

SAFE WORK METHOD STATEMENTS

Assessing the Risk

HOW TO USE THIS RISK TABLE				
Step 1:	Step 2	Step 3:	Step 4:	Step 5:
Identify potential hazards	Decide what the possible Consequence could be	Decide How Likely? it is to happen	Line up your choices in the table to get a number	Use the Priority table (below) to guide your next steps

RISK RATING CALCULATOR	LIKELIHOOD			
Consequence What injury/damage could it cause?	Very likely Could happen anytime	Likely Could happen sometimes	Unlikely Could happen, but only rarely	Very Unlikely Could happen, but probably never will
Death or permanent disability	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6

Risk Rating	Prioritisation
1 or 2	Action to rectify must be done immediately
3, 4 5 or 6	Consider control measure as necessary

Decide on control measure

When the activity is high risk (rating 1 or 2), appropriate control measures must be implemented prior to the activity being undertaken (refer to the hierarchy of controls).

Implement Control measures

The following process should be followed when implementing the selected control measures:

- A The first and safest way to remove any risk is to:
 - **Eliminate** the risk.
- B If unable to eliminate the risk, the risk should be minimised by utilising a combination of either:
 - **Substituting** a less hazardous material, process or equipment. or
 - **Redesigning** equipment or work processes or
 - **Isolating** the hazard
- C If there is no other alternative the risk may be controlled by measures such as:
 - **Instruction, training and signs** or **Personal Protective Equipment**

SAFE
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Site Address:		Employer / Contractor:	
Activity:			
Approved by – name (print) <i>(Employer performing the activity)</i>		Signed:	
		Date:	

Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards& Risks Against each task list the things that could cause injury and the risks when the task is performed.	Risk Control Measures List the control measures required to eliminate or minimise the risk of injury from the identified hazard and the manner in which the control measures will be implemented.

Worker’s Name	Signature	Worker’s Name	Signature