EZHR Risk Management Tool

Form HR8C

Degree of harm that might result from exposure to the hazard	Likelihood of exposure to the hazard				
	Impossible No possibility of people exposure	**Rare** Exposure could possibly happen, but would be highly unusual	**Unlikely** Exposure is unlikely to happen, but could still happen	**Likely** Exposure will probably happen	**Certain** Exposure is expected to happen
Significant Death / permanent disability or illness	No Risk	Critical 1 Risk	Critical 2 Risk	Critical 3 Risk	Critical 4 Risk
Major Serious harm requiring hospitalisation	No Risk	High 1 Risk	High 2 Risk	High 3 Risk	High 4 Risk
Moderate Harm requiring medical treatment or time off work	No Risk	Moderate 1 Risk	Moderate 2 Risk	Moderate 3 Risk	Moderate 4 Risk
Minor Harm requiring first aid only	No Risk	Minor 1 Risk	Minor 2 Risk	Minor 3 Risk	Minor 4 Risk
Insignificant harm requiring no first aid or medical treatment or time off work	No Risk	Low 1 Risk	Low 2 Risk	Low 3 Risk	Low 4 Risk
No harm therefore no longer a hazard	No Risk	No Risk	No risk	No Risk	No Risk

Hazard	Risk
Anything that has the potential to cause harm to any person	The potential for harm when exposure to a hazard is possible

Critical risk: People exposure to a hazard is possible. If exposure were to occur and things did go wrong then death or permanent disability or illness might result. Accord the highest priority to managing critical risks ensuring the control measures implemented are proportionate to the risk.	
High risk: People exposure to a hazard is possible. If exposure were to occur and things did go wrong then serious harm requiring hospitalisation might result. Accord a high priority to managing high risks ensuring the control measures implemented are proportionate to the risk.	
Moderate risk: People exposure to a hazard is possible. If exposure were to occur and things did go wrong then harm requiring medical treatment or time off work might result. Accord priority to managing moderate risks ensuring the control measures implemented are proportionate to the risk.	
Minor risk: People exposure to a hazard is possible. If exposure were to occur and things did go wrong then minor harm requiring first aid but no further treatment might result. Manage minor risks ensuring the control measures implemented are proportionate to the risk.	
Low risk: People exposure to a hazard is possible. If exposure were to occur and things did go wrong then harm that does not require first aid or medical treatment or time off work might result. Managing low risks is still required but priority should be accorded to managing higher rating risks.	
No risk: Either exposure to the hazard is impossible; or no harm can result from exposure to the hazard	

Hierarchy of controls

Most

Level of protection

Least

Eliminate	Eliminate the risk so far as is reasonably practicable by making exposure impossible, or so no harm can result from exposure.
If it is not reasonably practicable to eliminate the risk, then implement the following hierarchy of control measures	
Minimise by: Substitution Isolation Engineering	Minimise the risk so far as is reasonably practicable by taking 1 or more of the following actions: Substitute the hazard with something that gives rise to a lessor risk; or Isolate the hazard to prevent any person from coming into contact with it; or Implement engineering controls such as machine guarding
If a risk remains:	
Administrative	Minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls
If a risk remains:	
PPE	Minimise the remaining risk through the provision and correct use of suitable personal protective equipment

HAZARDS & RISKS MANAGEMENT

STEP 1: IDENTIFY HAZARDS: The first step in managing risks is to identify a hazard. A hazard can be identified (1) if you see or suspect a hazard; or (2) during safe work planning; or (3) as a result of the incident reporting and investigation process (see the HR8A EZHR Guide to Hazards and Risks Management). If you see or suspect a hazard you must (1) unless the context otherwise requires, if it is safe and reasonably practicable to do so, take immediate action necessary to eliminate or minimise the risk that a person might be harmed if exposed to the hazard; and (2) report the hazard to your line manager as soon as is reasonably practicable.

STEP 2: ASSESS INHERENT RISKS: Next, assess the inherent risk associated with the hazard. This step involves completing a HR8B Hazard ID & Risk Management form. The form refers to this Risk Management Tool. When assessing risks, first consider how likely it is that a person might be exposed to the hazard. Second, consider the degree of harm that might result from exposure to the hazard. Use this Risk Management Tool as a guide to allocate the risk a risk rating. This will help determine how much priority should be accorded to managing the risk. Critical risks should be accorded the highest priority and the control measures considered for implementation must meet the so far as is "reasonably practicable" test. The following uses an actual situation to demonstrate how to complete an HR8B Hazard ID & Risk Management form.

Describe the hazard	Leaning back heavily in office chair					
Describe the risk (potential for harm)	Harm caused by falling backwards or off the chair if the chair tips over backwards or the back of the chair breaks / detaches and gives way					
Inherent risk (the risk before controls)	Likelihood of exposure to the hazard: ☐ Impossible ☐ Rare ☐ Unlikely ☑ Likely ☐ Certain					
	Degree of harm that might result from exposure to the hazard: ☐ No harm ☑ Insignificant ☐ Minor ☐ Moderate ☐ Major ☐ Significant					
Inherent risk rating	☐ No risk	☑ Low (3)	☐ Minor ()	☐ Moderate ()	☐ High ()	☐ Critical ()
Control measures	• Do not lean back heavily while sitting in an office chair as the chair is designed to support the lower lumber region NOT to take a person's full weight. • Be mindful of using correct posture when seated in an office chair. Correct posture means: ○ Keep your feet flat on the floor when seated and keep your knees in line (or slightly lower) with your hips. ○ Sit up straight and position your hips far back in the chair so that the back of your bottom is pushed against the back of the chair.					
Residual risk (the risk after controls)	Likelihood of exposure to the hazard: ☑ Impossible ☐ Rare ☐ Unlikely ☐ Likely ☐ Certain					
	Degree of harm that might result from exposure to the hazard: ☑ No harm ☐ Insignificant ☐ Minor ☐ Moderate ☐ Major ☐ Significant					
Residual risk rating	☑ No risk	☐ Low ()	☐ Minor ()	☐ Moderate ()	☐ High ()	☐ Critical ()

STEP 3: CONTROL THE RISKS: The next step is to control the risk through control measures. First, think elimination. Think about the availability and suitability of ways (1) to make it impossible for a person to be exposed to the hazard, or (2) so that no harm can result from exposure to the hazard. If the risk cannot be eliminated then think minimisation through the hierarchy of controls. Think about the availability and suitability of ways (1) to minimise the likelihood of exposure to the hazard; or (2) to minimise the degree of harm that might result from exposure to the hazard; or (3) both. First think substitution, isolation, and engineering controls or a combination of them. If a risk remains think minimisation through administrative controls. If a risk remains think minimisation through the provision and correct use of suitable PPE. As you think of control measures, consider if they are reasonably practicable to implement, and assess the residual risk using this EZHR Risk Management Tool. Where practicable, STEP 3 should be completed in consultation with those workers likely to be exposed to the hazard. One way to consult is to send affected workers a copy of your draft control measures and request their feedback before signing them off. Ensure that workers who are likely to be exposed to the hazard are made aware of the hazard and the control measures to be implemented.

STEP 4: MAINTAIN THE CONTROLS: The PCBU must ensure that the control measures are effective and are maintained to ensure they remain effective.

STEP 5: REVIEW THE CONTROLS: The PCBU must review, and as necessary, revise the control measures in order to maintain a work environment that is without risks to health and safety. All HR8B Hazard ID & Risk Management forms shall be sent to the HR Manager who shall admit new hazards and their controls to the HR8D Hazards & Risks Register. The HR Manager shall review / revise risk controls annually OR in the circumstances set out in Reg 8(2) GRWM Regs. Critical and High risk controls are to be reviewed / revised quarterly. Quarterly reviews of Critical / High risk controls shall be documented using a HR8DA Quarterly Review of Critical / High Risk Controls form. Where practicable the review / revision process regarding Critical / High risk controls shall be undertaken in consultation with those workers who are likely to be exposed to the associated hazards.