



# **RISK ASSESSMENT REPORT**



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# 1. INTRODUCTION

Thank you for engaging **Insert Your Company** to undertake your risk assessment. Appreciation is extended for the assistance given and the willingness to improve safety at **insert address**.

Please note that risk management is an ongoing process, as such this risk assessment report is a platform to enable a continual improvement process.

Where reference is made to the Work Health and Safety Act and the Work Health and Safety Regulation, it is strongly suggested the recommendations are followed.

## Assessment Details

Company Name:	Insert details
Workplace Address:	Insert details
Phone:	Insert details
Date of Inspection:	Insert details
Date of Report:	Insert details
Auditor:	Insert name

# 2. SCOPE

The scope of the risk assessment was to assist **insert company** in meeting its obligations under the Work Health and Safety Act, and the Work Health and Safety Regulation and to meet their due diligence obligations.

The assessment consisted of examining the **insert details**

# 3. METHODOLOGY

## 3.1 Assessment Process

An assessment was conducted using visual observations, consultation and measurements were made. This process draws reference from applicable legislative requirements, Work Health and Safety Act, Work Health and Safety Regulation and the Australian Standard AS/NZS 4360:2004, How to Manage Work Health and Safety Risks.

## 3.2 Assessment Approach

The measures identified through this report were based upon the legislative requirements of Work Health and Safety laws (WHS laws) which is to protect the health, safety and welfare of employees, volunteers and other persons who are at or near to contact with a workplace.

# 4. EXECUTIVE SUMMARY

Insert a summary

An assessment of **xyz** was undertaken at the premises of **insert address** on the **insert date**

#### 4.1. Residual Risk Table

Control Measure	Risk	Risk Rating	Elimination and/or Control Measures

The residual risk rating definitions are:

**3 –** The risk has an extreme consequence but, a serious incident will probably not occur.

**2 –** The risk has an extreme consequence but, a serious incident is probably not likely to occur.

**1 –** The risk has an extreme consequence and a serious incident could occur at some time.

Adjust numbers to your preferred risk matrix

After careful observation of the work procedure, insert when consultation with insert company personnel, together with consideration of the requirements of the 'hierarchy of controls' (as required by insert section of the Regulation, it has been determined that the insert detail provides the most effective control measure.

Whilst the given examples act as control measures to minimise the risk when followed, these control measures are heavily dependent upon administrative procedures and personnel behaviour and are more secondary to the given examples.



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