

Health and safety at work

Keeping well being and safety top of mind

Guide Dogs NSW/ACT - Hazard Identification and Risk

Notification of Potential Risk

The Notification of Potential Risk is to be used where an employee has identified a safety hazard in relation to a particular work activity. The notification is to be emailed to Guide Dogs NSW/ACT *Workplace Health and Safety* to register the risk as requiring assessment and forwarded immediately to the individual employee's manager or the manager for the area/activity under question for action.

Hazard Identified by:

Department:

Date:

1. IDENTIFY THE HAZARD: (provide as much detail as possible)

Location:

Task, Activity, Situation or Work Process identified as a risk to Health or Safety :

Person(s) affected:

Person responsible for area of concern

Risk Assessment.

To be completed by the Manager in control of the respective area or the designated individual with the appropriate knowledge /skills to remedy the identified risk.

ASSESS THE RISK – Determine degree of risk using the following scale.

		LIKELIHOOD			
		Very likely	Likely	Unlikely	Highly Unlikely
CONSEQUENCES	Fatality	HIGH RISK	HIGH RISK	HIGH RISK	MEDIUM RISK
	Major Injuries	HIGH RISK	HIGH RISK	MEDIUM RISK	MEDIUM RISK
	Minor Injuries	HIGH RISK	MEDIUM RISK	MEDIUM RISK	LOW RISK
	Negligible Injuries	MEDIUM RISK	MEDIUM RISK	LOW RISK	LOW RISK

- Negligible Injury = Possible First Aid
- Minor Injury = Medical treatment
- Major Injury = Hospitalisation
- Fatality = Deceased

Score 1-2 High Risk = must action immediately

Score 3-4 Medium Risk = action as soon as possible

Score 5-6 Low Risk = action when able to (perhaps action may not be required)

Risk Rating =

4. MONITOR AND REVIEW THE CONTROLS: (use as much space as necessary)

Are controls implemented? If not why not?
Are controls working effectively? If not why not?
Are there any limiting factors to reducing risk?
Actions or assistance required to overcome limitations.

Date implemented:

Assessment completed by:

5. DETAILED ACTIONS FROM POINT 4

On going Risk Rating: (after controls are implemented)

Score 1-2 High Risk = Remains an issue despite all reasonable actions .
Score 3-4 Medium Risk = action as soon as possible
Score 5-6 Low Risk = action when able to (perhaps action may not be required)
Risk Rating =

This assessment once completed must be emailed to *Workplace Health and Safety* in Human Resources.