



Appendix B WHS Hazard and Risk Assessment Template

- This form is used when a documented risk assessment is required in accordance with Appendix A of WHSMS Handbook Chapter 3.1.
- Original risk assessments must be located in a convenient location in the local area accessible by all people affected by the risk assessment.
- Risk assessment for static hazards/tasks/activities must be forwarded to local WHS Officer/Manager for inclusion in the School/Service Division Static Risk Assessment Template.

Static Risk Assessment No.	Assessment Date	Reviewed by Date	Version	
<i>To be assigned by WHS Officer/Manager or equivalent</i>	25/05/2022		1.0	
Name of the Task/Activity/Area/Hazards assessed	Australasian Actuarial Education & Research Symposium (AAERS)		Top Residual Risk (L, M, H, E)	
			Medium 11	
Description of the activity/task & location	<p>Activity: AAERS</p> <p>Location: CBE Building and Copland Lecture Theatre</p> <p>Venue Capacity: 100</p> <p>Date: 24 and 25 November 2022</p> <p>Time: 9:00-5:00 and 9:00 to 3:00</p> <p>Expected number of people attending: <100</p> <p>Ticketed via eventbrite: Free via registration</p> <p>Catering: Edge Catering Services</p> <p>The Caterer has a COVIDSafe plan (attached)</p> <p>COVIDSafe officers: Donna Webster, Grant Pearson and Patricia Dennis</p>			
School/Service Division	ANU College of Business and Economics, RSFAS			
Location and Supervisor	Location	CBE Building, Copland Theatre and HA Tank	Supervisor: Steve Sault	Ph 6125 4869
Risk Assessment Team Have you completed ANU WHS Risk Management Training? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N IF NO, DO NOT PROCEED	Name	Adam Butt	Email Adam.Butt@anu.edu.au	Ph 612 53580
	Name	Patricia Dennis	Email Patricia.dennis@anu.edu.au	Ph 0438884952
	Name	Kerrie Lawrence	Email whs.cbe@anu.edu.au	Ph 6125 7754
	Name		Email	Ph
Who are affected by this RA?	<input checked="" type="checkbox"/> All people in the location <input checked="" type="checkbox"/> A group/s of people (list below) <input type="checkbox"/> A single person (list below) Participants of the Conference, including ANU staff, speakers and other registered attendees. RSFAS event supporting staff.			
Who are consulted on this RA? (All persons affected or their representatives needs to be consulted)	<i>List the names of people who are consulted – <u>Mandatory</u> unless there is only 1 person affected</i> CBE WHS team for venue information, catering provider on how they handle food and how they manage risks, CBW WHS Team for risk assessment and COVID Safe policies, and RSFAS event supporting staff.			



WHS Legal and Other Requirements	<p>Work Health and Safety Act 2011 (Cth) Work Health and Safety Regulations 2011 (Cth) ACT Health - Covid Advice</p> <p style="background-color: yellow;"><i>For other legal requirements, choose from University WHS Legal and Other Requirements Matrix for specific Risk Profile and corresponding requirements and list them here. Alternatively, you can refer to a WHSMS Handbook Chapter in this section.</i></p> <p><i>WHSMS Chapter 3.1 Hazard Management</i> <i>ACT Health Directives</i> <i>ANU COVID Guidelines</i> <i>Function on Campus Protocols</i> <i>Functions on Campus eForm https://eforms.anu.edu.au/Infiniti_Prod/Produce/wizard/f3ad3b59-d9c1-4984-896b-f69db764230c/</i> <i>Australian Government's COVID-19 Infection Control Training Course</i></p>
Type of RA	<p><input type="checkbox"/> Static RA (long term and > 6 months) - Send a copy (electronic) to WHS Officer/Manager and keep original locally near the activity/location, accessible to all people affected.</p> <p><input checked="" type="checkbox"/> Dynamic RA (short term and < 6 months or once off) – Keep the original locally (electronically or physically) near the activity/location, accessible to all people affected.</p>

Risk Assessment Instruction

1. Select hazards from **Table 1** below and transfer them into the 'Hazards' column of the RA Form.
2. Enter where and when this hazard exists. This may include specification of during which step, this hazard exists.
3. Estimate inherent risk of the hazard (without any controls in place) by using Likelihood against Consequences (defined in **Table 2**) and the ANU WHS Risk Matrix (**Table 3**). List them in 'Inherent Risk' column of the RA Form.
4. Develop control measures in accordance with the Hierarchy of Control Principle (**Table 4**) and list them in 'Control' column of the RA Form.
5. Estimate the residual risk of the hazard after implementing all controls. Remember that administrative control can only reduce the likelihood of an event occurring, not the consequences.
6. Identify any controls that are not in place as corrective actions and implement them before undertaking the activity.
7. Obtain approval from relevant people as identified.
8. Identify if this is a static risk assessment (> 6 months) or dynamic risk assessment (< 6 months).
9. Send a copy of the static risk assessments to WHS Officers/Managers/Equivalent – Keep on file for 7 years.
10. Keep originals of risk assessments in close vicinity of the activities. Dynamic risk assessments can be destroyed 1 year after the activity ceases.
11. Review the static risk assessments and associated safe work procedures in accordance with **3.1.2.6 Step 4: Review Control Measures** requirements

Table 1. Hazard Selection Table for Hazard Profiles

Electrical <input checked="" type="checkbox"/> Electrical Shock (both minor and major) <input type="checkbox"/> Electrical Burns (both minor and major) <input type="checkbox"/> Overheating and fire <input type="checkbox"/> Electrocutation <input type="checkbox"/> Other (<i>not listed above</i>)		Chemical <input type="checkbox"/> Exposure to Hazardous Materials (e.g. Asbestos, Lead or Mercury). <input type="checkbox"/> Other (<i>not listed above, e.g. hazard interactions</i>)		Noise <input type="checkbox"/> Exposure to 85dB(A) LAeq, 8h <input type="checkbox"/> Exposure to peak noise level of 130 dB(C) any time during the work activity <input type="checkbox"/> Exposure to ototoxic chemicals: <input type="checkbox"/> At any noise level <input type="checkbox"/> > 50% of the OEL of the chemical at any noise level <input type="checkbox"/> At over 100 dB noise level but any level of exposure to ototoxic chemicals <input type="checkbox"/> Exposure to vibration & ototoxic chemicals <input type="checkbox"/> Nuisance level of noise causing discomfort <input type="checkbox"/> Other (<i>not listed above</i>)		Duress and Security Stress <input type="checkbox"/> Personal life threat e.g. violence behaviour, attacking with knives, guns, clubs, or any type of weapon <input type="checkbox"/> Personal threat e.g. aggressive behaviour, physical abuse, assault (includes home visits, public interview) <input checked="" type="checkbox"/> Verbal abuse, threat <input type="checkbox"/> Sexual assault/Raping <input checked="" type="checkbox"/> Bomb threat or unidentified package <input type="checkbox"/> Throwing objects, pushing, shoving, tripping, grabbing, kicking, hitting <input type="checkbox"/> Contact with body fluid (e.g. biting, spitting, scratching) <input type="checkbox"/> Kidnaping in a public location while conducting interviews <input checked="" type="checkbox"/> Unauthorised persons gained access to a building <input type="checkbox"/> Other (<i>not listed above</i>)		Public Safety <input type="checkbox"/> Other (<i>not listed above</i>)	
Chemical <input type="checkbox"/> Airborne contaminants that poses a health hazard <input type="checkbox"/> Flammable <input type="checkbox"/> Liquid <input type="checkbox"/> Solid <input type="checkbox"/> Gas <input type="checkbox"/> Airborne contaminants <input type="checkbox"/> Explosive substances <input type="checkbox"/> Self-reactive or self-heating chemicals <input type="checkbox"/> Organic peroxide or peroxide-forming chemicals <input type="checkbox"/> Oxidising substances <input type="checkbox"/> Hydrofluoric acid (HF) <input type="checkbox"/> Corrosive <input type="checkbox"/> Substances <input type="checkbox"/> Gas <input type="checkbox"/> Airborne contaminants <input type="checkbox"/> Asphyxiate gas (e.g. CO ₂ including dry ice, liquid N ₂) <input type="checkbox"/> Toxic and health hazard substances <input type="checkbox"/> Toxic gas (e.g. Hydrogen cyanide, cyanogen) <input type="checkbox"/> Respiratory irritants (e.g. engineered nanomaterials, dust, asbestos) <input type="checkbox"/> Chemical spraying (e.g. agricultural, pesticides) <input type="checkbox"/> Chemicals requiring health monitoring (e.g. Schedule 14 Chemicals). <input type="checkbox"/> Prohibited and restricted carcinogens <input type="checkbox"/> Mutagens or reproductive system hazards <input type="checkbox"/> Hazards during storage (e.g. mixed hazards storage, dangerous when wet, temperature sensitive, heat & friction sensitive etc) <input type="checkbox"/> Mix two chemicals to form a new chemical <input type="checkbox"/> Chemical spill – Controlled or uncontrolled		Biological <input type="checkbox"/> Live animal handling (e.g. bites, allergies) <input checked="" type="checkbox"/> Potential of uncontrolled outbreak of an infectious disease <input type="checkbox"/> Pathogen or body fluid contamination <input type="checkbox"/> Exposure to viruses including blood borne viruses <input type="checkbox"/> Infective microorganism exposure <input type="checkbox"/> Exposure to communicable or infectious disease as a research object <input type="checkbox"/> GMO exposure and security <input type="checkbox"/> Sharps and contaminated sharps <input type="checkbox"/> Biological material spillage <input type="checkbox"/> Other (<i>not listed above</i>)		Radiation <input type="checkbox"/> Sealed or Unsealed sources (alpha, beta or gamma) <input type="checkbox"/> Exposure to EM Radiations (e.g. X-ray, UV, infrared) <input type="checkbox"/> Exposure to artificial radiation (e.g. laser) <input type="checkbox"/> Security of sealed and unsealed sources <input type="checkbox"/> Other (<i>not listed above</i>)		Physical/Environmental <input type="checkbox"/> Animals (e.g. hazardous wild animals, bees, snakes) <input type="checkbox"/> Confined space entry (e.g. pit, tank, silo, entry through a hatch) <input type="checkbox"/> Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding) <input type="checkbox"/> Fire (potential for uncontrolled fire due to ignition sources) <input type="checkbox"/> Flying or moving items/plant/vehicles, falling object(s) <input type="checkbox"/> Hazardous terrain or environment including wet/slippery surfaces <input type="checkbox"/> Lighting/visibility is compromised and hazardous <input type="checkbox"/> Exceedingly strong lighting both natural and artificial <input type="checkbox"/> Glare and reflections <input type="checkbox"/> Temperature or weather extremes (e.g. hypothermia, major burns) <input type="checkbox"/> Difficult to access work site, or a rescue effort would be difficult in the event of an emergency <input type="checkbox"/> Poor air quality or ventilation at work <input type="checkbox"/> Insufficient/poor amenities (e.g. toilets, lunch area, breakout area, air-conditioner) <input checked="" type="checkbox"/> Fall on same level (e.g. slip, trip, wet or unstable surface) <input type="checkbox"/> Other (<i>not listed above</i>)			
		Plant and Equipment <input type="checkbox"/> Entanglement and trapping parts <input type="checkbox"/> Crushing, rotating and cutting parts <input type="checkbox"/> Serious burn/cold <input type="checkbox"/> Ejection of piece/s; shattering or fragmentation; Explosion; Implosion <input type="checkbox"/> Stabbing, puncturing, shearing, friction, abrasion <input type="checkbox"/> Lifts or suspends a load (e.g. falling objects) <input type="checkbox"/> Rollover or striking against the plant <input type="checkbox"/> Pressurised vessels (e.g. autoclave, boilers, steam generator) <input type="checkbox"/> Mobile lifting equipment and Elevated Work Platform (e.g. heavy load fall from height) <input type="checkbox"/> Hazardous levels of heat or vibration (generated by plant to whole or part body) <input type="checkbox"/> Potential exposure to fluids under high pressure <input type="checkbox"/> Other (<i>not listed above</i>)		Ergonomics and Manual Tasks <input type="checkbox"/> Repetitive or sustained forces <input type="checkbox"/> Sustained awkward static postures <input type="checkbox"/> Repetitive movements <input type="checkbox"/> Long duration <input type="checkbox"/> High Forces <input type="checkbox"/> Long duration of the same posture (e.g. standing, sitting) <input type="checkbox"/> Animal handling or handling unbalanced/unpredictable load <input checked="" type="checkbox"/> Transfer of item(s) up or down stairs, using both hands or requiring the use of lifting equipment from one level to another <input type="checkbox"/> Repetitive, monotonous work, at a high pace		Public Safety <input type="checkbox"/> Uncontrolled spread of hazardous materials to public <input type="checkbox"/> Uncontrolled spread of GMO, communicable or infectious disease to public <input type="checkbox"/> Natural disaster e.g. earthquake, flood, bushfire <input type="checkbox"/> Explosion of liquid nitrogen tanks or other tanks that would injure public <input type="checkbox"/> Loss of radioactive sources that are potentially hazards to students and public <input type="checkbox"/> Hazardous wastes going into drinking water/public river/public sewage <input type="checkbox"/> Use of industrial robots or University designed robots <input type="checkbox"/> Use of VR, AI or emerging technology on experiment participants <input type="checkbox"/> Provide experiment participants with confronting materials that would cause traumatic events <input type="checkbox"/> Supply/inject/apply substances (e.g. alcohol, chemical, S4-S9 drugs) to experiment participants		Traffic Safety <input type="checkbox"/> Lack of separation of vehicles, delivery drivers and pedestrians <input type="checkbox"/> Lack of physical barriers to prevent interaction between vehicles, delivery drivers and pedestrians <input type="checkbox"/> Vehicles queue in a way that could create risks to pedestrians, for example crossing walkways or obstructing people's view of vehicles	

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Traffic Safety	
<input type="checkbox"/>	Routes are not wide enough to separate vehicles and pedestrians
<input type="checkbox"/>	Vehicles and pedestrians frequently interact
<input type="checkbox"/>	Activities done close to public areas (e.g. students coming out from a School building)
<input type="checkbox"/>	Unsuitable road conditions, uneven terrains, unregulated road routes
<input type="checkbox"/>	Certain times of higher traffic volumes or interactions between vehicles, delivery drivers and pedestrians
<input type="checkbox"/>	Poor lighting, visibility, shade or glare
<input type="checkbox"/>	Potential contact with stationary objects e.g. overhead structures, stationary plant or stored or discarded items.
<input type="checkbox"/>	Blind spots at the workplace caused by stationary equipment and vehicles and other areas of poor visibility or low lighting levels
<input type="checkbox"/>	Other hazards e.g. noise, emissions or falling objects surrounding the building
<input type="checkbox"/>	Pedestrian routes are not designed so pedestrians will not take short cuts
<input type="checkbox"/>	Intersections and bottleneck areas around driveways and entrances
<input type="checkbox"/>	'Blind' or convex corners
<input type="checkbox"/>	Lack of disabled access to and within a workplace
<input type="checkbox"/>	Workers are not aware of insurance policy or emergency procedure on road
<input type="checkbox"/>	Lack of maintenance of bikes and cars provided to workers
<input type="checkbox"/>	Use of personal vehicle or bikes for work activities
<input type="checkbox"/>	Other (not listed above)

Event Specific	
<input checked="" type="checkbox"/>	Access to the event is restricted/controlled
<input checked="" type="checkbox"/>	Amenities, including disabled amenities inadequate/insufficient
<input type="checkbox"/>	Amusement structures/rides/inflatable structures
<input type="checkbox"/>	Animals and wildlife
<input type="checkbox"/>	BBQ using gas bottles
<input type="checkbox"/>	Children under the age of 18 are part of the event or attending
<input type="checkbox"/>	Hit by a vehicle (e.g. moving cars in proximity to pedestrians)
<input type="checkbox"/>	Held in a remote area, difficult to access site)

Event Specific	
<input checked="" type="checkbox"/>	Crowding
<input checked="" type="checkbox"/>	Communication problems/co-ordination of information/alerts
<input type="checkbox"/>	Fatigue e.g. duration of the event, extreme heat
<input type="checkbox"/>	Liquor license
<input checked="" type="checkbox"/>	Medical emergency, difficult to administer or obtain first aid gain assistance e.g. access to medical facilities
<input type="checkbox"/>	Scaffolding more than 4m in height
<input checked="" type="checkbox"/>	Food services and preparation
<input type="checkbox"/>	High risk work licence required in accordance with WHS Regs

High Risk Travel	
<input type="checkbox"/>	Risk of kidnapping in this city/region
<input type="checkbox"/>	Current civil unrest/political tension
<input type="checkbox"/>	Violent crime
<input type="checkbox"/>	Threat of attack from bordering nations
<input type="checkbox"/>	Region affected by natural disaster
<input type="checkbox"/>	Threat of regional disputes spreading
<input type="checkbox"/>	Heightened risk terrorist attacks can occur
<input type="checkbox"/>	Health risks from insect borne disease
<input type="checkbox"/>	Health risks from water borne disease
<input type="checkbox"/>	Health risks from other infectious disease in the destination countries
<input type="checkbox"/>	Threat of assault and sexual assault in foreign countries
<input type="checkbox"/>	Travel by some roads restricted due to risks
<input type="checkbox"/>	Risk of violence or discrimination based on gender or LGBTI identity
<input type="checkbox"/>	Unpredictable and potentially volatile security situation
<input type="checkbox"/>	Other (not listed above)

Working Away from Campus	
<input type="checkbox"/>	Lack of appropriate communication tools/aid
<input type="checkbox"/>	Lack of tracking to know where the person is
<input type="checkbox"/>	Remote or isolated work locations

Working Away from Campus	
<input type="checkbox"/>	Use of poorly maintained vehicles or use of personal vehicles
<input type="checkbox"/>	Wildlife or animals
<input type="checkbox"/>	Traffic accidents while going to or from Campus
<input type="checkbox"/>	Duress situations including being threatened by the public
<input type="checkbox"/>	Poorly set-up/resourced offsite workspace
<input type="checkbox"/>	Social isolation and lack of day to day support
<input type="checkbox"/>	Loss of usual health/self-care routines such as exercise and sleep
<input type="checkbox"/>	Other (not listed above)

Psychosocial	
<input type="checkbox"/>	Environmental – Workplace not compliant with WHS requirements
<input type="checkbox"/>	Environmental – Poor air quality, high levels of noise, extreme temperatures
<input type="checkbox"/>	Environmental – Lack of WHS consideration for unsafe plant
<input type="checkbox"/>	Environmental – Other: please list
<input type="checkbox"/>	Organisational – High job demand, long working hours
<input type="checkbox"/>	Organisational – High workloads, time pressure, fast work pace
<input type="checkbox"/>	Organisational – High emotional effort responding to distressing situations and to aggressive colleagues or students
<input type="checkbox"/>	Organisational – Direct exposure to traumatic events at work
<input type="checkbox"/>	Organisational – Indirect exposure to traumatic events at work
<input type="checkbox"/>	Organisational – Shift work, casual employment, afterhours work, fatigue management
<input type="checkbox"/>	Organisational – Frequently working in unpleasant conditions
<input type="checkbox"/>	Organisational – Low job demands, too little to do, monotonous tasks
<input type="checkbox"/>	Organisational – Low job control

Psychosocial	
<input type="checkbox"/>	Organisational – Poor support, including emotional support, from employer, colleagues and managers
<input type="checkbox"/>	Organisational – Workplace bullying, aggression, harassment and sexual harassment, discrimination etc
<input type="checkbox"/>	Organisational – Poor relationship between supervisors/line managers and staff or HDR students or other workers
<input type="checkbox"/>	Organisational – Poor relationship between supervisors/line managers and staff or HDR students or other workers
<input type="checkbox"/>	Organisational – workplace conflicts
<input type="checkbox"/>	Organisational – Perceived or actual lack of fairness, equity and diversity; discrimination against community groups or members (e.g. LGBTIQI)
<input type="checkbox"/>	Organisational – Low role clarity; uncertainty about changes or frequent changes to tasks and work standards; conflicting job roles
<input type="checkbox"/>	Organisational – Poor organisational change management; poor consultation in change management
<input type="checkbox"/>	Organisational – Low recognition and reward; low recognition in high WHS performance
<input type="checkbox"/>	Organisational – Poor organisational justice; inconsistent application of policy and procedures; bias on resource allocation
<input type="checkbox"/>	Organisational – No standardised WHS management practices across the University
<input type="checkbox"/>	Organisational – Frequent remote and/or isolated work
<input type="checkbox"/>	Organisational – Violent events such as robbery, assault, being threatened by managers, colleagues or managers
<input type="checkbox"/>	Individual – innate susceptibility to stress; disabled worker; pre-existing mental and/or physical conditions; age and experience of worker, external stressors eg carer responsibilities, financial situation, relationship status.
<input type="checkbox"/>	Teaching – SELT Aggression or abuse towards teaching staff from students
<input type="checkbox"/>	Other (not listed above)

COVID-19	
<input checked="" type="checkbox"/>	Common Controls associated with COVID-19 (Appendix B.1)
<input type="checkbox"/>	Other (not listed above)

Other Hazard Profiles not listed above	
<input type="checkbox"/>	Please identify in the Hazard Profile here and hazards in the form below

<input type="checkbox"/>	No hazards are identified. No Risk Assessment is required.
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Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
Electrical Electric Shock Where can the hazard present: While using electrical equipment during events When can the hazards present: Use of faulty equipment/appliances Use of Poorly Maintained equipment Use of uncertified electrical equipment/appliances	Unlikely	Major	High (17)	Elimination <ul style="list-style-type: none"> N/A Isolation <ul style="list-style-type: none"> N/A Substitution <ul style="list-style-type: none"> N/A Engineering <ul style="list-style-type: none"> N/A Administration <ul style="list-style-type: none"> All electrical equipment taken to the venue for use must to be tested and tagged Inspect electrical cords/appliances for damage prior to use PPE <ul style="list-style-type: none"> N/A 	Rare	Major	Medium (11)



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<p>Biological</p> <p>Potential of uncontrolled outbreak of an infectious disease</p> <p>COVID-19 virus – exposure to infection (community transmission) – individual behaviours.</p> <p>Where can the hazard present: During functions and events</p> <p>When can the hazards present: Risk of person having been in contact with a person infected with a virus, including the coronavirus, attending an event and spreading the virus.</p>	Likely	Moderate	High (13)	<p>Community vaccination rates are greater than 90% in the ACT. Participants that travel from outside ACT must comply with COVID travel requirements including tests and quarantine requirements.</p> <p>Elimination</p> <ul style="list-style-type: none"> • Monitor Public Health Advice. • Monitor ANU Advice. • Cancel event if advised. • Staff/Participants who are unwell are excluded from the event. • People with COVID-like symptoms are excluded from the event and must get tested unless otherwise directed by ACT Health. <p>Substitution</p> <ul style="list-style-type: none"> • N/A <p>Isolation</p> <ul style="list-style-type: none"> • Individuals who test positive for COVID-19 via a RAT or PCR test must isolate for at least 7 days in accordance with jurisdictional public health directions or orders. • As per local health advice <p>Engineering</p> <ul style="list-style-type: none"> • Ventilation enhancements have been made to teaching spaces which are used for this event • Open windows where applicable. • Use of hand sanitizer, available on entry to building and common areas • Check in using QR Codes at the registration or in line with the ACT Health policy <p>Administration</p> <ul style="list-style-type: none"> • All individuals regularly assess their exposure risk and respond as detailed on the ACT and NSW health websites. Follow University COVID-Safe Plan 	Unlikely	<p>Minor (vaccinated participant)</p> <p>Moderate (unvaccinated participant)</p>	<p>Medium (6) Vaccinated Participants</p> <p>Medium (8) (Unvaccinated Participants)</p>
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Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
				<ul style="list-style-type: none"> Participants who test positive must notify the event organiser and via the ANU COVID-19 Positive Notifications Form. ANU staff should also notify their local area or supervisor as soon as possible. Attendance by registration only Adhere to venue Covid-19 protocols and guidelines Adhere to ANU hazard and Risk Assessments and protocols including University COVID-19 Guidelines as updated A copy of risk assessment and COVID officers certificates made available at the venue during the function Wash hands regularly and carry hand sanitiser Maintain appropriate physical distancing in line with relevant ACT and ANU policy at the time of the event. Maximum room capacity limits <p>PPE</p> <ul style="list-style-type: none"> As per ANU advice Masks as advised by the venue 			



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Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
<p>Ergonomics and Manual Tasks Transfer of item(s) up or down stairs, using both hands or requiring the use of lifting equipment from one level to another</p> <p>Where can the hazard present: While moving items from between levels. Setting up equipment</p> <p>When can the hazards present: While transporting and setting up functions and events</p>	Unlikely	Major	High (15)	<p>Elimination</p> <ul style="list-style-type: none"> N/A <p>Substitution</p> <ul style="list-style-type: none"> N/A <p>Isolation</p> <ul style="list-style-type: none"> N/A <p>Engineering</p> <ul style="list-style-type: none"> N/A <p>Administration</p> <ul style="list-style-type: none"> A trolley will be used if necessary to transfer heavy items Building lift or ramp to be used (not stairs) to transport equipment to the function room. Two-person lift to lift any heavy equipment or furniture. <p>PPE</p> <ul style="list-style-type: none"> N/A 	Rare	Major	Medium (11)



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Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
Duress and security stress verbal abuse, threat Physical threat, contact with bodily fluid, bomb threat Unauthorised persons gaining access to building	Possible	Moderate	High (15)	Elimination <ul style="list-style-type: none">N/A Substitution <ul style="list-style-type: none">N/A Isolation <ul style="list-style-type: none">N/A Engineering <ul style="list-style-type: none">N/A Administration <ul style="list-style-type: none">Call ANU campus security 612 52249. Call Police on 000 if required or concerned for personal safety. PPE <ul style="list-style-type: none">N/A 	Unlikely	Moderate	Medium (8)



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Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
<p>Physical/Environmental Fall on same level (e.g. slip, trip, wet or unstable surface)</p> <p>Where can the hazard present: Stairs or hard surfaces</p> <p>When can the hazards present: Guests spilling drinks or dropping food on hard floor surfaces</p>	Likely	Moderate	High (16)	<p>Elimination</p> <ul style="list-style-type: none"> N/A <p>Substitution</p> <ul style="list-style-type: none"> N/A <p>Isolation</p> <ul style="list-style-type: none"> N/A <p>Engineering</p> <ul style="list-style-type: none"> N/A <p>Administration</p> <ul style="list-style-type: none"> Visual inspection will occur prior to the event commencing to ensure any slip or trip hazards, or wet or unstable surface issues are addressed. The RSFAS supporting staff will notify venue to clean up any spillages or other potential trip hazards when identified. <p>PPE</p> <ul style="list-style-type: none"> N/A 	Unlikely	Moderate	Medium (8)



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	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
Event Specific Crowding Where can the hazard present: Entry and exiting the building When can the hazards present: Beginning and End	Unlikely	Minor	Medium (6)	Elimination <ul style="list-style-type: none">N/A Substitution <ul style="list-style-type: none">N/A Isolation <ul style="list-style-type: none">N/A Engineering <ul style="list-style-type: none">N/A Administration <ul style="list-style-type: none">Location for event has been selected based on number of people anticipated. PPE <ul style="list-style-type: none">N/A 	Rare	Minor	Low (3)



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Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
Event Specific Communication problems/co-ordination of information/alerts Where can the hazard present: During event When can the hazards present: If an evacuations was to occur during event	Possible	Minor	Medium (9)	Elimination <ul style="list-style-type: none"> N/A Substitution <ul style="list-style-type: none"> N/A Isolation <ul style="list-style-type: none"> N/A Engineering <ul style="list-style-type: none"> N/A Administration <ul style="list-style-type: none"> RSFAS event supporting staff will call 000 in an Emergency, and then will call ANU Security on 612 52249 RSFAS event supporting staff will be onsite to assist the venue with evacuation instructions and assistance in the case of an emergency. ANU Security can be called on to assist if required. PPE <ul style="list-style-type: none"> N/A 	Unlikely	Minor	Medium (6)



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	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
<p>Event Specific Medical emergency, difficult to administer or obtain first aid gain assistance e.g. access to medical facilities</p> <p>Where can the hazard present: Person suffering personal medical crisis while attending functions, no access to first aid assistance or medical assistance</p> <p>When can the hazards present: If no first aid assistance available during function</p>	Unlikely	Major	Medium (17)	<p>Elimination</p> <ul style="list-style-type: none"> N/A <p>Substitution</p> <ul style="list-style-type: none"> N/A <p>Isolation</p> <ul style="list-style-type: none"> N/A <p>Engineering</p> <ul style="list-style-type: none"> N/A <p>Administration</p> <ul style="list-style-type: none"> RSFAS event supporting staff will call emergency services on 000 in the event of an emergency. ANU Security can be called on to assist if required First aid officers onsite AED available <p>PPE</p> <ul style="list-style-type: none"> N/A 	Rare	Major	Medium (11)



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Risk Assessment							
Hazards Also list where and when can the hazards present?	Inherent Risk			Control Measures When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the next page.	Residual Risk		
	Likelihood	Consequence	Risk rating		Likelihood	Consequence	Risk rating
Event Specific Food services and preparation Where can the hazard present: At the venue. When can the hazards present: During food service	Unlikely	Major	Medium (17)	Elimination <ul style="list-style-type: none">N/A Substitution <ul style="list-style-type: none">N/A Isolation <ul style="list-style-type: none">N/A Engineering <ul style="list-style-type: none">N/A Administration <ul style="list-style-type: none"> No alcoholic beverages will be provided for on-campus catering (soft drinks only) Guests will be reminded to sanitise hands and to social distance. Caterers' Covid safe plan Covid safe officer designated to monitor food service. RSFAS event supporting staff call emergency services on 000 in the event of an emergency. First aid officers onsite AED available PPE <ul style="list-style-type: none"> N/A 	Rare	Major	Medium (11)



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Actions			
The activity must not be commenced until all controls are in place.			
List below which controls are currently not in place, who will implement them and by when. Add additional rows as needed.			
List of Controls not in place	Who is to implement them?	Timeframe	Date Completed
Request a copy of the venue COVID Safe plan	RSFAS event supporting staff – Grant Pearson	By 1 June 2022 - Prior to registering the event	25 May 2022
Visual inspection to occur prior to the event commencing to ensure any slip, trip wet or unstable surface issues are addressed.	RSFAS event supporting staff – Patricia Dennis and Grant Pearson	By 17 November 2022 - 4/5 days prior to the event commencement time	
Visual inspection to occur prior to the event commencing to ensure any slip, trip wet or unstable surface issues are addressed.	RSFAS event supporting staff – Donna Webster, Grant Pearson and Patricia Dennis	On the day (ie 24 and 25 November 2022) - Prior to the event commencement time	
ANU and ACT health Alerts to be reviewed prior to the event. Any additional advice to be implemented.	RSFAS event supporting staff – Grant Pearson	By 17 November 2022 - A week prior and the day of the event if alert level is likely to change	




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If the level of residual risk is assessed as high or extreme,

1. Stop the activity immediately; AND
2. Tag out the plant/equipment; and/or
3. Secure any chemical; and
4. Implement, or seek advice from WHS Officer or Subject Matter Experts to implement, additional controls to reduce the residual risk further to medium [Supervisor signature required];
5. If the above is absolutely not possible, seek approval from relevant authority (High – School/Division Director/College Dean; Extreme – COO).

NOTE: Approval will only be granted in exceptional circumstances after consultation with Associate Director, WEG and/or a Subject Matter Expert. See Chapter 3.1 for details.

Approval required					
Worker conducted RA			Student conducted RA		
Residual Risk Level	Authority required	Signature and date	Residual Risk Level	Authority required	Signature and date
Low	Author of RA		Low	Supervisor	
Medium	Supervisor	<u>Steve Sault 8/6/2022</u> 	Medium	Supervisor	
High	School/Service Division Director		High	School/Service Division Director	
	College Dean			College Dean	
Extreme	COO		Extreme	COO	

WHS Review: Andrew Martin

Date: 1 June 2022



Australian
National
University

Work Health and Safety Management System (WHSMS) Handbook

Review for any ACT Health or Australian National University updates prior to the event.



Table 2.1 Likelihood Table

Ranking	Description	Probability or frequency of event happening
Almost certain	The hazard is expected to lead to an event in most circumstances at the University	A daily to monthly occurrence
Likely	The hazard could lead to an event in most circumstances at the University	Between monthly to yearly occurrence
Possible	The hazard has led to an event at some time at the University	Occurs once between 1 to 5 years
Unlikely	The hazard could lead to an event at some time	Occurs once between 5 to 20 years
Rare	The hazard may lead to an event in exceptional circumstances	Occurs once between 20+ years

Table 2.2 Consequences Table

Ranking	Injury, Illness or Disease	Plant, Equipment and materials	Environment
Catastrophic	Fatality / fatalities or permanent disability. Permanently unable to work	Destroyed or cannot be reused	Long term permanent effect to ecosystems. Significant intervention required to remediate
Major	Requiring extensive medical treatment such as hospitalisation as in patient and possibly a Notifiable Incident LTI >1 week	Damage requiring repairs/rebuild and possible recertification prior to reuse, lost use for one or more days	Notification to environmental agency, ecosystem will need time to recover, intervention required to remediate
Moderate	Minor medical treatment injury, such as treated by a health professional, hospital outpatient, no potential to be a Notifiable Incident LTI < 1 week and can return to normal duties	Damage requiring a repair/service by a trade/technician within the day	Contamination event that does not impact on ecosystem. Short impact does not need intervention
Minor	Injury needing significant first aid treatment and can return to work within shift	Equipment able to be reset or gotten back into operation by the operator	Minor contained contamination ceasing when the short event is over, can remediate (e.g. spill kit)
Insignificant	Report only, no injury OR minor first aid (e.g. bandaid); short-term discomfort	Report only, no damage	Report only, no contamination



Table 3 ANU WHS Risk Matrix

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Medium (10)	High (14)	Extreme (21)	Extreme (22)	Extreme (25)
Likely	Medium (7)	High (13)	High (16)	Extreme (20)	Extreme (24)
Possible	Low (4)	Medium (9)	High (15)	High (18)	Extreme (23)
Unlikely	Low (2)	Medium (6)	Medium (8)	High (17)	High (19)
Rare	Low (1)	Low (3)	Low (5)	Medium(11)	Medium (12)

Table 4. Hierarchy of Control

Level	Examples	Effectiveness
Elimination	<ul style="list-style-type: none"> Remove the hazards completely Cease the activity Dispose of unwanted hazardous chemicals or plant etc Individuals with COVID symptoms are not allowed at work, attend classes or be present on campus, and must get tested (remain isolated until test result is negative) 	<p style="text-align: center;">Most Effective</p> <p style="text-align: center;">Least Effective</p>
Substitution	<ul style="list-style-type: none"> Use less hazardous chemicals Use safer plant equipment Use handset instead of telephone Move smaller weight loads instead of large weight Remote teaching, learning and meetings (COVID) Outdoor gathering and functions (COVID) 	
Isolation	<ul style="list-style-type: none"> Physical separation from the hazard by distance or complete shielding Install guard rails around edges and holes to floors Move workers to a new room away from hazardous noise Maintain physical distancing in line with current state/territory requirements (COVID) Hire sufficient vehicles to ensure physical distancing during field trip (COVID) 	
Engineering Control	<ul style="list-style-type: none"> Use ventilation system Use fume cupboard when working with hazardous chemicals Install guarding around rotating and crushing parts Use trolley or hoist to lift heavy loads Use duress alarm system while doing home interview or offsite field work Up to date COVID vaccination (COVID) Access to hand sanitiser/wash (COVID) 	
Administrative Control	<ul style="list-style-type: none"> Use Safe Work Procedures [See section 3.1.3.1] or instructions Induction and WHS information Training [See Handbook Chapter 3.2] Contingency Planning and Testing [See section 3.1.3.2] 	



	<ul style="list-style-type: none"> • Permit to Work system [See section 3.1.3.3] • Signage • QR Check-in system (COVID) 	
Personal Protective Equipment (PPE)	<ul style="list-style-type: none"> • Lab coat • Safety glasses/face shield • Gloves/cryogenic gloves • Respirators/Masks (e.g. P2/N95 for COVID protection) • Personal hearing protectors 	

Table 5 Risk Assessment and SWP review timeframe

Use this Table to determine risk assessment and safe work procedure review timeframe and frequency and put in the front of the risk assessment.

Residual Risk	Review Frequency		What to do during the review.
Extreme	6 monthly	And/or After an incident where deficiencies in identifying or controlling hazards have been observed	Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.
High	Annually	When changes to the activity need to occur	Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.
Medium	Two yearly	When significant changes (e.g. renovation) to the workplace need to occur	Review the control measures.
Low	Three yearly	When HSRs request a review	Review the control measures.