**Hazard:** A situation or object where there is potential for harm, loss or damage to people, plant, property or the environment

**Risk:** is a measure of the likelihood of some adverse event occurring and the likely consequences of that event, e.g. injury, illness, and/or damage to plant, property or the environment

|  |  |  |
| --- | --- | --- |
| **Congregation Name** | | |
| 1. **Person Reporting Details** | | |
| **Name** *Employee / Contractor / Visitor / Congregation Member / Volunteer* **(please circle)**  **Phone No Reported to** | | |
| **Signature** **Date and Time Reported / / am/pm** | | |
| 1. **Hazard Details (*List any Hazard or Risk to People, the Environment, Property)*** | | |
| 1. **Specific location** *e.g. main hall front entrance; address* | | |
| 1. **What is the Hazard** *e.g. Loose hand rail on right side entering hall; substandard work practice* | | |
| 1. **Why is it a Hazard? What could happen?** *( harm/damage that could result)* | | |
| 1. **What is the risk potential of the hazard?** *Optional - can assist control options* ***(Refer to Risk Matrix page 2)*** | | |
| 1. **Immediate/Interim Actions Taken** | | |
|  | | |
| 1. **Additional Actions Required** | **By Who** | **By When** |
|  |  |  |
|  |  |  |
| 1. **Effectiveness of Actions Reviewed (Congregation member/church council verifies hazard is controlled)** | | |
| Have these actions eliminated or controlled the risk to an acceptable level? **Yes / No (please circle)**  **IF NO – Enter and monitor on Local Risk Register -If required cease activity / restrict access to area until controlled to an acceptable level**  **Name Signature Date / /** | | |

**Once completed forward the Report to the Church Council Secretary or designated congregation member**

The WHS Risk Matrix (below) provides a **guide** to assist in objectively assessing the risk potential and subsequent Control Measures to be put in place to adequately manage the risk.

It is suggested that the use of this risk matrix is undertaken by at least 2 persons and the resultant risk ratings are based on the **current control measures you have put in place.**

**Risk Rating Matrix (For Safety and Environment)**

1st What is the **most probable** consequence of **the unwanted event, incident or circumstance occurring?**

2nd What is the **realistic** likelihood of **the unwanted event, incident or circumstance occurring?**

3rd Use the Matrix below to see where the criteria from the Consequence and the Likelihood tables intersect

Depending on the risk assessment you may need to implement additional controls, which could be a

combination from the Hierarchy of Controls (Refer Chart Below).

| **Consequence** | **1.Negligible** | **2.Minor** | **3.Moderate** | **4.Major** | **5.Severe** |
| --- | --- | --- | --- | --- | --- |
| **Work, Health, Safety & Environment (WHSE)** | Limited harm First aid treatment  Return to pre-existing condition within 24 hours  Negligible environmental impact | Injury or illness  No lost time  Minor medical treatment  Return to pre-existing condition within 1 week  Minor localised environmental impact | Serious compensable injury, Extended time off >7 days  Return to pre-existing condition within 1 month  Material environmental impact | Injuries requiring hospitalisation  Permanent impairment due to injury  Return to pre-existing condition within 3 months  Serious environmental impact | Fatality or numerous serious injuries  Unable to return to pre-existing condition  Long-term environmental harm |

**Consequence**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Probability** | **Description** | **Frequency** | **1.Negligible** | **2.Minor** | **3.Moderate** | **4.Major** | **5.Severe** |
| **Frequent** | >90% | Is expected to occur – almost inevitable | >10 times per year | Medium | Medium | High | Extreme | Extreme |
| **Likely** | 70 – 90% | Will probably occur in most circumstance – not surprised if it happens | More than once in 12 months | Medium | Medium | High | High | Extreme |
| **Possible** | 30 – 70% | Might occur at some time | Once in more than 3 years | Low | Medium | Medium | High | High |
| **Unlikely** | 5 – 30% | Could occur at some time – surprised if it happens | Once in 5 years | Low | Low | Low | Medium | High |
| **Rare** | <5% | Highly unexpected – considered exceptional circumstance | Once in >5 years | Low | Low | Low | Medium | Medium |

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# Revisions

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Document number | | TOO – | | | |
| Version | Approval date | Approved by | Effective date | Policy owner | Policy contact |
| Draft | 30.01.2019 | Hazard Report Form | DD.MM.YYYY | Manager Risk & Compliance | WHS Manager |
| Next scheduled review | | DD.MM.YYYY | | | |