

Assess Risk

This will be undertaken by Management and/or the suitably qualified or trained person completing the workplace inspection. Using the Task/Hazards module in HII Safe enter all the details and use the Risk Matrix below as a guide to Assess the likelihood of a hazard or incident occurring and the potential severity / consequence of that incident. Use the matrix to determine the response rate to the hazard.

Risk Matrix (Hazpak- SafeWork)

Consequences – how badly could someone be hurt by this hazard?	Likelihood – how likely is it that the hazardous event could occur?			
	Very Likely Could happen anytime	Likely Could happen some time	Unlikely Could happen but very rarely	Very Unlikely May happen but probably never will
Death or permanent disability	1	1	2	3
Long-term injury of serious illness	1	2	3	4
Medical attention required	2	3	4	5
First Aid only	3	4	5	6

Risk Scores and suggested Action time frames

- 1 = Do something about this hazard immediately
- 2 = Do something about this hazard within 24 hours
- 3 = Do something about this hazard within 48 hours
- 4 = Do something about this hazard within one week
- 5 = Do something about this hazard within two weeks
- 6 = Do something when possible

1. **Isolation** – roping off or separating the hazard to a less hazardous environment to the general work area e.g. store hazardous item separately or cordon off area where hazard is found
2. **Engineering controls** – modifying the hazard or equipment to make the process or tasks less hazardous e.g. trolleys to move loads
3. **Administrative controls** – administrative activities to clarify processes or activities and reduce the risk e.g. training, creation of safe operating procedures, job rotation and policies
4. **Personal protective equipment** – tools, clothing and equipment worn by an individual to protect themselves whilst working e.g. gloves, eye protection, masks.

More details are on policy WHS006

The Goulburn Club Board is responsible for both strategic and operational management of the club. Therefore the Goulburn Club Board covers all roles covered by the following terms: a Person Conducting a Business or Undertaking ('PCBU'), Officers and Directors, Managers as well as workers.