Appendix B WHS Hazard and Risk Assessment

	Static Risk Assessment No.	Assessment Date	Review by Date	Version
	To be assigned by WHS Officer/Manager or equivalent	**07/04/2025**	*Refer to Table 5 to determine*	

Name of the Task/Activity/Area/Hazards to be assessed	Big Day In, Student event			**Top Residual Risk (L, M, H, E)**		
				L		
Detailed description of the activity/task & location	Full day event with approximately 250 attendees. Students from years 9 – 12 from Canberra & surrounds.					
School/Service Division	College of Systems & Society					
Location and Supervisor	**Location**	**Building 60**	**Supervisor**		**Ph**	
Risk Assessment Team Have you completed ANU WHS Risk Management Training? ☒ Y ☐ N **IF NO, DO NOT PROCEED**	**Name**	**Felipe Messias**	**Email**	**Felipe.messias@anu.edu.au**	**Ph**	**0451597049**
	Name	**Tobias James**	**Email**	**Tobias.james@anu.edu.au**	**Ph**	**0450861776**
	Name		**Email**		**Ph**	
	Name		**Email**		**Ph**	
Who will be affected by this RA?	☒ All people in the location ☐ A group/s of people (list below) ☐ A single person (list below)					
Who will be consulted on this RA? (All persons affected or their representatives needs to be consulted)	*List the names of people who are consulted – Mandatory unless there is only 1 person affected* Felipe Messias, Marketing & Recruitment Coordinator Tobias James, Marketing & Recruitment Manager					

WHS Legal and Other Requirements	Work Health and Safety Act 2011 (Cth) Work Health and Safety Regulations 2011 (Cth) *For other legal requirements, choose from University WHS Legal and Other Requirements Matrix for specific Risk Profile and corresponding requirements and **list them here**. Alternatively, you can refer to a WHSMS Handbook Chapter in this section.*
Type of RA	☐ **Static RA (long term and > 6 months)** - Send a copy (electronic) to WHS Officer/Manager and keep original locally near the activity/location, accessible to all people affected. ☒ **Dynamic RA (short term and < 6 months or once off)** – Keep the original locally (electronically or physically) near the activity/location, accessible to all people affected.

Risk Assessment Instruction

- This form is used when a documented risk assessment is required in accordance with Appendix A of WHSMS Handbook Chapter 3.1.
- Original risk assessments must be in a convenient location in the local area accessible by all people affected by the risk assessment.
- Risk assessments for static hazards/tasks/activities must be forwarded to local the WHS Officer/Manager for inclusion in the School/Service Division Static Risk Assessment Register.

Follow these steps to complete the risk assessment:

1. Select all applicable hazards from Table 1 below and transfer them into the 'Hazards' column of the Risk Assessment (RA) Form.
2. Enter where and when this hazard exists. This may include specifying during which step(s) in the activity, this hazard exists.
3. Estimate the inherent risk of the hazard (without any controls in place) by using Likelihood against Consequences (defined in Table 2) and the ANU WHS Risk Matrix (Table 3). Record this in the 'Inherent Risk' column of the RA Form.
4. Identify appropriate control measures for each hazard in accordance with the Hierarchy of Control Principle (Table 4) and list them in the 'Control' column of the RA Form.
5. Estimate the residual risk of the hazard after implementing all controls. In estimating residual risk, remember that administrative controls can only reduce the 'likelihood' of an event occurring, not the 'consequences'.
6. Identify any controls that are not already in place as corrective actions in Figtree and ensure that they are implemented before undertaking the activity.
7. Obtain approval from relevant people as identified.
8. Identify if this is a static risk assessment (> 6 months) or dynamic risk assessment (< 6 months).
9. Send a copy of the static risk assessments to WHS Officers/Managers/Equivalent – Keep on file for 7 years.
10. Keep originals of risk assessments in close vicinity of the activities. Dynamic risk assessments can be destroyed 1 year after the activity ceases.
11. Review the static risk assessments and associated safe work procedures in accordance with 3.1.2.6 Step 4: Review Control Measures.

Risk Assessment							
Hazards Also list where and when can the hazards present?	**Inherent Risk**			**Control Measures** When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the following page.	**Residual Risk**		
	Likelihood	**Consequence**	**Risk rating**		**Likelihood**	**Consequence**	**Risk rating**
High traffic areas & congestion	Possible	Insignificant	Low (4)	• Event staff to moderate flow of traffic and direct students to alternative paths or exits. • Multiple venues booked across Cultural Centre to allow sufficient space for conference, exhibiting and lunch/rest areas.	Unlikely	Insignificant	Low (2)

Insufficient supervision of guests under 18	Almost certain	Insignificant	Medium (10)	• Teachers to attend in supervisor roles – ratio of 1 teacher to 20 students
				• Additional supervising staff includes
				  ○ 12 ANU volunteers
				  ○ Approximately 3 * CECC marketing staff
				  ○ Venue staff available if required.
				• Parental permission provided in order to attend event.
					Unlikely	Insignificant	Low (2)

Risk Assessment							
Hazards Also list where and when can the hazards present?	**Inherent Risk**			**Control Measures** When control a hazard, always follow Hierarchy of Control Principle to go to the highest possible control before moving to less effective controls (see Table 4). List the control category and the controls below. Do the same for all other hazards. For any controls that are not in place, fill in the Actions table on the following page.	**Residual Risk**		
	Likelihood	**Consequence**	**Risk rating**		**Likelihood**	**Consequence**	**Risk rating**
COVID- 19 exposure	Unlikely	Minor	Medium (6)	• Guests are encouraged to stay home if feeling unwell • Large venues secured to allow for sufficient space per individual. • Hand-sanitiser & face masks readily available.	Unlikely	Insignificant	Low (2)

Corrective Actions				
The activity must not be commenced until all controls are in place. List below which controls are currently not in place, who will implement them and by when. *Add additional rows as needed.* Identified corrective actions must be recorded in Figtree.				
List of Controls not in place	**Responsible person/s**	**Figtree corrective action number**	**Timeframe**	**Date Completed**

Approval for risk assessment

If the level of residual risk is assessed as **high** or **extreme**,

1. **Stop the activity immediately**; AND
2. Tag out the plant/equipment; and/or
3. Secure any chemical; and
4. Implement, or seek advice from WHS Officer or Subject Matter Experts to implement, additional controls to reduce the residual risk further to medium [Supervisor signature required];
5. If the above is not possible, seek approval from relevant authority (High – School/Division Director/College Dean; Extreme – COO).
   NOTE: Approval will only be granted in exceptional circumstances after consultation with Associate Director, WEG and/or a Subject Matter Expert. See Chapter 3.1 for details.

Approval required					
Worker conducted RA			**Student conducted RA**		
Residual Risk Level	**Authority required**	**Signature and date**	**Residual Risk Level**	**Authority required**	**Signature and date**
Low	**Author of RA**	Felipe Messias – 31/07/2024	Low	**Supervisor**	
Medium	**Supervisor**		Medium	**Supervisor**	
High	**School/Service Division Director or College Dean**		High	**School/Service Division Director or College Dean**	
Extreme	**COO**		Extreme	**COO**	

Table 1. Hazard Selection Table for Hazard Profiles

Electrical	
☐	Electrical Shock (both minor and major)
☐	Electrical Burns (both minor and major)
☐	Overheating and fire
☐	Electrocution
☐	Other (not listed above)

Chemical	
☐	Airborne contaminants that poses a health hazard
☐	Flammable ☐ Liquid ☐ Solid ☐ Gas ☐ Airborne contaminants
☐	Explosive substances
☐	Self-reactive or self-heating chemicals
☐	Organic peroxide or peroxide-forming chemicals
☐	Oxidising substances
☐	Hydrofluoric acid (HF)
☐	Corrosive ☐ Substances ☐ Gas ☐ Airborne contaminants
☐	Asphyxiate gas (e.g. CO_2 including dry ice, liquid N_2)
☐	Toxic and health hazard substances
☐	Toxic gas (e.g. Hydrogen cyanide, cyanogen)
☐	Respiratory irritants (e.g. engineered nanomaterials, dust, asbestos)

Chemical	
☐	Chemical spraying (e.g. agricultural, pesticides)
☐	Chemicals requiring health monitoring (e.g. Schedule 14 Chemicals).
☐	Prohibited and restricted carcinogens
☐	Mutagens or reproductive system hazards
☐	Hazards during storage (e.g. mixed hazards storage, dangerous when wet, temperature sensitive, heat & friction sensitive etc)
☐	Mix two chemicals to form a new chemical
☐	Chemical spill – Controlled or uncontrolled
☐	Exposure to Hazardous Materials (e.g. Asbestos, Lead or Mercury).
☐	Other (not listed above, e.g. hazard interactions)

Biological	
☐	Live animal handling (e.g. bites, allergies)
☐	Potential of uncontrolled outbreak of an infectious disease
☐	Pathogen or body fluid contamination
☐	Exposure to viruses including blood borne viruses
☐	Infective microorganism exposure

Biological	
☐	Exposure to communicable or infectious disease as a research object
☐	GMO exposure and security
☐	Sharps and contaminated sharps
☐	Biological material spillage
☐	Other (not listed above)

Plant and Equipment	
☐	Entanglement and trapping parts
☐	Crushing, rotating and cutting parts
☐	Serious burn/cold
☐	Ejection of piece/s; shattering or fragmentation; Explosion; Implosion
☐	Stabbing, puncturing, shearing, friction, abrasion
☐	Lifts or suspends a load (e.g. falling objects)
☐	Rollover or striking against the plant
☐	Pressurised vessels (e.g. autoclave, boilers, steam generator)
☐	Mobile lifting equipment and Elevated Work Platform (e.g. heavy load fall from height)
☐	Hazardous levels of heat or vibration (generated by plant to whole or part body)
☐	Potential exposure to fluids under high pressure

Plant and Equipment	
☐	Other (not listed above)

Noise	
☐	Exposure to 85dB(A) LAeq, 8h
☐	Exposure to peak noise level of 130 dB(C) any time during the work activity
☐	Exposure to ototoxic chemicals: ☐ At any noise level ☐ > 50% of the OEL of the chemical at any noise level ☐ At over 100 dB noise level but any level of exposure to ototoxic chemicals
☐	Exposure to vibration & ototoxic chemicals
☐	Nuisance level of noise causing discomfort
☐	Other ((not listed above)

Radiation	
☐	Sealed or Unsealed sources (alpha, beta or gamma)
☐	Exposure to EM Radiations (e.g. X-ray, UV, infrared)
☐	Exposure to artificial radiation (e.g. laser)
☐	Security of sealed and unsealed sources
☐	Other (not listed above)

Ergonomics and Manual Tasks	
☐	Repetitive or sustained forces

Ergonomics and Manual Tasks	
☐	Sustained awkward static postures
☐	Repetitive movements
☐	Long duration
☐	High Forces
☐	Long duration of the same posture (e.g. standing, sitting)
☐	Animal handling or handling unbalanced/unpredictable load
☐	Transfer of item(s) up or down stairs, using both hands or requiring the use of lifting equipment from one level to another
☐	Repetitive, monotonous work, at a high pace

Duress and Security Stress	
☐	Personal life threat e.g. violence behaviour, attacking with knives, guns, clubs, or any type of weapon
☐	Personal threat e.g. aggressive behaviour, physical abuse, assault (includes home visits, public interview)
☐	Verbal abuse, threat
☐	Sexual assault/Raping
☐	Bomb threat or unidentified package
☐	Throwing objects, pushing, shoving, tripping, grabbing, kicking, hitting
☐	Contact with body fluid (e.g. biting, spitting, scratching)

Duress and Security Stress	
☐	Kidnaping in a public location while conducting interviews
☐	Unauthorised persons gained access to a building
☐	Other (not listed above)

Public Safety	
☐	Uncontrolled spread of hazardous materials to public
☐	Uncontrolled spread of GMO, communicable or infectious disease to public
☐	Natural disaster e.g. earthquake, flood, bushfire
☐	Explosion of liquid nitrogen tanks or other tanks that would injure public
☐	Loss of radioactive sources that are potentially hazards to students and public
☐	Hazardous wastes going into drinking water/public river/public sewage
☐	Use of industrial robots or University designed robots
☐	Use of VR, AI or emerging technology on experiment participants
☐	Provide experiment participants with confronting materials that would cause traumatic events
☐	Supply/inject/apply substances (e.g. alcohol, chemical, S4-S9 drugs) to experiment participants
☐	Other (not listed above)

Physical/Environmental	
☐	Animals (e.g. hazardous wild animals, bees, snakes)
☐	Confined space entry (e.g. pit, tank, silo, entry through a hatch)
☐	Fall from a height (e.g. ladder, elevated platform, cliff, scaffolding)
☐	Fire (potential for uncontrolled fire due to ignition sources)
☐	Flying or moving items/plant/vehicles, falling object(s)
☐	Hazardous terrain or environment including wet/slippery surfaces
☐	Lighting/visibility is compromised and hazardous
☐	Exceedingly strong lighting both natural and artificial
☐	Glare and reflections
☐	Temperature or weather extremes (e.g. hypothermia, major burns)
☐	Difficult to access work site, or a rescue effort would be difficult in the event of an emergency
☐	Poor air quality or ventilation at work
☐	Insufficient/poor amenities (e.g. toilets, lunch area, breakout area, air-conditioner)
☐	Fall on same level (e.g. slip, trip, wet or unstable surface)
☐	Other (not listed above)

Traffic Safety	
☐	Lack of separation of vehicles, delivery drivers and pedestrians
☐	Lack of physical barriers to prevent interaction between vehicles, delivery drivers and pedestrians
☐	Vehicles queue in a way that could create risks to pedestrians, for example crossing walkways or obstructing people's view of vehicles
☐	Routes are not wide enough to separate vehicles and pedestrians
☒	Vehicles and pedestrians frequently interact
☐	Activities done close to public areas (e.g. students coming out from a School building)
☐	Unsuitable road conditions, uneven terrains, unregulated road routes
☒	Certain times of higher traffic volumes or interactions between vehicles, delivery drivers and pedestrians
☐	Poor lighting, visibility, shade or glare
☐	Potential contact with stationary objects e.g. overhead structures, stationary plant or stored or discarded items.
☐	Blind spots at the workplace caused by stationary equipment and vehicles and other areas of poor visibility or low lighting levels
☐	Other hazards e.g. noise, emissions or falling objects surrounding the building

Traffic Safety	
☐	Pedestrian routes are not designed so pedestrians will not take short cuts
☐	Intersections and bottleneck areas around driveways and entrances
☐	'Blind' or convex corners
☐	Lack of disability access to and within a workplace
☐	Workers are not aware of insurance policy or emergency procedure on road
☐	Lack of maintenance of bikes and cars provided to workers
☐	Use of personal vehicle or bikes for work activities
☐	Other (not listed above)

Event Specific	
☐	Access to the event is restricted/controlled
☐	Amenities, including disability amenities inadequate/insufficient
☐	Amusement structures/rides/inflatable structures
☐	Animals and wildlife
☐	BBQ using gas bottles
☐	Children under the age of 18 are part of the event or attending
☐	Hit by a vehicle (e.g. moving cars in proximity to pedestrians)
☐	Held in a remote area, difficult to access site)
☐	Crowding

Event Specific	
☐	Communication problems/co-ordination of information/alerts
☐	Fatigue e.g. duration of the event, extreme heat
☐	Liquor license
☐	Medical emergency, difficult to administer or obtain first aid gain assistance e.g. access to medical facilities
☐	Scaffolding more than 4m in height
☐	Food services and preparation
☐	High risk work licence required in accordance with WHS Regs

High Risk Travel	
☐	Risk of kidnapping in this city/region
☐	Current civil unrest/political tension
☐	Violent crime
☐	Threat of attack from bordering nations
☐	Region affected by natural disaster
☐	Threat of regional disputes spreading
☐	Heightened risk terrorist attacks can occur
☐	Health risks from insect borne disease
☐	Health risks from water borne disease
☐	Health risks from other infectious disease in the destination countries

High Risk Travel	
☐	Threat of assault and sexual assault in foreign countries
☐	Travel by some roads restricted due to risks
☐	Risk of violence or discrimination based on gender or LGBTI identity
☐	Unpredictable and potentially volatile security situation
☐	Other (not listed above)

Working Away from Campus	
☐	Lack of appropriate communication tools/aid
☐	Lack of tracking to know where the person is
☐	Remote or isolated work locations
☐	Use of poorly maintained vehicles or use of personal vehicles
☐	Wildlife or animals
☐	Traffic accidents while going to or from Campus
☐	Duress situations including being threatened by the public
☐	Poorly set-up/resourced offsite workspace
☐	Social isolation and lack of day to day support
☐	Loss of usual health/self-care routines such as exercise and sleep
☐	Other (not listed above)

Psychosocial	
☐	Job Demands – High job demand, long working hours
☐	Job Demands – High emotional effort responding to distressing situations and to aggressive colleagues or students
☐	Job Demands –Shift work, casual employment, afterhours work, fatigue management
☐	Job Demands – Low job demands, too little to do, monotonous tasks
☐	Poor support - including emotional support, from employer, colleagues and managers
☐	Poor support - Not having the things to do their job properly or on time (e.g. not having the necessary and well maintained tools, systems, equipment or resources)
☐	Poor support – inadequate training, leadership, feedback and instruction from supervisor/manager
☐	Poor Support – Unable to ask for help or collaborate with colleagues due to excessively competitive or unhealthy workplace culture
☐	Low Job Control – High workloads, time pressure, fast work pace
☐	Low Job Control – workers not able to determine methods of work, changes to work practices or otherwise have low autonomy in their role

Psychosocial	
☐	Poor organisational change management – poor planning for change without considering WHS needs
☐	Poor organisational change management- poor consultation in change management
☐	Poor organisational change management; poor communication of needs and processes for change.
☐	Low role clarity - uncertainty about changes or frequent changes to tasks and work standards; conflicting job roles or reporting lines
☐	Low role clarity – No standardised WHS management practices across the University
☐	Remote and/or isolated work – working alone (eg nightshift) or away from usual workplace, reduced access to communications and usual support networks (friends/family)
☐	Remote and/or isolated work – working in locations requiring long travel, or difficult access, poor access to support and emergency services
☐	Poor Physical Environment – Workplace not compliant with WHS requirements
☐	Poor Physical Environment – Poor air quality, high levels of noise, extreme temperatures
☐	Poor Physical Environment – Frequently working in unpleasant conditions

Psychosocial	
☐	Poor Physical Environment – Frequently performing hazardous tasks
☐	Exposure to Traumatic Events – Direct exposure to traumatic events at work
☐	Exposure to Traumatic Events – Indirect exposure to traumatic events at work
☐	Harmful Behaviours - aggression, harassment and sexual harassment, discrimination based on race, gender, sexuality, disability or other.
☐	Harmful Behaviours - Violent events such as robbery, assault including sexual assault, being threatened by managers, colleagues, students, customers, managers or visitors to campus.
☐	Harmful Behaviours – workplace conflicts
☐	Harmful behaviours – Poor relationship between supervisors/line managers and staff or HDR students or other workers
☐	Bullying – Workplace bullying
☐	Poor Organisational Justice – Perceived or actual lack of fairness, equity and diversity; discrimination against community groups or members (e.g. LGBTQI)
☐	Poor organisational justice - ; inconsistent application of policy and procedures; bias on resource allocation

Psychosocial	
☐	Inappropriate rewards and recognition – receiving or witnessing unfair, insufficient or biased feedback or reward in the workplace
☐	Inappropriate rewards and recognition – limited or inequitable provision of development opportunities/ skill recognition
☐	Individual vulnerability–person without a disability; pre-existing mental and/or physical conditions; age and experience of worker, disclosed external stressors eg carer responsibilities, financial situation, relationship status.
☐	Other (not listed above)

COVID-19	
☒	Common Controls associated with COVID-19 (Appendix B.1)
☐	Other (not listed above)

Other Hazard Profiles not listed above	
☒	Please identify in the Hazard Profile here and hazards in the form below

☐	**No hazards are identified. No Risk Assessment is required.**

Table 2.1. Likelihood Table

Ranking	Description	Probability or frequency of event happening
Almost certain	The hazard is expected to lead to an event in most circumstances at the University	A daily to monthly occurrence
Likely	The hazard could lead to an event in most circumstances at the University	Occurs once monthly to once yearly
Possible	The hazard has led to an event at some time at the University	Occurs once between 1 to 5 years
Unlikely	The hazard could lead to an event at some time	Occurs once between 5 to 20 years
Rare	The hazard may lead to an event in exceptional circumstances	Occurs once between 20+ years

Table 2.2. Consequences Table

Ranking	Injury, Illness or Disease	Plant, Equipment and materials	Environment
Catastrophic	Fatality / fatalities or permanent disability. Permanently unable to work	Destroyed or cannot be reused	Long term permanent effect to ecosystems. Significant intervention required to remediate
Major	Requiring extensive medical treatment such as hospitalisation as in patient and possibly a Notifiable Incident. LTI >1 week	Damage requiring repairs/rebuild and possible recertification prior to reuse, lost use for one or more days	Notification to environmental agency, ecosystem will need time to recover, intervention required to remediate
Moderate	Minor medical treatment injury, such as treated by a health professional (eg physiotherapist/ psychologist), hospital outpatient, no potential to be a Notifiable Incident. LTI < 1 week and can return to normal duties	Damage requiring a repair/service by a trade/technician within the day	Contamination event that does not impact on ecosystem. Short impact does not need intervention
Minor	Injury needing significant first aid/mental health	Equipment able to be reset or gotten back into	Minor contained contamination ceasing when the short event is

	first aid treatment and can return to work within shift	operation by the operator	over, can remediate (e.g. spill kit)
Insignificant	Report only, no injury OR minor first aid (e.g. bandaid); short-term discomfort	Report only, no damage	Report only, no contamination

Table 3. ANU WHS Risk Matrix

	Insignificant	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost certain	Medium (10)	High (14)	Extreme (21)	Extreme (22)	Extreme (25)
Likely	Medium (7)	High (13)	High (16)	Extreme (20)	Extreme (24)
Possible	Low (4)	Medium (9)	High (15)	High (18)	Extreme (23)
Unlikely	Low (2)	Medium (6)	Medium (8)	High (17)	High (19)
Rare	Low (1)	Low (3)	Low (5)	Medium (11)	Medium (12)

Table 4. Hierarchy of Control

Level	**Examples**	**Effectiveness**
Elimination	• Remove the hazards completely. • Cease the activity. • Dispose of unwanted hazardous chemicals or plant etc. • Individuals with COVID symptoms are not allowed on campus or attend class.	**Most Effective**
Substitution	• Use less hazardous chemicals. • Use safer plant equipment. • Use handset instead of telephone. • Move smaller weight loads instead of large weight. • Remote teaching, learning and meetings (COVID). • Outdoor gathering and functions (COVID).	
Isolation	• Physical separation from the hazard by distance or complete shielding. • Install guard rails around edges and holes to floors. • Move workers to a new room away from hazardous noise.	

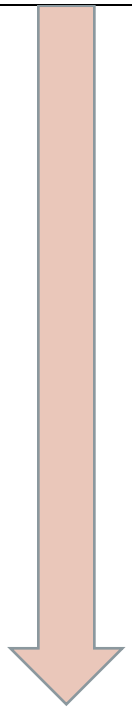
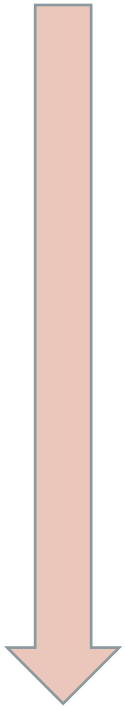
	• Install safety screens in customer service areas to reduce risk of aggressive behaviours. • Use phone or online communications rather than face to face for high risk individuals. • Provide quiet rooms for staff to have respite from noisy or busy work spaces. • Maintain physical distancing in line with current state/territory requirements (COVID). • Hire sufficient vehicles to ensure physical distancing during field trip (COVID).	 **Less Effective** **Effective**  **Least Effective**
Engineering Control	• Use ventilation system. • Use fume cupboard when working with hazardous chemicals. • Install guarding around rotating and crushing parts. • Use trolley or hoist to lift heavy loads. • Use duress alarm system while doing home interview or offsite field work. • Access to hand sanitizer/wash (COVID).	
Administrative Control	• Use Safe Work Procedures [See section 3.1.3.1] or instructions. • Induction and WHS information. • Training [See Handbook Chapter 3.2]. • Contingency Planning and Testing [See section 3.1.3.2]. • Permit to Work system [See section 3.1.3.3]. • Implement regular debriefing for staff working in high risk areas for customer aggression or exposure (direct or indirect) to traumatic events. • Promote available support resources such as EAP and Advisers to Staff regularly in team meetings and events. • Signage. • QR Check-in system (COVID).	
Personal Protective Equipment (PPE)	• Lab coat. • Safety glasses/face shield. • Gloves/cryogenic gloves. • Respirators/Masks (e.g. P2/N95 for COVID protection). • Personal hearing protectors.	

Table 5. Risk Assessment and SWP review timeframe

Use this Table to determine risk assessment and safe work procedure review timeframe and frequency and put in the front of the risk assessment.

Residual Risk	Review Frequency		What to do during the review.
Extreme	6 monthly	And/or After an incident where deficiencies in identifying or controlling hazards have been observed When changes to the activity need to occur When significant changes (e.g. renovation) to the workplace need to occur When HSRs request a review	Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.
High	Annually		Stop work. Review the control measures and introduce additional control measures to reduce the residual risk to Medium as a maximum.
Medium	Two yearly		Review the control measures.
Low	Three yearly		Review the control measures.