Risk Assessment

This template is to be used with reference to the OHS Risk Management Procedure. For support in conducting a Risk Assessment, contact the OHS Advisory Service on 1300 074 715 or email safety@edumail.vic.gov.au.

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| **1. Background information** |
| **School/workplace:** |  | **Date:** |  |
| **Title of assessment:** | **Set-up and use of scaffolding** *(this task can only be performed by a competent person who is licensed to undertake this work)* | **Name of person conducting assessment:** |  |
| **2. Risk assessment** |
| **Identify and list hazards** | **List current risk controls** | **Risk rating** | **List additional controls** *(if any - where current controls are not adequately managing the level of risk)* |
| 1. Fall from height
2. Falls of materials
3. Manual handling
4. Full or partial collapse/structural failure
5. Overloading of scaffold
6. Adverse weather conditions
7. Vehicles on site
 | * Scaffolding is inspected during construction and once complete by an individual with a scaffolding licence
* Maximum weight of scaffolding is agreed upon prior to set-up of scaffold
* Scaffolding to be secured to prevent unauthorised access
* Scaffolding is inspected for defects or damage prior to use
* Scaffolding is inspected after repairs have been made
* Scaffolding is inspected every thirty days
* Scaffolding to be erected and dismantled by a contractor with a scaffolding licence
* Agree weight/strength specification of scaffolding with scaffolding contractors before engaging them to erect scaffolding on site
* Maintain awareness of total weight on scaffold, including employees
* Under no circumstances are employees to alter scaffolding erected by contractors
* No employees to work at height in adverse weather conditions
* Weather protection to be taken into account when selecting
* Employees to use the correct manual handling techniques at all times
* Scaffold construction area to be isolated and cleared of all persons
* Trucks are to be escorted to the area where the scaffolding is to be constructed
* Truck driver made aware, prior to driving into construction area, where materials are to be placed and where the scaffold is to be erected
* Use Personal Protective Equipment (PPE) such as appropriate gloves, head protection and safety footwear
* Employees have completed Work Safely at Heights Training Course (RIIWHS204D)
* An emergency rescue plan has been established
* Manual handling training for all employees (eLearning)
* Use fall arrest equipment (harness) attached at all times to the scaffold when working
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| **Consequence** - Evaluate the **consequences** of a risk occurring according to the ratings in the top row

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| **Descriptor** | **Level** | **Definition** |
| **Insignificant** | **1** | No injury |
| **Minor** | **2** | Injury/ ill health requiring first aid |
| **Moderate** | **3** | Injury/ill health requiring medical attention |
| **Major** | **4** | Injury/ill health requiring hospital admission |
| **Severe** | **5** | Fatality |

 | **Likelihood** - Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column

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| **Descriptor** | **Level** | **Definition** |
| **Rare** | **1** | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |
| **Unlikely** | **2** | May occur somewhere within DET over an extended period of time |
| **Possible** | **3** | May occur several times across DET or a region over a period of time |
| **Likely** | **4** | May be anticipated multiple times over a period of timeMay occur once every few repetitions of the activity or event |
| **Almost Certain** | **5** | Prone to occur regularlyIt is anticipated for each repetition of the activity of event |

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| 1. Risk Matrix- Using the matrix, calculate the level of risk by finding the intersection between the likelihood and the consequences

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| **Likelihood** | **Consequence** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | Medium | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

 | **4 Risk Level/Rating and Actions**

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| **Assessed level of risk** | **Description of risk** |  | **Actions** |
| [ ]  | **Extreme:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken immediately. Cease associated activity. |
| [ ]  | **High:** | Notify **Workplace Manager and/or Management OHS Nominee** immediately. Corrective actions should be taken within 48 hours of notification. |
| [ ]  | **Medium:** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days. |
| [ ]  | **Low** | Notify **Nominated employee, HSR / OHS Committee**. Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time. |

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