery, controlling chemicals through ventilation, or modifying exhaust systems to reduce noise.
<b>2c. Isolation or separation</b>	Isolating or separating the hazard from the person, or the person from the hazard. E.g., enclosing or guarding dangerous equipment, placing barriers around a spill until cleaned up, or using remote-controlled handling equipment for hazardous processes.
<b>3. TEMPORARY, LAST-RESORT, OR BACKUP MEASURES</b>	Lowest in hierarchy of control strategies. Dependent on appropriate human behaviour to work adequately. Requires very robust management enforcement and commitment. Tend to be less effective. Should NOT be relied on as primary means of risk control until options higher up hierarchy of control strategies attempted and exhausted.
<b>3a. Administrative controls</b>	Reduction of exposure to risk through use of procedures or instruction. E.g., job rotation to reduce exposure; instruction and training in safe work procedures; or limited entry/time in hazardous areas.
<b>3b. PPE</b>	Worn by people as final barrier between themselves and the hazard. Success dependent on PPE being chosen correctly; worn; worn correctly; used correctly; and maintained in good condition. Often more expensive in long term when costs of maintenance, supervision and (potentially more) injuries/diseases taken into account. E.g., ear muffs and ear plugs; respirators; goggles; masks; hard hats.

