



Southern Cross University

Description of the work to be completed:			
Work Order Number:			
Building:			
Reason for hot work:			
<input type="checkbox"/> Flame (welding, soldering, brazing, etc)	<input type="checkbox"/> Spark (grinding, cutting, friction tools, etc)		
<input type="checkbox"/> Hot object (metal surface, plate etc)	<input type="checkbox"/> Other (specify) _____		
Start Date:	Time:	Finish Date:	Time:
Risk Assessment Completed by:			Date:

Step 1: Complete this checklist before you start your activity

Before work commences	Yes	No	If yes, include additional control details to be used, and or information
The hot work is to be undertaken on or adjacent to equipment or plant that will require an isolation	<input type="checkbox"/>	<input type="checkbox"/>	
A fixed fire protection or detection system will need to be taken out of service	<input type="checkbox"/>	<input type="checkbox"/>	
The work area will require specific cleaning, purging, ventilation or pre-work atmospheric monitoring	<input type="checkbox"/>	<input type="checkbox"/>	
The work area has been classified as a confined space	<input type="checkbox"/>	<input type="checkbox"/>	All permits / risk assessments pertaining to confined spaces to be completed prior to any hot works commencing
A fire watcher will be required to watch the area to monitor fire risk for a period of 30 minutes following the work	<input type="checkbox"/>	<input type="checkbox"/>	Confirm yes to proceed
Weather conditions are appropriate for the task including but not limited to there being no total fire ban in place	<input type="checkbox"/>	<input type="checkbox"/>	
Personal protective equipment will be used	<input type="checkbox"/>	<input type="checkbox"/>	
The area has been made safe to passers-by	<input type="checkbox"/>	<input type="checkbox"/>	
Surrounding work areas have been notified	<input type="checkbox"/>	<input type="checkbox"/>	

Following completion of this Risk Assessment a Hot Work Permit must be issued prior to commencement of any activities



STEP 2. ASSESSING THE INHERENT WHS AND OTHER RISKS (*Allocate a likelihood, consequence and risk rating for each risk. Risk matrix and likelihood descriptors included below*).

Hint: What are the safety problems, i.e., hazards presented by the task? Item numbers must correspond with table below.

Item	What is the WHS Risk?	Risk Control Measure(s) on place	Risk Rating (E/H/M/L)
1			
2			
3			
4			

STEP 3. RISK CONTROL PLAN

To be completed by Property Services.

Item	Additional Controls Needed	Revised Risk Rating	Person Responsible	Implementation Date
1				
2				
3				
4				



AUTHOR:	
SUPERVISOR:	
PS APPROVAL	
APPROVAL DATE:	

Risk Consequence Descriptors

Rating	Description	Financial impact	Clients & Staff Health and Safety	Business Interruption	Reputation & image	Corporate Objectives
1	Insignificant	Minimal financial loss; Less than \$500K	No or only minor personal injury; First Aid needed but no days lost	Negligible; Critical systems unavailable for less than one hour	Negligible impact	Resolved in day-to-day management
2	Minor	\$500K to \$2M; not covered by insurance	Minor injury; Medical treatment & some days lost	Inconvenient; Critical systems unavailable for several hours	Adverse local media coverage only	Minor impact
3	Moderate	\$2M to \$5M; not covered by insurance	Injury; Possible hospitalisation & numerous days lost	Client dissatisfaction; Critical systems unavailable for < 1 day	Adverse capital city media coverage	Significant impact
4	Major	\$5M to \$10M; not covered by insurance	Single death &/or long-term illness/disability or multiple serious injuries	Critical systems unavailable for 1 day or a series of prolonged outages	Adverse and extended national media coverage	Major impact
5	Catastrophic	Above \$10M; not covered by insurance	Fatality(ies) or permanent disability or ill-health	Critical systems unavailable for > a day (at a crucial time)	Demand for government inquiry	Disastrous impact



Risk Likelihood Descriptors

Rating	Description	Likelihood of Occurrence
1	Rare	Highly unlikely, but it may occur in exceptional circumstances. It could happen, but probably never will.
2	Unlikely	Not expected, but there's a slight possibility it may occur at some time.
3	Possible	The event might occur at some time as there is a history of casual occurrence at the University &/or similar institutions.
4	Likely	There is a strong possibility the event will occur as there is a history of frequent occurrence at the University &/or similar institutions.
5	Almost Certain	Very likely. The event is expected to occur in most circumstances as there is a history of regular occurrence at the University &/or similar institutions.

Risk Rating Matrix

Likelihood		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
		1	2	3	4	5
5	Almost Certain	Medium	Medium	High	Extreme	Extreme
4	Likely	Low	Medium	High	High	Extreme
3	Possible	Low	Medium	Medium	High	High
2	Unlikely	Low	Low	Medium	Medium	Medium
1	Rare	Low	Low	Low	Low	Medium

**See the following page for likelihood and consequence descriptors*

Risk Rating Descriptors

Rating	Description	Required Action
L (1-4)	Low	Acceptable: Unlikely to require specific application of resources. Manage by routine procedures. Monitor and review
M (5-11)	Medium	Acceptable: Unlikely to cause much damage and/ or threaten the efficiency and effectiveness of the program/ activity. Treatment plans to be developed and implemented by operational managers. Manage by specific monitoring or response procedures.
H (12-16)	High	Generally not acceptable: Likely to cause some damage, disruption or breach of controls. Senior management attention needed and management responsibility specified; Treatment plans to be developed and reported to relevant Executive Member.
E (17-25)	Extreme	Not acceptable: Likely to threaten the survival or continued effective functioning of the program or the organisation, either financially or politically. Immediate action required; Must be managed by senior management with a detailed treatment plan reported to VCEC and Council.