

2.5B Individual Risk Assessment Matrix

| For each identified hazard think about..... | SECOND , if the hazard occurred, how severely could it hurt someone? | | | | |
|---|---|--|--|---|--|
| FIRST , how likely is the hazard likely to hurt someone? | Insignificant <i>May result in requiring first aid/no time off work</i> | Minor <i>May result in injury requiring treatment/minimal to no time off work</i> | Moderate <i>May result in injury requiring hospitalisation/several days off</i> | Major <i>May result in a severe injury/lengthy period off work or disability</i> | Catastrophic <i>May result in death</i> |
| Almost certain <i>Daily/will occur/in all circumstances</i> | High | Very High | Extreme | Extreme | Extreme |
| Very likely <i>Weekly to monthly/expected to occur/in most circumstances</i> | Medium | High | Very High | Very High | Extreme |
| Possible <i>Annually/will probably occur/has occurred/will occur under some circumstances</i> | Low | Medium | High | Very High | Extreme |
| Unlikely <i>May occur every ten years or so/could occur/has possibly happened elsewhere</i> | Low | Medium | Medium | High | Very High |
| Rarely <i>Almost impossible/may occur in exceptional circumstances/similar incident has occurred elsewhere</i> | Low | Low | Low | Medium | High |

Risk Rating Notification Requirements

| Risk Rating | Priority | Action Required |
|------------------|----------|--|
| Extreme | 1 | Cease activity or task immediately and contact your Supervisor. Detailed research and planning will be required to ensure that the hazard is adequately controlled. |
| Very High | 2 | Cease activity or task immediately and contact Supervisor. Urgent management attention is required to ensure the hazard is adequately controlled. The Supervisor will be responsible for ensuring that the hazard has been recorded and acted on. |
| High | 3 | Cease activity or task immediately and contact your Supervisor. Urgent management attention is required to ensure the hazard is adequately controlled. The Supervisor will be responsible for ensuring that the hazard has been recorded and acted on. |
| Moderate | 4 | The Supervisor will be responsible for overseeing the development and implementation of corrective/preventative actions in consultation with the service team The Supervisor will be responsible for ensuring that the hazard has been recorded and acted on. |
| Low | 5 | Manage via routine procedures at a service level/accept risk. |

| Version | Date | Comment/Change | Amendment By | Approved |
|---------|-----------|------------------------------------|---------------------------------------|------------------------------------|
| 1. | June 2019 | Document developed and operational | Rebecca Everingham – NDIS Coordinator | Julie Higgins – Operations Manager |

