

Step 1 – Determine the Likelihood and Consequence

Risk Assessment Matrix

Likelihood

Consequence	Rare Likely to occur in very exceptional circumstances	Unlikely Could occur at some time	Possible May occur at some time	Likely Will probably occur or has happened before	Almost Certain Expected to occur
Insignificant No personal injury, no adverse outcomes	1-Very Low	2-Very Low	4-Low	7-Medium	11-Medium
Minor Minor injury (first aid treatment) and adverse outcomes	3-Very Low	5-Low	8-Medium	12-Medium	16-High
Moderate Serious injury (medical treatment) adverse outcomes	6-Low	9-Medium	13-Medium	17-High	20-Very High
Major Serious injury (long term absence) major adverse outcomes	10-Medium	14-Medium	18-High	21-Very High	23-Severe
Catastrophic Fatality or permanent impairment, government intervention	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>