Procedure:
Hazard Identification, Risk Assessment and Control

1. Purpose

To identify processes, equipment and work areas that may cause injury to workers and visitors and to implement effective controls of the hazard.

2. Actions Required

- Identify hazards and implement effective control measures
- Audit and review

3. Definitions

GSCC - Greater Shepparton City Council

GSCC RO - GSCC Responsible Officer, a Greater Shepparton City Council employee, who in their area of responsibility has a managerial or supervisory role over employees, contractors or volunteers

SDS - Safety Data Sheet (Also known as Material Safety Data Sheet MSDS)

SWMS – Safe Work Method Statement

WORKER - A person who carries out work in any capacity for GSCC.

4. Responsibility and Authority

Directors

- Delegate appropriate OHS responsibilities and accountabilities to all levels of management
- Ensure adequate consultation with employees on health and safety issues.

Manager/Supervisors and Contractors

- Undertake hazard assessments on the working environment, plant items and tasks
- Ensure workplace inspections are conducted on the required basis to identify hazards
- Consult with workers on hazard identification and control
- Implement corrective actions to address hazards within appropriate time frames.

Workers

- Identify hazards prior to performing works
- Maintain a safe work environment
- Report any identified hazards
- Seek assistance to manage hazards when required
- Report immediately any change to plant or site conditions which may affect safety.

5. Procedure

Hazard Identification and Risk Assessments

Hazard identification is a thorough look at the workplace, work site, operating procedures, equipment, events to identify hazards, things, situations, processes that may cause harm, particularly to people.

Hazard identification form an integral part of OHS management and is a thorough look at:

- hazards
- who may be at risk (employees, cleaners, visitors, contractors, the public, etc)
- Existing control measures.

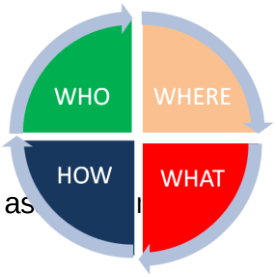
GSCC RO's are responsible for:

- identify existing and potential hazards
- determine underlying causes of hazards
- monitor hazard controls (personal protective equipment, engineering controls, policies, procedures)
- recommend corrective action

Where Should You Look For Hazards?

- Who performs the tasks or services and who is affected by us doing them
- Where the tasks or services take place
- How the tasks or services are performed
- What plant and equipment do we use to do the tasks
- **Review** regularly

Hazard Identification



Hazards are identified from a range of sources:

- Experience of workers who do the work
- Systems of work being used
- Work environment (layout, condition, etc.)
- Plant, site, noise, manual handling and hazardous substances risk as
- Material Safety Data Sheets (MSDS)
- Work place inspections
- Hazard and incident reports
- First aid records
- Non compliance forms
- Statutory Notifications (WorkSafe)
- Other stake holders e.g. community, contractors
- Operational situations as well as non-standard events such as power outages, emergencies etc.

Refer various risk assessments in related documents section this procedure.

Prioritising Risks

After identification is made, evaluate how likely and severe the risk is, then decide what measures should be in place to effectively prevent or control the harm from happening.

Ranking or prioritising risks is one way to help determine which hazard is the most serious and which hazard to control first. By determining the level of risk associated with the hazard you can decide what controls are required.

By assigning a priority to the hazards, you are creating a ranking or an action list.
The following factors play an important role:

- Percentage and frequency workforce exposed
- Degree of harm likely to result from the exposure
- Probability of occurrence

Ranking hazards requires the knowledge of the workplace activities, urgency of situations, and most importantly, objective judgement.

Risk Calculator

Risk Matrix

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	MODERATE	HIGH	HIGH	EXTREME	EXTREME
Likely	LOW	MODERATE	HIGH	HIGH	EXTREME
Possible	LOW	LOW	MODERATE	HIGH	HIGH
Unlikely	INSIGNIFICANT	LOW	LOW	MODERATE	HIGH
Rare	INSIGNIFICANT	INSIGNIFICANT	LOW	LOW	MODERATE

Rating	**Likelihood** (*The probability that a risk will occur)*
Almost Certain	1. Will probably occur, could occur several times per year 2. Event expected to occur several times per year.
Likely	1. High Probability, likely to occur once per year 2. Will probably occur at some stage based on evidence of previous incidents.
Possible	1. Reasonable likelihood that it could occur during a five year period 2. Not generally expected to occur but may under specific circumstances.
Unlikely	1. Plausible, could occur in a five to ten year period 2. Conceivable but not likely to occur under normal operations, no evidence of previous incidents.
Rare	1. Not impossible, but unlikely at less than a ten year period 2. Only ever occurs under exceptional circumstances.

Rating	**Consequences** (Potential Impact risk may have)
Catastrophic	1. Loss of life probable and serious injury inevitable. 2. Event/project/activity would never be carried out again. 3. Financial impact could not be managed within corporate budget.
Major	1. Loss of life possible and serious injury probable. 2. Most success measures threatened or one severely affected. 3. Significant reworking of corporate budget, including cuts to items.
Moderate	1. Loss of life unlikely but serious injury possible. 2. Some success measures affected with considerable effort necessary to rectify. 3. Minor reworking of corporate budget or significant reworking of jurisdictional budget.
Minor	1. Serious injury unlikely but minor injury probable. 2. Success measures able to be achieved with some effort. 3. Some reworking of jurisdictional budget required.
Negligible	1. Minor injury possible. 2. Able to be rectified using management processes. 3. Financial impact easily manageable within jurisdictional budget.

Risk Rating Descriptions	
Extreme	Event/project/activity not to start or to cease immediately. Any risk with an assessed level of “High” or “Extreme” must have a risk action plan prepared. Trim M12/55653
High	Substantial efforts to be made to reduce the risk. Risk reduction measures should be implemented urgently within a defined time period. Any risk with an assessed level of “High” or “Extreme” must have a risk action plan prepared. Trim M12/55653
Moderate	Consideration should be as to whether the risks can be lowered, where applicable, to a tolerable level and preferably to an acceptable level, but the costs of additional risk reduction measures should be taken into account. The risk reduction measures should be implemented

	within a defined time period. Arrangements should be made to ensure that controls are maintained, particularly if the risk levels area associated with harmful consequences.
Low	Must fix the cause(s) when time and resources permit, but within 3 months. Regularly monitor the cause(s) and hazard until rectified.
Insignificant	No additional controls are required unless they can be implemented at very low cost (in terms of time, money, and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.

Control Measures
Once you have prioritised the risks, you can decide on ways to control each specific hazard

Each option from 1-5 is least effective than the previous.

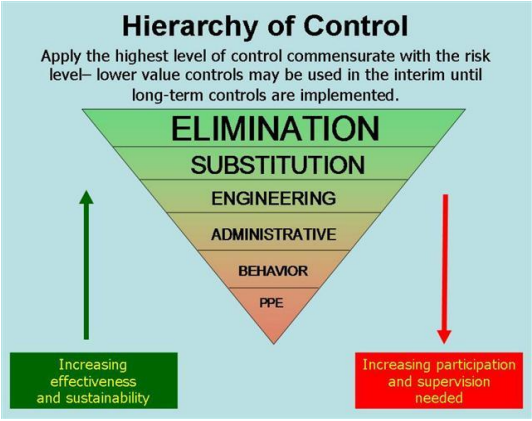
1. First option will be to eliminate the risk e.g. stop using a chemical if can do without it

2. Second option is to substitute one risk with another lesser risk e.g. use a chemical that is not as dangerous as another

3. Third option is to have engineering controls e.g. machine guards, safety switches, reverse beepers, etc

4. The fourth option is to have administrative options e.g. use of checklists, safe work method statements, written instructions or training or combination of all

5. The fifth option is to provide personal protective equipment e.g. masks, gloves etc.

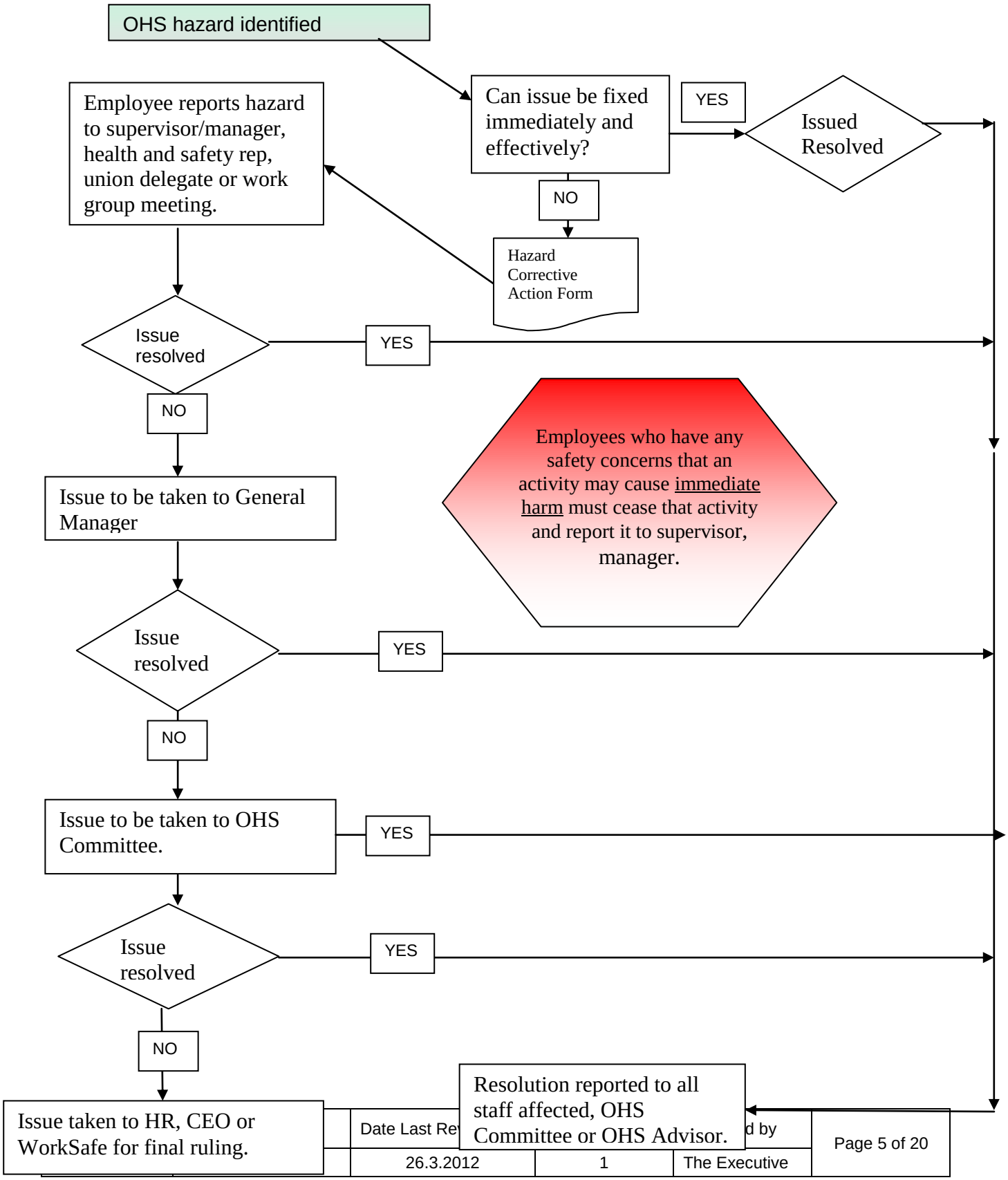


Safe Work Method Statements (SWMS)
SWMS is a written document that informs staff of identified hazards, standard operating procedures and control methods in place. SWMS must be developed for processes where risks have been identified.

Four basic stages in preparing SWMS are:
- Selecting the task to be analysed
- Breaking the task down into a sequence of steps
- Identifying potential hazards
- Determining control measures to eliminate or reduce the risk of the hazards.

Availability of SWMS
Completed SWMS must be available to all employees performing the activities and tasks described in the SWMS. Availability of SWMS or work instructions allows workers to review or seek instructions on a required way of performing a job.

Issue Resolution flow chart



6. Workplace Inspections

Regular workplace inspections are an important part of the overall OHS program. These inspections aim to identify any hazards in the workplace and to ensure that safety practices are maintained.

The GSCC RO must ensure a program of planned inspections, to identify any hazards, is performed and that a safe working environment is maintained.

Who Should Be On The Inspection Team?

Inspections are to be conducted by competent person/s and include where possible the HSR's, workers and management representatives.

Other criteria for selecting people for the inspection team are:

- Knowledge of regulations and procedures
- Knowledge of potential hazards
- Experience with work procedures involved
- Large workplaces that require multiple teams to complete workplace inspections.

Workplace Inspection Report

The Inspection checklist allows on-the-spot recording of hazards identified.

Inspection checklists must:

- Identified and record ALL hazards at the back of the workplace inspection form
- Address all areas e.g. housekeeping issues, ergonomic issues, testing and tagging compliance
- Detail hazards that are rectified during the inspection to help identify any patterns or regular issues needing constant resolution
- Be used in conjunction with previous inspection reports to ensure corrective actions have been completed.

Completed Workplace Inspections

- Trimmed in: 46/544/0010 Human Resources - Occupational Health & Safety (OH&S) - Workplace Inspections and then the appropriate Directorate sub folder
- OHS Advisor will inform the OHS Committee and the Executive of completed inspections
- The inspection report is to be work flowed to the workplace manager for any corrective actions to be implemented
- Corrective actions are to be implemented within appropriate time frames.

FAQ's

Q. How many inspections are required?

A. A list of minimum required inspections is documented in M11/37959 - Worksite Inspections, Register

Q. Who completes the inspection?

A. Persons who are aware of workplace and the type of hazards faced are best to do this. Include the HSR from that area and a Manager / Supervisor

Q. What am I looking for?

A. The starting point is to use the workplace inspection checklist. Some items on this checklist are required by legislation e.g. emergency information, first aid kits, WorkSafe 'If you are injured at work' posters etc. Otherwise you are looking for hazards or areas that represent a potential for injury or damage.

Works Requiring Permits

Works identified as hazardous are required to have a permit issued by GSCC RO to ensure a common understanding between those performing the works and those responsible for issuing the work.

Works requiring a permit to be issued:

- Hot works within or on GSCC buildings
- Work in confined spaces

The aim of permitted works is to ensure:

- A minimum safe work system
- "non-routine" work conducted on GSCC controlled sites is conducted in a manner which is safe and complies with all relevant legislation, standards, codes of practice or relevant industry best practice
- Work area has been inspected, existing and potential hazards have been identified and all necessary precautions have been considered before the work is authorised
- At completion the worksite has been left in a safe condition
- Workers have appropriate competencies.

Completing Permits

Permits are completed in full prior to the commencement of work. The completion of the permit is required for both contractors and GSCC workers, to identify hazards and control measures for the task to be completed safely.

The GSCC RO shall:

- Review the proposed safety and risk management strategies and request additional control measures if necessary
- Ensure that the requirements of the permit are understood and followed
- Trim completed permits to Trim container 46/544/0021 Dangerous Goods and Work Permits

Reviewing of Risk Assessments
Review risk assessments on a regular basis to ensure nothing has changed and control methods are effective by addressing:

- If the control measures are working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Has successful training and instruction been provided to workers?
- Are workers actively involved in identifying hazards and control measures?
- Are workers raising OHS concerns promptly?
- Are the frequency and severity of OHS incidents reducing over time?

7. References

- *Occupational Health and Safety Act 2004*
- Code of practice- How to manage work health and safety risks
- Code of practice-Managing the workplace and facilities

8. Supporting Procedures and Documents

- M10/50803 Workplace Inspection Check List (Attachment 1)
- M11/1422: Workplace safety hazard identification checklist comprehensive (Attachment 2)
- M10/115497 Work Site Hazard Assessment Form (Attachment 3)
- M12/33518 OHS Risk Assessment Form (Attachment 4)
- M10/102313 Office Safety Self-Assessment Checklist
- M10/102269 Plant Risk Assessment Form (Attachment 5)
- M11/47469 Working from Home Risk Assessment
- M11/22251 Event organization safety checklist/Risk assessment (Attachment 6)
- M12/53641 Venue/Activity Risk Assessment (Attachment 7)
- M12/53603 Home visit Risk Assessment (Attachment 8)
- M11/44763 Ergonomic Checklist

Attachment 1 (For complete form refer Trim)

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Workplace Inspection Checklist

Worksite Location		Date	
Persons completing inspection			
When doing an inspection, refer to the last completed inspection report as a guide to problems previously identified and ensure they have been addressed since previous inspection.			
STEP 1	*Record any Identified hazards within specific areas, on inspection checklist.*		

Location – General work area		NOTES
GSCC "Safety Information Boards" on displaying		
OH&S policy displayed (M10/108568)		
WorkCover "*If you are injured* Poster" (M11/19262)?		
Health and Safety Representatives (HSR's) displayed (M10/50794)		
Accident/Incident forms available? *Hard copies are only required where internet access is not available.* *If hard copies required place in GSCC "Safety Board". (M10/102423)*		
Emergency Evacuation Procedures displayed		
Material Safety Data Sheets (MSDS's) available		
MSDS's are current (within 5 years of issue date).		
Chemicals kept in containers as provided by manufacturer		
Containers appropriately labelled		
Protective clothing/equipment (PPE)available/used		

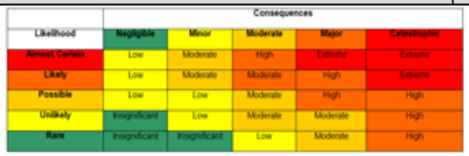
Location – Housekeeping and Storage areas Look at the physical environment of workers. It is important to not only Identify within areas the housekeeping practices of workers but also if a storage requirement for items is sufficient and used correctly.		
Storage areas sufficient?		
Work areas free from rubbish & obstructions		
Free from slip/trip hazards / Aisles unobstructed/Floors around shelves and racks clear		
Items stored correctly in storage areas. Heavier items stored correctly.		
Safe means of accessing high shelves		
Trolleys or lifting equipment available where required.		
Electrical Items Look at the all electrical equipment and leads.		
All electrical items tested and tagged		
No frayed or defective leads		
Power tools in good condition		
Power boards not overload		
Stairs, Steps And Landings Looking at entrances and exits.		
No worn or broken steps		
Handrails in place and in good repair		
Clear of obstructions		
Non-slip treatments/treads in good condition		

WORKPLACE ERGONOMICS Looking at "office based" workstations.		
Workstation and seating appropriate for each individual employee		
Ergonomic factors considered in work layout and task design		
AMENITIES Looking at staff amenities		
Washrooms clean		
Meal rooms clean and tidy		
FIRST AID AND FIRE CONTROL Looking at emergency requirements.		
First aid kit in place, appropriate to workplace tasks		
Signs in place for location of First Aid Stations/Cabinets		
First aid officers in place		
First aid officers and Wardens details displayed		
First aid Record treatment book (M11/57320)		
Emergency exit signage/lighting working		
Extinguishers		
in place		
clear of obstructions		
serviced/tagged in date		

OTHER NOTES

Step 2	*Enter all identified hazards into the below Inspection Report or into a facility Risk Register.*

WORKPLACE INSPECTION REPORT



Likelihood	Consequences				
	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	Moderate	High	Extreme
Possible	Low	Low	Moderate	High	High
Unlikely	Insignificant	Low	Moderate	Moderate	High
Rare	Insignificant	Insignificant	Low	Moderate	High

Use the table to identify the "risk" of the identified hazard.

Likelihood = The probability of an injury.
Consequences = The possible result of the hazard.

IDENTIFIED HAZARDS

Hazard	Risk	Risk Controls required	By whom	By When
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			

IDENTIFIED HAZARDS

Hazard	Risk	Risk Controls required	By whom	By When
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			
	High Medium Low			

Step 3	*Provide completed document to facility manager or GSCC Responsible Officer to indorse*		
Facility manager or GSCC Responsible Officer signature		Date	
Comments			

Step 4	*Trim document and work flow to appropriate persons for actions.*

Trim Workplace Inspection Checklist and Report to container:

46/544/0010 within appropriate facility ***sub container***

Workflow inspection report, with the required corrective actions to the person responsible for correcting the hazards

Step 5	Record date of inspection in the Work Place Inspection Register.

TRIM M11/37959 ***Worksite Inspections Register.***

Attachment 2 (For complete form refer Trim)

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Workplace Health & Safety Hazard Identification

Employees	Y/N	NOTES
Have all employees been inducted into their workplace?		
Have employees clear on their duties and tasks to be performed and trained to carry them out?		
Safe Work Method Statements have been done for all position descriptions.		
All employees have been given appropriate PPE (Personal protective equipment) and have been shown how to use it?		
Workplace		
A risk assessment has been conducted and hazards identified on/within buildings?		
A risk assessment has been conducted and hazards identified on machinery?		
Pre start checklists are developed for all large plant?		
Are workplace inspections conducted regularly for the areas you are in control of?		
Manual Tasks		
Has a manual handling risk assessment been done on tasks done by employees?		
Are workers using minimal force/effort to perform the task?		
Has your work group performed an ergonomic test?		
Are workers able to vary their posture throughout the task? (i.e. don't have to stand, sit, kneel or squat for an extended time).		
Are the forces required to perform the task within the physical capacity of the worker?		
Are workers able to perform the task with their arms close to their body? (i.e. not reaching away from their body or overhead)		
Manual Tasks (cont.)	**Y/N**	**NOTES**
Are workers able to perform the task with their wrist and forearm in a comfortable position? (i.e. not bent/twisted).		
Are workers able to perform the task in an upright, forward facing position? (i.e. not bent over or twisting/turning their back).		
Are workers protected against vibration when using powered equipment (e.g. grinders, etc.) for long periods?		

Site Hazard Assessment Form

Work Location:	Job number:
Task:	Date:

Please tick required PPE this task

☑	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Hazards	Control Measures to be used DO NOT perform task if there are no control methods acceptable or available contact your supervisor.

TRAFFIC MANGEMENT

Parking/Set up Site	Safe location to set up and unload ☐			Defer task (Explain) ☐			
Exposure to traffic	Traffic Plan Req. (Refer below) ☐	Safety Vehicle/ Flashing lights ☐	Warning signage ☐	Stop/ Slow bat ☐			
Side roads or concealed entrances	Traffic Plan Req. (Refer below) ☐	Warning signage ☐	Stop / Slow bat ☐				
Heavy Plant	Work isolation area required ☐	Pre start checks ☐	Workers keep 5 metre clearance ☐				
Pedestrian traffic	Site isolated ☐	Pedestrian Plan Required ☐	Defer task (Explain) ☐				
Public vehicles	Defer task ☐	Have vehicle moved ☐	Protection of vehicle req. ☐				

TICK FIELD GUIDE USED

Short term urban works DAYTIME ☐	Short term rural works DAYTIME ☐	Unsealed Roads ☐	Long term closures and detours urban roads ☐	Long term closures and detours rural roads ☐

TICK TRAFFIC PLAN USED

Fig 1	☐	Fig 2	☐	Fig 3	☐	Fig 4	☐	Fig 6	☐	Fig 7	☐	Fig 8	☐
Fig 9	☐	Fig 10	☐	Fig 11	☐	Fig 12	☐	Fig 13	☐	Fig 14	☐	Fig 15	☐

WORK SITE

Work Site	Area inspected ☐	Uneven ground/ over grassed areas identified ☐	Obstacles removed ☐	Defer task (Explain) ☐
Underground assets	Identify and Communicate ☐	Dial Before U Dig ☐	Site Supervision ☐	Locator required ☐
Overhanging trees	Identify and Communicate ☐	Overhanging limbs marked on road ☐	Spotter to be used ☐	Approval before removal ☐
Over head power lines/telecom lines	Identify and Communicate ☐	Spotter ☐	No go zone area required ☐	
Fire plugs and service valves	Identify and Communicate ☐	Cover exposed pits ☐	Marked visible ☐	
Rollover/Slopes	Travel up or down Slope only ☐	Hand equipment only to be used in identified areas ☐	Defer task (Explain) ☐	

PERMIT TASKS AND HAZARDOUS ACTIVITIES

Confined Spaces	Confined Space Procedure/ Permit System required ☐	On Site Supervision ☐	Do Not Enter ☐	
Hot Works (activities with flames)	Permit required (In or on a building) ☐	Clear site before works ☐	Monitor after task ☐	Fire Fighting Equipment ☐
Hazardous Substances	MSDS on site ☐	PPE ☐	On Site Supervision ☐	
Manual Handling	Suitable equipment ☐	Backhoe Loader ☐	Extra person ☐	Job Rotation ☐
Excavations	Fencing and Barricades ☐	Shoring/Battering ☐		
Work at height (any work over 2 metres)	Fall Arrest System ☐	Safety Rail ☐	Site Supervision ☐	SWMS ☐

Hazards Identified at site	Control Measures							
EQUIPMENT								
Equipment	Workers using equipment only trained to use. ❑			Equipment safe operating procedures reviewed and followed ❑				
	Equipment appropriately maintained and in good working condition. ❑							
ENVIRONMENT								
Extreme Weather	More frequent breaks ❑			Alter work plan due to conditions ❑			Defer task ❑	
Environmental damage	Drains covered ❑			Environment Roundup ❑			Spill Kit on site ❑	
Dust	Dampen Down ❑			Wear dust mask ❑			Wear eye protection ❑	Use suction ❑
Flood Water	Area inspected ❑			Defer task ❑			On Site Supervision ❑	No go area required ❑
Asbestos	Asbestos discovered, defer task ❑						Appropriate PPE to be used ❑	
Other hazards	**Control Measures/Explanations**							

Signs used/Left at work site							
	Used	Left	Date Removed		Used	Left	Date Removed
Worker Ahead (SYM)				Detour Ahead / Traffic Hazard Ahead			
Prepare to stop				Soft edges Slippery (SYM)			
Road plant ahead				Water over road			
Lateral Shift markers				No lines			
End of road work				Do not overtake unless safe			
Loose surface				other			
Detour				Speed restriction 40 km/h 60 km/h 80 km/h			
Wet tar				Other details on securing site			
Road work ahead							

Safety Communication methods					
Solo worker N/A ❑	Tool box meeting held (Names below) ❑		Contractor and sub contractor on site informed of hazards and control measures ❑		
All persons on site to sign and confirm the above hazards have been identified and control measures communicated to all workers and followed by all workers.					
Name:	Sign:		Name:	Sign:	

TRIM to container E11/243

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Risk Assessment

1.	Complete details of project/task or event.			
2.	Identify My Safety elements in the Project / task or event			
3.	Identify Hazards with the use of the Potential Hazards Table:			
4.	Evaluate the risk rating using the risk calculator			
5.	Decide on appropriate control methods			
6.	Reduce risk within each step to an acceptable level (Revaluate the risk rating using the risk calculator)			
Step One - Details				
Date of assessment		Department	Directorate	
Persons completing risk assessment				
What is the Project / task or event?				
Details of Project / task or event will occur. What is to occur?				

PLANT RISK ASSESSMENT
FORD RANGER 4WD UTE.

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Venue Activity Risk Assessment

SECTION	CONTROL MEASURES	PERSON RESPONSIBLE
ATTENDANCE ❑ Expected Attendance ❑ How is it advertised? Media, Social Media (i.e Facebook) ❑ Entrance fees, open invitation, no charge ❑ Expected attendees, i.e. Families, underage, over 18, mix? ❑ Pass Outs? Procedure?		
EVENT COMPLIANCE ❑ All event parties are advised of requirements, directions and rules. ❑ Working with children's check required? ❑ External Authorities to be advised ❑ Set start and Finish times ❑ Insurances and Public Liability ❑ Other participants certificate of insurances and Public Liability		
VENUE ❑ Insurance requirements		
ACCESS and EGRESS ❑ Entry and exit areas are clear and easily accessible for staff and expected crowd numbers		

Trim Reference	Issue Number:	Endorsed by	Page 17 of 34
M12/46324	1	The Executive	

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Venue / Activity Risk Assessment

Name Venue/Activity area:				
Address				
Date assessment conducted				
Assessed By:				
Assessment	**YES**	**NO**	**Identified hazards**	**Recommended Controls**
1. Venue/Activity area - Easy to identify? Street address number is clear? Access is clearly visible?				
2. Parking/Vehicle Access- Any parking restrictions close to Venue/Activity area? Any other restrictions that would affect parking close to Venue/Activity area? Is there safe, well-lit parking available close to Venue/Activity area? Through road? Room to turn vehicle? Road is sealed?				
3. Access to Venue/Activity area – Easy access and exit? More than one entrance/exit? Front ☐ Rear☐ Side☐ Are there door mats or other possible trip hazards at entrance? Wheel chair or wheelie walker access?				
4. Pathways – Level surfaces? Free of holes and trip hazards? Uncluttered branches, others? Adequate width?				
5. Steps /stairs/ Veranda / Ramps – Rails, in good condition, provided at all steps? Non slip steps? Level surface? Solid steps?				
6. Lighting – Premises well-lit? Dark hiding places?				
7. Doors/Gates – Easily opened? Obstruction free?				

Attachment 8 (For complete form refer Trim)

Home Risk Assessment

Client Name	
Address	
Date assessment conducted	
Assessed By:	
Name Venue/Activity area:	

Assessment	YES	NO	Identified Hazards	Recommended Controls
1. Has a HACC or Social Connections assessment been conducted on the client?				
2. Residence- Premises easy to identify? House number is clear? Access is clearly visible?				
3. Parking/Vehicle Access- Any parking restrictions close to home? Any other restrictions that would affect parking close to clients home? Is there safe, well-lit parking available close to clients home? Through road? Room to turn vehicle?				
4. Access to home – Easy access and exit? More than one exit from the home? Front □ Rear□ Side□				
5. Pathways – level surface? Concrete/gravel/dirt? Uncluttered branches, others? Adequate width				
6. Steps /stairs/ Veranda / Ramps – Non slip Level surface Solid				
7. Pets – Adequately restrained?				
8. Lighting – Premises well-lit? Dark hiding places?				
9. Doors/Gates – Easily opened? Obstruction free?				