

Date Identified <i>DD/MM/YY</i>	Product or Substance <i>e.g. petrol</i>	Are safety data sheets held?	What is the related harm? <i>e.g. risk of explosion</i>	What is the initial risk assessment? <i>Use risk assessment matrix</i>	Is personal protective equipment required?	What other measures are required? <i>e.g. store in a locked space away from any ignition source</i>	What is the residual risk assessment? <i>Use risk assessment matrix</i>
		Yes No			Yes No		
		Yes No			Yes No		
		Yes No			Yes No		
		Yes No			Yes No		
		Yes No			Yes No		

Special storage requirements

Product

Storage requirements

Location of product or substance

Risk Assessment Matrix

Consider the likelihood of a hazardous event occurring

Consider the severity of injury/illness

	Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Catastrophic (e.g fatal)	Moderate	Moderate	High	Critical	Critical
Major (e.g Permanent Disability)	Low	Moderate	Moderate	High	Critical
Moderate (e.g Hospitalisation/Short or Long Term Disability)	Low	Moderate	Moderate	Moderate	High
Minor (e.g First Aid)	Very Low	Low	Moderate	Moderate	Moderate
Superficial (e.g No Treatment Required)	Very Low	Very Low	Low	Low	Moderate

Most effective



Least effective

ELIMINATE:

- 1 Eliminate the hazard**
remove it completely from your workplace
- If this isn't reasonably practicable, then...

MINIMISE:

- Substitute the hazard**
(wholly or partly) with a safer alternative
 - 2 Isolate the hazard**
using physical barriers, time or distance
 - Use engineering controls**
adapt tools or equipment to reduce the risk
 - 3 Use administrative controls**
develop methods of work, processes and procedures
 - 4 Use personal protective equipment (PPE)**
this is the last option after you have considered all the other options for your workplace
- Minimise the risk, so far as reasonably practicable, by taking 1 or more of these actions that is the most appropriate
- If a risk then remains, you must minimise the remaining risk, so far as reasonably practicable
- If a risk then remains, you must minimise the remaining risk by using PPE