Please refer to the [How to manage work health and safety risks Code of Practice](https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice/how-to-manage-work-health-and-safety-risks) for information on how to conduct a risk assessment and use this template.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Workplace/location: |  | | | | | |
| Name of person/s conducting assessment: |  | | | | | |
| Date and time: |  | | | | | |
|  | | | | | | |
| **Identify the hazard** | | **Assess the risk** | **Fix the problem** | | | **Evaluate** |
| Identify the work task or activity | What are the hazards associated with each activity? | Is the risk associated with the hazard low, medium, high or extreme? | If the risk is deemed unacceptable, what will be done to eliminate or minimise the risk? | By whom? | By when? | Go through the first 3 steps again to ensure risk levels are now at acceptable level.  Revised risk level? |
|  |  | Choose an item. |  |  | Click or tap to enter a date. | Choose an item. |
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|  |  | Choose an item. |  |  | Click or tap to enter a date. | Choose an item. |

**RISK MATRIX**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood** | **Consequence** | | | | |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Almost Certain** | Medium | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

# Consequence - Evaluate the consequences of a risk occurring according to the ratings in the top row

|  |  |  |
| --- | --- | --- |
| **Descriptor** | **Level** | **Definition** |
| **Insignificant** | **1** | No injury |
| **Minor** | **2** | Injury/ ill health requiring first aid |
| **Moderate** | **3** | Injury/ill health requiring medical attention |
| **Major** | **4** | Injury/ill health requiring hospital admission |
| **Severe** | **5** | Fatality |

# Likelihood - Evaluate the likelihood of an incident occurring according to the ratings in the left hand column

|  |  |  |
| --- | --- | --- |
| **Descriptor** | **Level** | **Definition** |
| **Rare** | **1** | May occur somewhere, sometime (“once in a life time / once in a hundred years”) |
| **Unlikely** | **2** | May occur somewhere within the workplace over an extended period of time |
| **Possible** | **3** | May occur several times across the workplace or a region over a period of time |
| **Likely** | **4** | May be anticipated multiple times over a period of time. May occur once every few repetitions of the activity or event |
| **Almost Certain** | **5** | Prone to occur regularly It is anticipated for each repetition of the activity of event |