



ADMINISTRATION



Business Name & Address: _____ **Property Name/PIC:** _____

Audit Team: _____ **Audit Date:** ____/____/____

| RISK CALCULATOR | LIKELIHOOD – The likelihood of the exposure causing injury to a person given the frequency of exposure | | | | |
|---|--|--|--|--|---|
| | ALMOST CERTAIN <small>Is expected to occur in most circumstances</small> | LIKELY <small>Will probably occur in most circumstances</small> | POSSIBLE <small>Might occur at sometime</small> | UNLIKELY <small>Could occur at sometime</small> | RARE <small>May occur in exceptional circumstances</small> |
| CATASTROPHIC <small>Death or permanent disability</small> | EXTREME | EXTREME | EXTREME | EXTREME | HIGH |
| MAJOR <small>Serious bodily injury</small> | EXTREME | EXTREME | EXTREME | HIGH | HIGH |
| MODERATE <small>Casualty Treatment</small> | EXTREME | HIGH | HIGH | MODERATE | MODERATE |
| MINOR <small>First aid only, no lost time</small> | HIGH | HIGH | MODERATE | LOW | LOW |
| INSIGNIFICANT <small>No injuries</small> | HIGH | MODERATE | LOW | LOW | LOW |

| RISK CLASS | ACTION REQUIRED |
|----------------------|---|
| OK or Not Applicable | No Foreseeable Risk - OK for now; Review if any equipment/people/materials/work methods or procedures change. Or this particular inspection item is Not Applicable to this workplace |
| EXTREME | Extreme Risk - Act Now Do something about these risks immediately. Stop the task until the hazard is controlled and the risk managed. |
| HIGH | High Risk - Act As Soon As Possible. Do something to manage these risks as soon as possible. Consultant with Management |
| MODERATE | Moderate Risk - Develop a PLAN to manage these risks / note any suggestions on how the risk might be managed. |
| LOW | OK for now Review if any equipment/people/materials/work methods or procedures change. |



| IDENTIFIED HAZARDS | | OK or NA | EXTREME (Act Now) | HIGH (Act ASAP) | MODERATE (Plan) | LOW (Review) |
|--------------------|--|----------|-------------------|-----------------|-----------------|--------------|
| INDUCTION | | | | | | |
| 1. | Is an induction available for: - Full time workers | | | | | |
| 2. | - Part time workers | | | | | |
| 3. | - Contractors | | | | | |
| 4. | - Labour hire workers | | | | | |
| 5. | - Visitors | | | | | |
| 6. | Are induction records kept? | | | | | |

| IDENTIFIED HAZARDS | OK or NA | EXTREME (Act Now) | HIGH (Act ASAP) | MODERATE (Plan) | LOW (Review) |
|--|----------|----------------------|--------------------|--------------------|-----------------|
| TRAINING | | | | | |
| 7. Is training available for: - Animal handling | | | | | |
| 8. - Horse riding | | | | | |
| 9. - Mobile Plant | | | | | |
| 10. - Vehicle Operation | | | | | |
| 11. - Plant & Equipment | | | | | |
| 12. - Personal Protective Equipment | | | | | |
| 13. - Hazardous Substances | | | | | |
| 14. - Confined spaces | | | | | |
| 15. - Working at Heights | | | | | |
| 16. - Emergency procedures | | | | | |
| 17. Are records of training kept, that identify the trainee and the organisation or individual providing the training? | | | | | |
| EMERGENCY | | | | | |
| 18. Are emergency procedures available? | | | | | |
| 19. Is emergency equipment available? | | | | | |
| ZOONOTIC DISEASES | | | | | |
| 20. Is there a policy for zoonotic diseases? Eg Q Fever Vaccination | | | | | |
| UV PROTECTION | | | | | |
| 21. Is there a policy for sun protection? | | | | | |
| NOISE | | | | | |
| 22. Does noise level affect speech communication? | | | | | |

| IDENTIFIED HAZARDS | OK or NA | EXTREME (Act Now) | HIGH (Act ASAP) | MODERATE (Plan) | LOW (Review) |
|--|-------------|----------------------|--------------------|--------------------|-----------------|
| 23. Is hearing protection available to workers and visitors? | | | | | |
| 24. Has a noise assessment been conducted? | | | | | |
| FIRST AID | | | | | |
| 25. Is first aid equipment available? | | | | | |
| 26. Are treatment records kept? | | | | | |
| AMENITIES | | | | | |
| 27. Are amenities available for all employees? | | | | | |
| MANUAL TASKS | | | | | |
| 28. Are heavy awkward / repetitive activities conducted? | | | | | |
| 29. Does the workplace layout prevent excessive reaching, bending, twisting, slipping and tripping? | | | | | |
| 30. Are risk assessments carried out for manual tasks? | | | | | |
| 31. Is training provided for manual tasks? | | | | | |
| 32. Are mechanical aids available? | | | | | |
| PLANT AND EQUIPMENT | | | | | |
| 33. Is there a policy to test emergency stops? | | | | | |
| 34. Is there a policy on plant guarding? | | | | | |
| 35. Is there a policy for vehicle speed limits around buildings, infrastructure and in open country? | | | | | |
| 36. Are records kept for plant servicing? | | | | | |
| 37. Is there an isolation policy for plant and equipment? | | | | | |

| REGISTRABLE PLANT | | | | | |
|--|--|--|--|--|--|
| 38. Is registrable plant registered? (boilers, cranes etc) | | | | | |
| INCIDENT REPORTING | | | | | |
| 39. Is there a policy for reporting workplace incidents? | | | | | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | | | |
| 40. Is there a policy for the use of PPE? | | | | | |
| HAZARDOUS SUBSTANCES | | | | | |
| 41. Are hazardous substances used? | | | | | |
| 42. Is a register of hazardous substances use available? | | | | | |
| 43. Are current MSDS and copies of label information held for all hazardous substances used in this workplace? | | | | | |
| 44. Are Material Safety Data Sheets (MSDS) available to all staff, involved in the application of agricultural and veterinary chemicals? | | | | | |
| 45. Does the storage area comply with standard and codes? | | | | | |
| 46. Have risk assessments been conducted? | | | | | |
| 47. Is there a policy for skin penetration injuries? | | | | | |
| ENVIRONMENT | | | | | |
| 48. Is housekeeping controlled and adequate? | | | | | |
| 49. Are measures taken to control dust? Eg grain, hay and dirt | | | | | |
| 50. Is work conducted in confined spaces? | | | | | |
| 51. Is there a policy for confined space work? | | | | | |
| 52. Is there a smoking, alcohol and violence policy? | | | | | |
| 53. Is there an asbestos register kept? | | | | | |

ADDITIONAL HAZARDS

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|-----|--|--|--|--|--|
| 54. | | | | | |
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| 63. | | | | | |
| 64. | | | | | |

RISK ASSESSMENT AND MANAGEMENT RECORD

HIERARCHY OF CONTROLS PLANNED OR IMPLEMENTED

| Item # | Date | Identified Hazard | Assessed Risk Level | Control 1 Eliminate | Control 2 Substitute | Control 3 Isolate or Guard | Control 4 Redesign or Engineering | Control 5 Administration | Control 6 PPE |
|--------|------|-------------------|---------------------|------------------------|-------------------------|-------------------------------|--------------------------------------|-----------------------------|------------------|
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IMPLEMENTATION AND CONTROL SHEET

| Item # | RISK MANAGEMENT ACTION REQUIRED | Responsible Person | Cost \$ | Target Date | Date Actioned | Revised Risk Level after Action |
|--------|---------------------------------|--------------------|---------|-------------|---------------|---------------------------------|
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