Charles Sturt University

Faculty of Science & Health
How to write a risk assessment

This document provides a step-by-step guide of how to fill in a risk assessment form. Please note, this guide should be used in conjunction with the FoSH Risk Assessment Procedure.

The Risk assessment form can be downloaded from the Technical Services website. This form replaces all other risk assessment forms and is designed to simplify the risk assessment process. This form can be used for undergraduate and post graduate teaching and all research activities.

STEP 1: In this step the person completing the form needs to provide details about the task, activity or subject.

Title- e.g Research project/activity

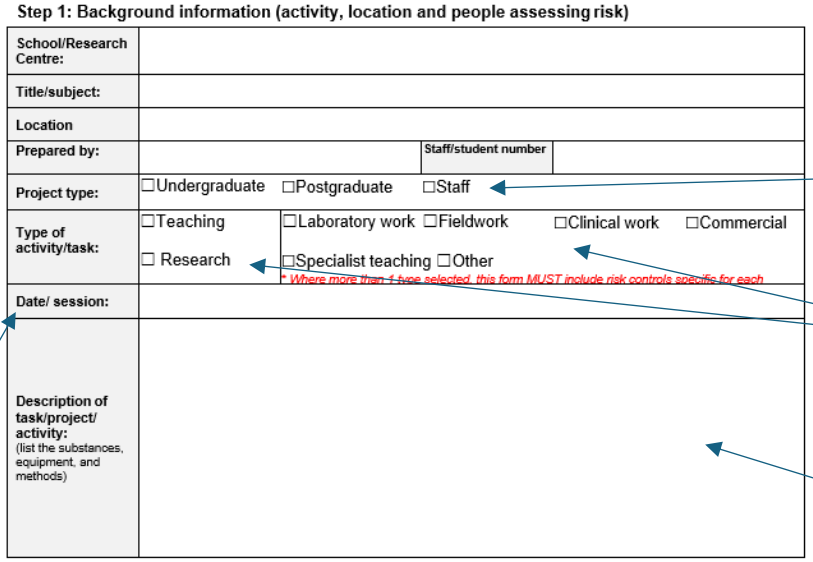
Subject for teaching

Location – include details of campus or fieldwork sites. For work across multiple locations include all

Prepared by – this should be the person who will carry out the work or the person responsible e.g subject convener or supervisor

Date- e.g. expected date range of research project/activity

Session for teaching RA



Step 1: Background information (activity, location and people assessing risk)

School/Research Centre:			
Title/subject:			
Location			
Prepared by:		Staff/student number	
Project type:	☐Undergraduate ☐Postgraduate ☐Staff		
Type of activity/task:	☐Teaching ☐ Research	☐Laboratory work ☐Fieldwork ☐Clinical work ☐Commercial ☐Specialist teaching ☐Other	
	* Where more than 1 type selected, this form MUST include risk controls specific for each		
Date/ session:			
Description of task/project/ activity: (list the substances, equipment, and methods)			

Project type – select the appropriate box e.g undergraduate for teaching activity, postgraduate for PHD research, or staff for other research or activities

Type of task/activity –

- Select teaching or research
- Select type of task or activity.

Description of task/project –

A concise description of the activities to be carried out should be provided. Enough detail should be given so that the accessor can make an informed decision on the risks associated. Additional info can be attached to RA if required.

STEP 2: Special approvals

Some activities require specialist levels of approval from relevant committees or regulators. The assessor should select from the drop-down menu, if the approval is required and indicate if the approval is attached/included with this risk assessment. Please refer to CSU staff website for committee contact details if you are unsure if approvals are required.

Step 2: Special approvals

Has approval been obtained from the following? Please attach as appropriate.	Is approval required?	Are documents attached?
Ethics in Human Research Committee (EHRC)	Choose an item.	Choose an item.
Animal Care & Ethics Committee (ACEC)	Choose an item.	Choose an item.
Institutional Biosafety Committee (IBSC)	Choose an item.	Choose an item.
Radiation Safety Committee (RSC)	Choose an item.	Choose an item.
Office of the Gene Technology Regulator (OGTR)	Choose an item.	Choose an item.
Australian Quarantine Inspection Service (AQIS)	Choose an item.	Choose an item.
Afterhours access required (details must be included in this risk assessment)	Choose an item.	Choose an item.
Other (e.g. permits)	Choose an item.	Choose an item.

Step 3: Online WHS training

This section should be completed by all research staff and students. All staff are required to complete the compulsory training as per the Induction procedure. Evidence of completion should be saved to the S-drive research folders for research staff only.

Undergraduate students are not required to complete these training modules, with the exception of the Radiation General Induction which is compulsory for all individuals who work with radiation, including undergraduate students.

Step 3: Online WHS Training

Complete required Online safety training (Research only, not required by undergraduate students).
Tick the box/s for training completed and tick box/s if results are saved to s-drive
Staff - ELMO @ CSU (elmotalent.com.au)
Research Students- https://www.csu.edu.au/division/learning-teaching/help-and-resources/support-available-to-students/student-online-training-modules

Compulsory	Training complete	Results saved to S-drive (research only)	Project Specific	Training complete	Results saved to S-drive (research only)
Your safety (Safe U @CSU)	☐	☐	Radiation General Induction	☐	☐
Fire and Emergency Procedures	☐	☐	Human Research and Ethics	☐	☐
WHS Risk Management	☐	☐	Animal Care and Ethics	☐	☐
Chemical Safety @CSU	☐	☐	Research Integrity	☐	☐
Introduction to Research Data Management	☐	☐	Personal Protective Equipment for Infection Control	☐	☐
Information Security Awareness	☐	☐			
Defence Trade Control Act	☐	☐			
Greenlabs @CSU	☐	☐			

Step 4: Identifying hazards

For the work being proposed, all categories of risk should be identified in this step. The hazards have been broken down into three groups

- Project/activity related hazards – these relate to the types of work being proposed. All applicable should be selected.
- Workplace condition hazards- these hazards may arise due to the environment where the work is being conducted. For work that is conducted in multiple locations, all potential hazards should be identified.
- Environmental impacts – some activities may have environmental impacts or risks to the environment that should be considered.

If hazard is not listed- please specify as other.

Step 4: Identify hazard types

Use the following lists to identify types of hazards associated with the task/ activity. **Each hazard** identified should be addressed in **Step 6**. If hazard not listed below, select other and provide specific details in Step 6.

Project/activity hazards *(Potential hazards associated with the task or activity)*	**Workplace conditions hazards** *(Potential hazards relating to the work environment where activity/task will occur)*	**Environmental impacts** *(Potential hazards to the environment or property from the task/activity)*
☐Sharps ☐Manual handling ☐Physical hazard (being struck, crushed, or entangled) ☐Infectious agents/materials ☐Biological hazard/s ☐Chemical hazard/s ☐Machinery/vehicles/power tools ☐Radiation hazard/s ☐Vibration or noise ☐Slips, trips, and falls ☐Stress or fatigue ☐Electrical ☐GMOs ☐Animals ☐Other (specify) Click or tap here to enter text.	☐ Temperature extremes ☐ Weather extremes ☐Solar radiation ☐Other radiation forms ☐ Working in isolation/alone ☐Working after hours ☐Animals/ Insects ☐Working in water ☐ Bush fire ☐Transporting chemicals/dangerous goods ☐Dusts, fumes, vapors ☐ Other (specify) Click or tap here to enter text.	☐ Hazardous emission ☐Hazardous waste ☐Release of organisms ☐Dust generated ☐Nuisance noise ☐ Other (specify):Click or tap here to enter text.

Step 5: Specialised risk assessments

Specialised risk assessments are required for hazardous chemical and work involving microorganisms. These hazards may present a higher level of risk and therefore require a more detailed risk assessment with specific risk management prompts for the associated risks.

In this generic risk assessment form, all hazardous chemicals/microorganisms should be listed as a hazard and a specialised risk assessment completed for each type. Specialised risk assessments should be attached to this form.

Step 5: Specialised risk assessments

If task/activity involves the following hazard categories, specialised risk assessment/s should be completed and attached to this form. The hazard/s should be listed in **Step 6**, with reference to attached risk assessment for detailed risk controls.

Hazard category	Risk assessment/s required?	Risk assessment/s attached?
Hazardous chemical	Choose an item.	Choose an item.
Microorganisms	Choose an item.	Choose an item.

Step 6: Risk assessment

The risk associated with each of the hazards identified in step 4 are assessed in this step and proposed controls that will be implanted should be outlined. For work to be carried out in FoSH facilities, please complete the first table. For fieldwork, please complete the fieldwork table. If the project/subject/activity involves work in both FoSH facilities and fieldwork, complete both sections with details of relevant hazards.

Additional rows can be added if required.

Facility Type –

Select from list of facility types, if not listed, add as 'other'. When multiple facilities are being use, include details of all

Hazard –

Provide detailed description of all hazards identified in **Step 4.**

Proposed controls

For the hazard identified, describe the controls. Consult the **Standard risk control** documents first and add additional controls as required.

FOSH facility	Facility type Choose an item. Other Click or tap here to enter text. *For multiple facilities include details* Click or tap here to enter text.		
Hazard	Proposed controls (What will be done to eliminate or reduce the risk? e.g. refer to special risk assessment and SWPS)	Risk rating	Control type

Risk rating –

Use the risk matrix in appendix 1 and assess the risk rating of the hazard if the proposed controls are in place

Control type –

From the hierarchy of controls in appendix 1, include the controls proposed

Field work – On/Off campus

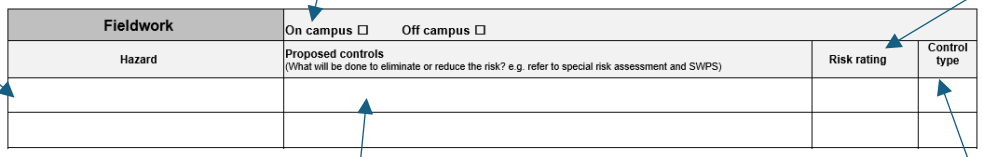
Indicate if fieldwork is taking place on or off campus. If both, ensure that appropriate controls are included for both. Off campus work may present higher levels of risk

Hazard –

Provide detailed description of all hazards identified in **Step 4.**

Risk rating –

Use the risk matrix in appendix 1 and assess the risk rating of the hazard if the proposed controls are in place



Fieldwork	On campus ☐ Off campus ☐		
Hazard	Proposed controls (What will be done to eliminate or reduce the risk? e.g. refer to special risk assessment and SWPS)	Risk rating	Control type

Proposed controls

For the hazard identified, describe the controls. Consult the **Fieldwork standard risk control** documents first and add additional controls as required.

Control type –

From the hierarchy of controls in appendix 1, include the controls proposed

IMPORTANT:

- Sufficient details of the hazard and controls should be included so the approver is able to understand and determine if the proposed controls are adequate.
- Proposed controls- first consult the standard risk controls available on the Technical Services Website. If the hazard is assessed as still too high, outline additional controls required. If the standard risk controls are not specific enough for the hazard/activity, please outline the appropriate controls required to reduce the risk to an acceptable level.
- Hazardous chemical- list all applicable under hazards and under proposed controls make reference to the hazardous chemical risk assessments relating to each chemical.
- Microorganisms- list all applicable under hazards and under proposed controls make reference to the microbiological risk assessments relating to each.
- Biological hazards other than microorganisms should be fully risk assessed on the generic form. Include any appropriate risk controls and additional controls to reduce risk as appropriate.

Risk rating

Use the Risk Rating Matrix to identify the risk rating. You will need to identify the likelihood of the consequence occurring with the proposed controls in place and the possible consequence if the hazard occurs. Consult the Risk Management Guidelines for Charles Sturt Risk Management guideline.

Consequence →

Likelihood ↓

Risk Ratings Matrix					
Risk Matrix	1. Insignificant	2. Minor	3. Moderate	4. Major	5. Catastrophic
5. Almost Certain	Medium	High	High	Very High	Very High
4. Likely	Medium	Medium	High	High	Very High
3. Possible	Low	Medium	Medium	High	High
2. Unlikely	Low	Low	Medium	Medium	High
1. Rare	Low	Low	Low	Low	Medium

Control Type

List all appropriate controls that should be implemented for this hazard.

Hierarchy of control		
Level	Control	Abbreviation
1	**Elimination**- e.g eliminate the chemical or hazard by use of alternative means.	ELI
2	**Substitution**- e.g. substitute with a safe chemical.	SUB
3	**Isolation**- isolate or separate the person from the hazard.	ISO
4	**Engineering**- engineering solution e.g. fume cabinet.	ENG
5	**Administration**- use of procedure, safe working procedures and / or training.	ADM
6	**PPE** - use of personal protective equipment.	PPE

Step 7 and 8- List of attachments and additional comments

Step 7: List of attachments (e.g. SWPs, approvals, field maps)

List of attachments

List all applicable attachments. This helps the approval to easily identify if all parts of the form have been completed and the appropriate attachments included.

Step 8: Additional comments

Comments

Use this section to add additional information if required. Can be left blank.

Step 9 Approvals

The risk assessment is not authorised until it has been approved as per the Risk Assessment procedure. No work should be commenced until the risk assessment has been approved.

(1) The risk assessment form should be signed by the assessor (the person completing the risk assessment form). Approvals required are dependent of the type of activity, please refer to the approval flow chart in appendix 2. Hazardous chemical risk assessments may be approved by the Area Technical manager for low/medium risks as per table 4

Step 9: Approvals and acknowledgments

As per approval flow chart in Appendix 2

Assessor		**Signature**		**Date**	Click here to enter a date.
Supervisor (Research) **Subject Coordinator/Convenor (Teaching)**		**Signature**		**Date**	Click here to enter a date.
Technical Manager		**Signature**		**Date**	Click here to enter a date.
Associate Head of School, Research (or delegate)		**Signature**		**Date**	Click here to enter a date.
Director, Research Institute (or delegate)		**Signature**		**Date**	Click here to enter a date.

If a risk assessment has been prepared and additional persons will be added to a project or activity, this section should be used to provide acknowledgement that the risk controls will be implemented.

I have read, understood and will follow this risk assessment.		
Name	**Signature**	**Date**
		Click here to enter a date.
		Click here to enter a date.
		Click here to enter a date.
		Click here to enter a date.

Now that your risk assessment is complete, please ensure the risk assessment is distributed as per the risk assessment procedure and that the risk controls are appropriately implemented and reviewed. See Risk Assessment Procedure Summary.

For all risk assessments with a **high-risk rating**, please send to the Technical Support unit for archiving in UniRecords as per university requirements.

Risk Assessment Procedure Summary

Complete the Generic FoSH WHS risk assessment form

Identify task/s

Include sufficient level of detail so risks can be assessed, managed, and approved.

Identify Hazards

A hazard is defined as something that has potential to harm the health, safety and welfare of people at CSU, or damage property, equipment or the environment

Identify and assess the risks

- Determine the consequences.
- Determine the likelihood.
- Use risk matrix to determine risk rating
- Identify control measures to manage risk.

Complete Specialised Risk Assessment form/s

If risk assessment identifies special hazards, **additional risk assessments** should be completed accordingly (see list below)

- *Hazardous substances*
- *Microorganisms*

Identify and assess the risks.

- Determine the consequences.
- Determine the likelihood.
- Use risk matrix to determine risk rating
- Identify control measures to manage risk.
- Attach relevant documentation (e.g SDS)

Submit for approval

- Risk assessment should be approved by appropriate authority (Table 4 of Risk assessment procedure)

RA Not Approved

Re-assess risks.

- If risk is not deemed appropriate additional control measures may be required
- RA should be amended and resubmitted.

RA Approved

Implement control measures.

- Follow control measures identified in risk assessment as per (Table 5 of Risk assessment procedure)

Measure and evaluate risk.

- Facility manager to maintain risk register.
- Monitoring carried out to ensure effective risk controls (e.g inspections, observation by managers or technical services or audits).

WHS Documentation and record keeping.

- Printed RAs to be kept in the work area.
- For further details see risk assessment procedure.
- High risk RAs to be archived in UniRecords.