

WorkingSafety.Net Methodology & Risk Matrix

A Guide to Workplace Task's & Job Site Risk Management

Examine the Job or Location to identify any potential for adverse incidents and/or the possibility of an injury to either on-site personnel or pedestrians including, any possibilities for damage to either equipment or property. Use the 'Guide & Risk Matrix' below, to evaluate your project for 'Site Specific Hazards & Risks' or, to assist in preparing a new 'Safe Work Method Statement' or, a simple 'Workplace Procedure' using the following guidelines:

WORK PLACE/JOB SITE

- Surroundings – Look Up – Look Down – Look Around – Identify any "Site Specific Hazards or Risks".
- Power Lines – Overhead Cables – High Rise Construction – Cranes & Gantries – Over-head Work(s).
- Scaffolding – Steps/Ladders – Working Platforms – Hoists – Cherry Pickers – Goods/Personnel Lifts.
- Working Level – High, Medium or Low – Rooftop – Surfaces – Slippery when Wet – Slope or other.
- Trenches – Cabling/Communications – Pits – Ditches – Holes – Condition of Surfaces (Work Area).
- Environment – General Conditions also, Weather Conditions may need to be factored into any Risks.
- Noise Level – Very High, High, Medium or Low – Frequency – Continuous – Intermittent – Distractions.
- Lighting – General Visibility – Too Bright – Too Dark – Concealed Lighting – Hand Held Lighting.
- Abnormal Exposures – Confinement – Difficult Access – Obstructions – Passing Pedestrians or Traffic.
- **Hot Work** – Welding – Oxyacetylene Cutting – Grinding – Hydraulic or Air Powered Metal Cutting.

ON-SITE SIGNS & SAFEGUARDS

- Are Warning – Hazard – PPE Instruction signs in place – are any signs damaged or missing?
- Barriers – Fencing – Roped Off Area's – Manhole Covers – Trench Covers – Traffic/Road Plates

DEFINE THE JOB

- Break Down each job or task into Easily Controlled & Manageable Steps.
- Procedures – General or Site Policy Requirements – Special Instructions and/or "Safety Guidelines".
- Worker "Action" or "In-Action" (**What might happen if a worker acts inappropriately!**)

PLANT & EQUIPMENT

- Vehicle(s), Machinery, Plant, Tools & Equipment – Travelling to and from – Delivering or Collecting.
- Supplies and/or Materials – Weight – Size – Shape – Load Distribution – Packaging Type – Pallets.
- Chemicals, **List ALL Chemicals** and/or **Dangerous Substances** that will be used/stored on site.

MANUAL HANDLING

- Procedures – Policy Requirements – Special Instructions and/or "Regulated Safety Guidelines".
- Weight – Size – Shape – Load Distribution – Package Type – Carrying Distance – Storage Level.
- Stretching – Bending – Over-Reaching – Over-Exertion – Length of Time Under Load.

ANSWER THESE QUESTIONS – "What might happen if someone..?"

- Comes into "Contact With" and/or "Is Struck By" – consider the possibility of "Falling Objects"
- Explore any possible "What If" Someone becomes – "Caught" On – In – Under or Between
- Has a "Fall" at the Same Level – Into – Onto – Over – Underneath – Between or Through
- Or "Fall's" from Height – Over – Into – Onto – Underneath – Between or Through

ADDITIONAL CAUTIONS

- Drugs & Alcohol – Needle Stick Injury – Biological Agents or Unlabelled/Unknown Chemicals.

HAZARD & RISK ASSESSMENT

- Apply the "Risk Matrix" to rate the Hazard involving all, any job or location as directed above.

LIKELIHOOD:

- Having identified a workplace or job hazard, assess the level for possible injury followed by the likelihood of an event/incident happening.

RISK ASSESMENT MATRIX

When rating a Risk of Death level, you must adhere to the following principles;

- (High) "Very Likely" ergo: Highly Probable MUST BE rated a Risk Level – 1
- (Medium) "Likely" ergo: Moderately Possible Must Remain a Risk Level – 1
- (Low) "Unlikely" ergo: A Slim chance it could occur drops to Risk Level – 2
- (Very Low) "Very Unlikely" but a death may be possible is a Risk Level – 3
- Furthermore, there cannot be any "Risk of Death" using the Level's – 4, 5 or 6

NO WORK CAN BE ALLOWED TO PROCEED WHICH HAS A RISK LEVEL – 1

The 4 x 6 Level Risk Matrix for JSA or Safe Work Method Statements

HAZARD & RISK LEVELS	Very Likely	Likely	Unlikely	Very Unlikely
Death or Permanent Disability Potential for Loss of Limb(s)	1	1	2	3
Serious Injury or Loss of Limbs Possible Long Term Illness	1	2	3	4
Moderate Injury, Medical Attention. Days Off Work, Short Recovery	2	3	4	5
Minor Injury and/or First Aid Needed Days Off Work Not Required	3	4	5	6

RISK LEGEND

LEVEL	REQUIRED ACTION
1	Work CANNOT COMMENCE – Immediate action MUST be taken to Ensure Everyone's Safety. The 'Hazard' must be 'Eliminated' – If that is not possible, the task must be modified so that the 'Risk' is reduced down to the safest possible level.
2	Action in the Short Term is a must, (try to modify the task, use different tools or an alternate technique) If work must proceed, initiate every possible safeguard, use extreme caution and supervise the full task.
3	Action is to be taken within a reasonable period of time – Monitor the situation, Document the Findings and, look for ways to eliminate or reduce the hazard.
4-5-6	If Positive Action is possible, make it so else, Monitor Regularly, Document the Findings for Review and, look for alternate ways of doing the work so the hazard is eliminated or considerably reduced.

