



WHS Risk Assessment Tab - Step Guide

*The WHS Risk Assessment focuses on the physical nature and environment in which the program will take place.

*Conducting a WHS Risk Assessment, ensures measures are put in place that will reduce or remove physical/environmental hazards or dangers for all participants and personnel who are participating in the program.

Note: No changes have been made to the WHS Risk Assessment tab. [Click on the information icon for more information on when to conduct a WHS Risk Assessment.](#)

Step 1: Enter information about the Activity/task, its location and details of persons completing the assessment.

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Assessment completed by: Please select WHS Assessor

Assessment Date:

Licensing / Permit Requirements: ☐ Yes ☐ No

If Yes please provide details

Is there past experience with the activity / task that may assist with the assessment?

- * Existing Controls
- * Safe Operating Procedures
- * Legislation, Compliance Codes, Australia Standards
- * Previous Incidents / Near misses
- * Training

Swimming or other water-based activity? ☒ **WHS Water Activity** tab will appear above right

Food Safety Guidelines documentation (PDF) is available from [Info >> Helpful Documents](#)

This section includes a checkbox next to *swimming* or other *water-based* activity and when ticked will open a WHS Water Activity tab next to the WHS Risk Assessment tab. Work through the assessments in this tab.

Step 2: Identify hazards and associated risk controls.

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If any **HIGH** or **EXTREME** Final Risks are seen, the assessment may be reviewed by WHS for your support

Applicable	Risk Area (when & where hazard is present)	Existing Controls	Initial Risk (1)	Additional Controls	Final Risk (1)	Incident Plan																								
<input type="checkbox"/>	Environmental Conditions <ul style="list-style-type: none">- Temperature extremes that can cause hypothermia / hyperthermia- Weather conditions such as strong wind, rain or continuous sunshine- Location difficult to access or remote- Terrain is rocky, uneven, very steep- Bodies of water such as dams, rivers, stream, ocean/in-- Working at heights required is abseiling- Other	<input type="text"/>	<table border="1"><thead><tr><th>Likelihood</th><th>Consequence</th></tr></thead><tbody><tr><td><input type="radio"/> Rare</td><td><input type="radio"/> Negligible</td></tr><tr><td><input type="radio"/> Unlikely</td><td><input type="radio"/> Minor</td></tr><tr><td><input type="radio"/> Possible</td><td><input type="radio"/> Moderate</td></tr><tr><td><input type="radio"/> Likely</td><td><input type="radio"/> Major</td></tr><tr><td><input type="radio"/> Almost Certain</td><td><input type="radio"/> Severe</td></tr></tbody></table>	Likelihood	Consequence	<input type="radio"/> Rare	<input type="radio"/> Negligible	<input type="radio"/> Unlikely	<input type="radio"/> Minor	<input type="radio"/> Possible	<input type="radio"/> Moderate	<input type="radio"/> Likely	<input type="radio"/> Major	<input type="radio"/> Almost Certain	<input type="radio"/> Severe	<input type="text"/>	<table border="1"><thead><tr><th>Likelihood</th><th>Consequence</th></tr></thead><tbody><tr><td><input type="radio"/> Rare</td><td><input type="radio"/> Negligible</td></tr><tr><td><input type="radio"/> Unlikely</td><td><input type="radio"/> Minor</td></tr><tr><td><input type="radio"/> Possible</td><td><input type="radio"/> Moderate</td></tr><tr><td><input type="radio"/> Likely</td><td><input type="radio"/> Major</td></tr><tr><td><input type="radio"/> Almost Certain</td><td><input type="radio"/> Severe</td></tr></tbody></table>	Likelihood	Consequence	<input type="radio"/> Rare	<input type="radio"/> Negligible	<input type="radio"/> Unlikely	<input type="radio"/> Minor	<input type="radio"/> Possible	<input type="radio"/> Moderate	<input type="radio"/> Likely	<input type="radio"/> Major	<input type="radio"/> Almost Certain	<input type="radio"/> Severe	<input type="text"/>
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<input type="checkbox"/>	Flora & Fauna <ul style="list-style-type: none">- Poisonous fauna such as snakes- Biting and stinging insects / spiders- Allergies to plants- Dense forest / undergrowth- Burrowing animals- Large animals such as kangaroos	<input type="text"/>	<table border="1"><thead><tr><th>Likelihood</th><th>Consequence</th></tr></thead><tbody><tr><td><input type="radio"/> Rare</td><td><input type="radio"/> Negligible</td></tr><tr><td><input type="radio"/> Unlikely</td><td><input type="radio"/> Minor</td></tr><tr><td><input type="radio"/> Possible</td><td><input type="radio"/> Moderate</td></tr><tr><td><input type="radio"/> Likely</td><td><input type="radio"/> Major</td></tr><tr><td><input type="radio"/> Almost Certain</td><td><input type="radio"/> Severe</td></tr></tbody></table>	Likelihood	Consequence	<input type="radio"/> Rare	<input type="radio"/> Negligible	<input type="radio"/> Unlikely	<input type="radio"/> Minor	<input type="radio"/> Possible	<input type="radio"/> Moderate	<input type="radio"/> Likely	<input type="radio"/> Major	<input type="radio"/> Almost Certain	<input type="radio"/> Severe	<input type="text"/>	<table border="1"><thead><tr><th>Likelihood</th><th>Consequence</th></tr></thead><tbody><tr><td><input type="radio"/> Rare</td><td><input type="radio"/> Negligible</td></tr><tr><td><input type="radio"/> Unlikely</td><td><input type="radio"/> Minor</td></tr><tr><td><input type="radio"/> Possible</td><td><input type="radio"/> Moderate</td></tr><tr><td><input type="radio"/> Likely</td><td><input type="radio"/> Major</td></tr><tr><td><input type="radio"/> Almost Certain</td><td><input type="radio"/> Severe</td></tr></tbody></table>	Likelihood	Consequence	<input type="radio"/> Rare	<input type="radio"/> Negligible	<input type="radio"/> Unlikely	<input type="radio"/> Minor	<input type="radio"/> Possible	<input type="radio"/> Moderate	<input type="radio"/> Likely	<input type="radio"/> Major	<input type="radio"/> Almost Certain	<input type="radio"/> Severe	<input type="text"/>
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<input type="checkbox"/>	Can anyone be injured/affected from: <ul style="list-style-type: none">- Equipment / Machinery This could include being Struck, crushed, entangled, cut, slip trip or fall- Chemicals This could include storage, decanting, using, a spill or disposal thereof- Manual Handling requirements Through excessive effort, lifting, moving, awkward postures and / or ergonomics	<input type="text"/>	<table border="1"><thead><tr><th>Likelihood</th><th>Consequence</th></tr></thead><tbody><tr><td><input type="radio"/> Rare</td><td><input type="radio"/> Negligible</td></tr><tr><td><input type="radio"/> Unlikely</td><td><input type="radio"/> Minor</td></tr><tr><td><input type="radio"/> Possible</td><td><input type="radio"/> Moderate</td></tr><tr><td><input type="radio"/> Likely</td><td><input type="radio"/> Major</td></tr><tr><td><input type="radio"/> Almost Certain</td><td><input type="radio"/> Severe</td></tr></tbody></table>	Likelihood	Consequence	<input type="radio"/> Rare	<input type="radio"/> Negligible	<input type="radio"/> Unlikely	<input type="radio"/> Minor	<input type="radio"/> Possible	<input type="radio"/> Moderate	<input type="radio"/> Likely	<input type="radio"/> Major	<input type="radio"/> Almost Certain	<input type="radio"/> Severe	<input type="text"/>	<table border="1"><thead><tr><th>Likelihood</th><th>Consequence</th></tr></thead><tbody><tr><td><input type="radio"/> Rare</td><td><input type="radio"/> Negligible</td></tr><tr><td><input type="radio"/> Unlikely</td><td><input type="radio"/> Minor</td></tr><tr><td><input type="radio"/> Possible</td><td><input type="radio"/> Moderate</td></tr><tr><td><input type="radio"/> Likely</td><td><input type="radio"/> Major</td></tr><tr><td><input type="radio"/> Almost Certain</td><td><input type="radio"/> Severe</td></tr></tbody></table>	Likelihood	Consequence	<input type="radio"/> Rare	<input type="radio"/> Negligible	<input type="radio"/> Unlikely	<input type="radio"/> Minor	<input type="radio"/> Possible	<input type="radio"/> Moderate	<input type="radio"/> Likely	<input type="radio"/> Major	<input type="radio"/> Almost Certain	<input type="radio"/> Severe	<input type="text"/>
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Assessing risk in the WHS Risk Assessment is the same as assessing risk in the Activity Risk Assessment. Controls that are implemented need to be specific and practical to effectively reduce or remove the risk identified.

Should an **EXTREME** rating be found in the Final Risks when the form is submitted, an email will be sent to the Approver for review as well as to WHS. They may then assist the Submitter to reduce the risk rating before the form is resubmitted for approval.

Step 3: Identify the support systems for the activity.

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Support Systems	Comments	Possible Hazards / Adverse Outcomes	Current Risk Controls	Proposed Risk Controls	
Transport <input type="checkbox"/> Car <input type="checkbox"/> Mini Bus <input type="checkbox"/> Four Wheel Drive vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Boat <input type="checkbox"/> Bicycle <input type="checkbox"/> Other					
* WHS Travel Plan tab will appear above right and require completion if Car, Four Wheel Drive, Mini Bus or Bus above is selected					
Communication and Navigation <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Satellite Phone <input type="checkbox"/> Marine Radio <input type="checkbox"/> Sat Nav (Satellite Navigation) <input type="checkbox"/> Compass <input type="checkbox"/> Maps <input type="checkbox"/> Other					
Food and Water <input type="checkbox"/> Take Food - Number of Days <input type="checkbox"/> Take Water - Number of Litres <input type="checkbox"/> Meal Arrangements					
Amenities <input type="checkbox"/> Hygiene for washing <input type="checkbox"/> Toilet Arrangements and requirements					
First Aid <input type="checkbox"/> First Aid Arrangements - First Aiders <input type="checkbox"/> First Aid Arrangements - First Aid Kits <input type="checkbox"/> First Aid Arrangements - Other					
Emergency Plan <input type="checkbox"/> Has an emergency plan been developed? <input type="checkbox"/> List Evacuation Requirements <input type="checkbox"/> Emergency Communication Arrangements <input type="checkbox"/> Transport arrangements in an emergency					
Legal Compliance <input type="checkbox"/> Fishing License <input type="checkbox"/> Boat License <input type="checkbox"/> Permits for National Parks <input type="checkbox"/> Camping Permits					

WHS – Travel Plan (conditional)

Step 3 - Identify the Support systems for the activity					
Support Systems	Comments	Possible Hazards / Adverse Outcomes	Current Risk Controls	Proposed Risk Controls	
Transport <input checked="" type="checkbox"/> Car <input type="checkbox"/> Mini Bus <input type="checkbox"/> Four Wheel Drive vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Boat <input type="checkbox"/> Bicycle <input type="checkbox"/> Other					

If any of the four vehicles are selected, a new tab for the mandatory Travel Plan will be visible for recording all trip, vehicle and driver details.

Summary *	Personnel *	Emergency Contacts *	Activity Risk Assessment *	WHS Risk Assessment ①	WHS Travel Plan	File Upload																														
Total number of people travelling * Average number of people travelling per vehicle * Departure date & time * Return date & time * Departure Location Address (From) * Destination Location Address (To) * Length of travel (km's) * Approximate time for travel including rest breaks (hours) * Number of driver changes required during the trip * (time divided by 2 for rest/change of driver every 2 hours) Do all drivers know where they are going? * Is contact able to be made between each vehicle? * Have rest stops and location of these been determined? *																																				
<table border="1"> <thead> <tr> <th>#</th> <th>Vehicle Registration</th> <th>Vehicle Type e.g. Make/Colour</th> <th>Contact Name</th> <th>Contact Mobile#</th> <th>Licensed/Approved Driver Names</th> </tr> </thead> <tbody> <tr> <td>1 *</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>2</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>3</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>							#	Vehicle Registration	Vehicle Type e.g. Make/Colour	Contact Name	Contact Mobile#	Licensed/Approved Driver Names	1 *						2						3						4					
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