

SafeWork Risk Assessment Checklist

Safety & Compliance | AU

DATE ____/____/____	HAZARD / ACTIVITY	LOCATION	ASSESSOR	WORKERS CONSULTED
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STEP 1 — IDENTIFY THE HAZARD

 Description of the hazard

 How was it identified
 Inspection
 Incident report
 Worker report
 Audit
 Other

 Who is exposed to this hazard

 How could injury or illness occur

 Existing controls currently in place

STEP 2 — ASSESS THE RISK

 How severe could the harm be
 Insignificant
 Minor injury
 Moderate injury
 Major injury
 Fatality

 How likely is the harm to occur
 Rare
 Unlikely
 Possible
 Likely
 Almost certain

 Overall risk level
 Low
 Medium
 High
 Extreme

 How many people could be affected

 How often are people exposed

STEP 3 — CONTROL THE RISK

 Can the hazard be eliminated?

 Can a less hazardous substitute be used?

 Can the hazard be isolated or engineered out?

 Can administrative controls reduce exposure?

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Is PPE required as a last resort?

Selected control measures

Residual risk after controls Low Medium High

STEP 4 — REVIEW

Responsible person for implementation _____

Implementation deadline _____

Review date to check effectiveness _____

Triggers for re-assessment _____

Assessor signature _____

Manager approval _____

Notes

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