### Risk Assessment/Job Safety Analysis

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | | **Independent Contractor**  **RISK ASSESSMENT**  **Job Safety Analysis (JSA)** | | | | **Risk Assessment**  **No.** |
| **CAMPUS:** | | | **LOCATION ON CAMPUS:** | | | **CONTRACTOR:** |
| **DESCRIPTION OF JOB:** | | | | | | |
| ***Developed & reviewed by the following personnel:*** | | | | | | |
| **No** | **Name** | | | **Signature** | **Date** | **Position** |
| 1 |  | | |  |  |  |
| 2 |  | | |  |  |  |
| 3 |  | | |  |  |  |
| **Reviewed by Learning Infrastructure Manager or representative:** | | | |  |  | **DATE of original assessment: / / 20** |

**THIS FORM MUST BE COMPLETED AND SUBMITTED BY CONTRACTOR**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Description of Job Step**  **What is the job step by step?** | | **Potential Hazards**  **What are the hazards with each job step?** | | | **Risk Score** | | **Hazard Controls Measures**  **What hazard control measures will be used?** | | **Who is**  **Responsible?** |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
| **No.** | **Description of Job Step**  **What is the job step by step?** | | **Potential Hazards**  **What are the hazards with each job step?** | | | **Risk Score** | | **Hazard Controls Measures**  **What hazard control measures will be used?** | | **Who is**  **Responsible?** |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
|  |  | |  | | |  | |  | |  |
| **RISK ASSESSMENT MATRIX – A tool for assessing risk** | | | | | | | | | | |
| **What would the OUTCOME of an occurrence be?** | | **What is the LIKELIHOOD of an occurrence?** | | | | | | | **Hierarchy of Controls** | |
| **Very Likely** | | **Likely** | **Unlikely** | | **Very Unlikely** | | Can the hazard be **Eliminated** or removed? | |
| **Death or permanent Disability/**  **Irreparable environmental harm** | | **1**  **(High)** | | **1**  **(High)** | **2**  **(High)** | | **3**  **(Medium)** | | Can the hazard be **substituted** for a less hazardous alternative? | |
| **Serious injury or illness/**  **Significant environmental harm** | | **1**  **(High)** | | **2**  **(High)** | **3**  **(Medium)** | | **4**  **(Medium)** | | Can the hazard be **engineered** out with guards or barriers? | |
| **Medical treatment/**  **Moderate environment damage** | | **2**  **(High)** | | **3**  **(Medium)** | **4**  **(Medium)** | | **5**  **(Low)** | | Can **administrative controls** be adopted  i.e., procedures, training etc. | |
| **First aid treatment/**  **Minor environmental impact** | | **3**  **(Medium)** | | **4**  **(Medium)** | **5**  **(Low)** | | **6**  **(Low)** | | Can **Personal Protective Equipment** be worn to safe guard against hazards? | |

**GUIDELINE - HAZARD IDENTIFICATION CHECKLIST**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Tick the boxes that best describes the level of RISK that any personnel may be exposed to: NOTE: Guide only other hazards may exist.*** | | | | | | | | | | | | | | | | | | | | |
| **Electric Shock/Lasers** | * **Low** * **Med** * **High** | **Traffic/ Vehicles** | | * **Low** * **Med** * **High** | **Energy stored/**  **mech/elect/**  **pressure** | | * **Low** * **Med** * **High** | **Flying/ ejected objects** | * **Low** * **Med** * **High** | | **Radiation including solar/UV** | | * **Low** * **Med** * **High** | | **Weather/wind /Cold/Heat**  **Dehydration** | * **Low** * **Med** * **High** | | **Excavating collapse**  **& or U.G. Services** | * **Low** * **Med** * **High** | |
| **Hazardous Chemicals** | * **Low** * **Med** * **High** | **Risk of Falls** | | * **Low** * **Med** * **High** | **Access & Egress** | | * **Low** * **Med** * **High** | **Biological** | * **Low** * **Med** * **High** | | **Rotating Equipment** | | * **Low** * **Med** * **High** | | **Work near or over water** | * **Low** * **Med** * **High** | | **Engulfment / Fire -explosion** | * **Low** * **Med** * **High** | |
| **Tools powered/non powered** | * **Low** * **Med** * **High** | **Hot work** | | * **Low** * **Med** * **High** | **Confined Spaces** | | * **Low** * **Med** * **High** | **Dust or Asbestos** | * **Low** * **Med** * **High** | | **Moving Equipment** | | * **Low** * **Med** * **High** | | **Hot / Cold Objects /Surfaces** | * **Low** * **Med** * **High** | | **Lack of**  **lighting** | * **Low** * **Med** * **High** | |
| **Environment/Waste Disposal** | * **Low** * **Med** * **High** | **Gas/fumes High/Low**  **O2** | | * **Low** * **Med** * **High** | **Noise or Vibration** | | * **Low** * **Med** * **High** | **Slip / Trip/**  **Fall** | * **Low** * **Med** * **High** | | **Lifting Equipment/ Cranes/Loads** | | * **Low** * **Med** * **High** | | **Overhead hazards/Falling objects** | * **Low** * **Med** * **High** | | **Hazardous Manual Tasks** | * **Low** * **Med** * **High** | |
| ***P.P.E Requirements***  (Examples only) | | | | | | | ***Plant, Equipment & Tools for Job***  (Examples only) | | | | | | | ***Isolation, Tagging,***  ***Barricades & Signs***  (Example’s only) | | | ***Further Information Req.***  (Examples only) | | | |
| **Safety Harness** | |  | **Self-Contained Breathing Apparatus** | | |  | **Step Ladder** | |  | **Drop saw &**  **Genset** | |  | | **Men Working Above** | |  | **MSDS’s** | | |  |
| **Static Line** | |  | **Airline** | | |  | **Hand Tools** | |  | **Excavator** | |  | | **Electrical Isolation Tags** | |  | **Instruction Manuals** | | |  |
| **Steel Capped Boots / Gumboots** | |  | **Air Purifying Respirator** | | |  | **Shovel** | |  | **Winch** | |  | | **Barricade Tape** | |  | **Procedures** | | |  |
| **Hard Hat** | |  | **Confined Space Safety Harness** | | |  | **Welding Machine** | |  | **Extension Leads** | |  | | **Flagging** | |  | **Work Instructions** | | |  |
| **Safety Glasses** | |  | **Safety Gloves - PVC** | | |  | **Compactor** | |  | **Backhoe** | |  | | **Bunting** | |  | **External Services E.g., Crane Hire** | | |  |
| **Clear Safety Glasses** | |  | **Safety Gloves - Nitrile** | | |  | **Drill** | |  | **Power Source** | |  | | **Confined Space Entry** | |  | **Manual Handling Instructions** | | |  |
| **Face Shield** | |  | **Safety Gloves - Neoprene** | | |  | **Grinder** | |  | **Cable Sock** | |  | | **Spill Kit** | |  | **Hot Work Permit** | | |  |
| **Hearing Protection** | |  | **Leather gloves** | | |  | **Scaffold** | |  | **Crane** | |  | | **Bunding/Containment** | |  | **Cold Work Permit** | | |  |
| **Sun Screen** | |  | **Goggles** | | |  | **Fire**  **Extinguisher** | |  | **EWP** | |  | | **Erosion & Sediment Control** | |  | **Excavation Permit** | | |  |
|  | |  |  | | |  | **Fire Blanket** | |  | **Fans** | |  | |  | |  | **Safety Entry Permit** | | |  |
|  | |  |  | | |  | **Welding Blanket** | |  | **Inert Gas** | |  | |  | |  | **Man Box Permit** | | |  |