**Risk management plan – multiple hazards**

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| **Business name** |  |  **Completed by** |  |
| **Business location** |  |  **Date completed** |  |
| **Work area** |  |  **Scheduled review date** |  |

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| **Identify the hazard** | **Assess the risk** | **Control the risk** |

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| What is the hazard? | What might go wrong? Who might be harmed and how? | What are you already doing to control the risk? | Priority or risk level (low, med, high) \* | What else do you need to do to control the risk? | Action by whom? | Action by when? | Date completed |
| *Example:* *Unguarded dough mixer* | *Bakers could accidently put hands in operating bowl and be cut or have finger amputated* | *Mixer in low traffic area. Procedures on safe use.* | *Medium*  | *Install interlocking guard on mixer* | *J. Smith* | *13/7/16* | *02/7/16* |
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\*The level of risk will increase as the likelihood of harm and its severity increases. For more details on the risk management process see page 2.

How to manage work health and safety risks

Use this information to help you complete the risk management table on the front of this form. This information is sourced from the *How to manage work health and safety risks Code of Practice 2011*. You can view the full code at worksafe.qld.gov.au.

**Step 1**

**Identify hazards**

Identify the things or situations that could potentially cause harm to people.

**Step 4**

**Review controls**

Reviews will help you identify if your controls become less effective.

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| **Step 2****Assess hazards**Consider *what* could happen if someone is exposed to a hazard and how *likely* that is. |  |  | **Step 3****Control hazards**Try to eliminate the risk first, or if that is not possible, put controls in place that minimise the risk so far as is reasonably practicable. |  |
| **How to identify hazards**Try a number of ways, including:* Inspecting the workplace
* Consulting workers, directly or through surveys, representatives, etc.
* Information from industry bodies, regulators and specialists, etc.
* Reading instruction manuals or safety data sheets
* Reviewing your records of incident reports, complaints, health monitoring, etc.

**Where to look** Look in all aspects of work, including:* the physical work environment
* equipment, materials and substances used
* work tasks and how they are performed
* work design and management (e.g. shift work)
 | **Level of risk**Work out the level of risk by considering the possible severity injury and likelihood of it occurring. The level of risk will increase as the likelihood and severity increase.**Severity**How severe could the harm be? Consider what type of injuries may happen, who it affects, if it could escalate, etc.**Likelihood**Work out the likelihood of harm occurring. You can estimate it by considering:* How often is the task done? Does this make the harm more or less likely?
* How close do people get to the hazard?
* Has it ever happened before, either in your workplace or somewhere else? How often?

Consider if the harm is: certain to occur, very likely, possible, unlikely or rare. |  | **Finding the best control**You can rank ways of controlling risks from the highest level of protection and reliability to the lowest. This ranking is known as the *hierarchy of risk control* (see below). Always start at the most effective control (level 1, elimination), and work down the hierarchy.  | **Regular reviews**The control measures that you put in place should be reviewed regularly to make sure they work as planned. Don’t wait until something goes wrong.If you find problems, go back through the risk management steps, review your information and make further decisions about risk control. |
|  | C:\Users\GallagherJC\AppData\Local\Microsoft\Windows\INetCache\Content.Outlook\R359PS1P\Risk management process.jpg **The hierarchy of risk control** |  |