



Risk Management Register

1. Background Information			
School/Workplace:		Date:	
Title of Assessment:		Name of person conducting assessment:	

2. Risk Assessment				
	Identify and list Hazards	List Current Risk Controls	Risk Rating	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
1				
2				
3				
4				
5				
6				
7				
8				

2. Risk Assessment				
	Identify and list Hazards	List Current Risk Controls	Risk Rating	List Additional Controls <i>(if any - where current controls are not adequately managing the level of risk)</i>
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Risk Management Register

1. Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

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

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

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

3. Risk Matrix – Using the matrix calculate the level of **risk** by finding the intersection between the likelihood and the consequences

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

Descriptor	Definition
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 / HSC . Nominated employee, OHS Representative / HSC is to follow up that corrective action is taken within 7 days.
Low	Notify Nominated employee, HSR / HSC . Nominated employee, HSR / HSC is to follow up that corrective action is taken within a reasonable time.