

Step 1 – Determine the Likelihood and Consequence					
Risk Assessment Matrix					
	Likelihood				
Consequence	Rare	Unlikely	Possible	Likely	Almost Certain
Insignificant	1-Very Low	2-Very Low	4-Low	7-Medium	11-Medium
Minor	3-Very Low	5-Low	8-Medium	12-Medium	16-High
Moderate	6-Low	9-Medium	13-Medium	17-High	20-Very High
Major	10-Medium	14-Medium	18-High	21-Very High	23-Severe
Catastrophic	15-Medium	19-High	22-Very High	24-Severe	25-Severe
Step 2 – Determine the Risk Rating and Response Required					
Risk Rating	Response Required				
23-25 Severe	Highest Priority – Stop work and implement controls immediately				
20-22 Very High	Requires urgent attention - temporary controls to be implemented in interim				
16-19 High	Requires urgent attention – plan for controls through consultation				
7-15 Medium	Requires attention – controls to be established through consultation				
4-6 Low	Requires monitoring - controls to be established through consultation				
1-3 Very Low	Requires monitoring				
Step 3 – Implement the Highest Control that is available					
Hierarchy of Controls					
Elimination	Highest - Physically remove the hazard – <i>This is not always possible</i>				
Substitution	Replace the hazard with something less hazardous – <i>eg: replace lead based paint with water based paint to lessen the risks</i>				
Engineering	Isolate people from the hazard by using engineering controls – <i>eg: install roll-over protection bars on a quad bike</i>				
Administrative	Administrative controls – <i>eg: procedures, training, maintenance programs, safety signage</i>				
PPE	Lowest - Personal Protective Equipment – <i>to be used in conjunction with other controls or as a last resort in isolation – eg: steel cap boots, gloves, eye/hearing protection</i>				