

BEFORE YOU START THE JOB

SLAM

STOP

Think about the work before you start

LOOK

Check your tools, equipment and workplace and identify the hazards

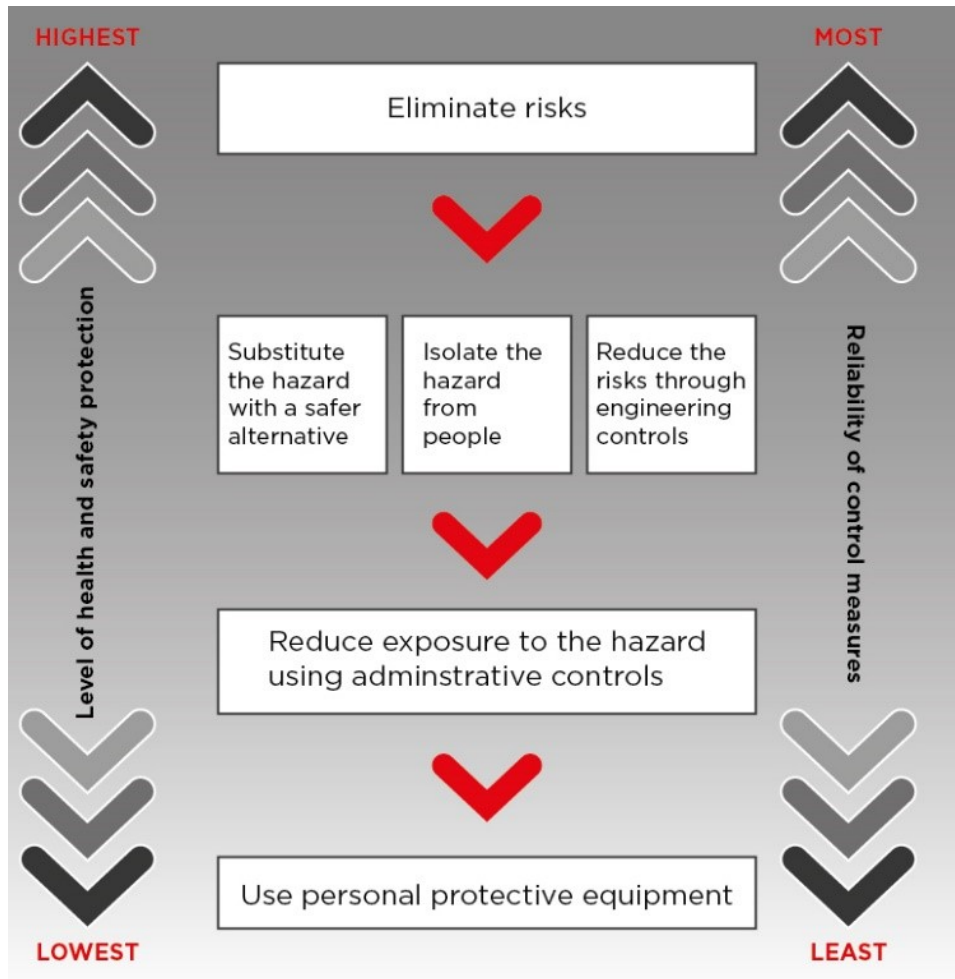
ASSESS

Assess the impact the hazards could have on you, others, plant & equipment and the environment

MANAGE

Control exposure to the hazards

		Consequence				
		Insignificant <i>(Incident including first aid; workplace hazard contained immediately and no ongoing safety risk)</i>	Minor <i>(Incident including medical treatment injuries, near miss; penalty/fine)</i>	Moderate <i>(Lost time injury; penalty/fine between \$50-200k)</i>	Major <i>(Permanent disability; prosecution and penalty/fine between >\$200-500k)</i>	Catastrophic <i>(Fatality; prosecution and penalty/fine >\$500k)</i>
Likelihood	Almost Certain <i>(<3mths)</i>	Medium	High	High	High	High
	Likely <i>(3-12mths)</i>	Medium	Medium	High	High	High
	Possible <i>(1-5 yrs)</i>	Low	Medium	Medium	High	High
	Unlikely <i>(5-10 yrs)</i>	Low	Low	Medium	Medium	Medium
	Rare <i>(>10 yrs)</i>	Low	Low	Low	Low	Medium



Name of Person Completing Assessment: _____

Signature: _____ Date: _____

Team: _____

Location(s) of Work (Campus / Building / Level / Room): _____

Task: _____

Step 1: Identify the High-Risk Work Activities

(if you tick any of the boxes below you must have a separate SWMS)

- Risk of fall > 2m
- Demolition of a load bearing structure
- Disturbance of Asbestos
- Using temporary support to prevent collapse
- Confined space
- In / near shaft, tunnel or trench > 1.5m
- On or near pressurised gas mains or piping
- On or near chemical, fuel or refrigerant lines
- On or near energised electrical installation
- Contaminated or flammable atmosphere
- On, in or adjacent to traffic corridor
- Movement by powered mobile plant
- Artificial extremes of temperature
- In or near liquid where there is a risk of drowning

Step 2: Stop and Think

(if you answer 'NO' to any of the questions below DO NOT start work, notify your JCU Rep / Manager)

Y/N or N/A

Y/N or N/A

Do I understand what I need to do?		Is supervision (if required) available?	
Do I have all the permits I require?		Will others nearby be safe during my work?	
Are the right people / tools / equipment / PPE available?		Do I understand what to do in an emergency?	
Is there a SWP / guideline / SWMS / risk assessment?		Have I done everything possible to minimise the risk?	
Can I conduct the work in accordance with the SWP / guideline / SWMS / risk assessment?		Am I fit to do the work (i.e. free from fatigue, alcohol / drugs, medical illness, etc.)?	
Have I communicated with other workers any hazards that may affect me or them?		Is it safe to complete this task in the current weather / environmental conditions?	
Am I trained / qualified and competent to do this work?		Are all hazards controlled?	

PLEASE TURN OVER FOR CONTROLS

Step 3: Hazards and controls

Manual tasks (lifting, awkward or over exertion)	<input type="checkbox"/> Mechanical devices (trolley, forklift) <input type="checkbox"/> 2 person lift	Biological (infectious diseases, zoonosis)	<input type="checkbox"/> Decontamination certificate received (sighted) <input type="checkbox"/> Laboratory induction / escort <input type="checkbox"/> Immunisations <input type="checkbox"/> PPE (gloves, masks, eye protection, please list)
Gravity (slips, trips, fall, struck by falling objects)	<input type="checkbox"/> SWMS > 2m risk of fall <input type="checkbox"/> Permit – Working at heights <input type="checkbox"/> Permit - Excavations <input type="checkbox"/> Barricading <input type="checkbox"/> Fall prevention <input type="checkbox"/> Fall restraint <input type="checkbox"/> Spotter <input type="checkbox"/> Lanyards <input type="checkbox"/> Bench / batter / shore <input type="checkbox"/> Ladder safe work procedure <input type="checkbox"/> Structural supports in place	Machinery and equipment (caught in, on or between anything, struck by plant, flying objects)	<input type="checkbox"/> SWMS (powered mobile plant / working on roads) <input type="checkbox"/> Permit – Traffic corridor <input type="checkbox"/> Permit - Fire Pro Sys Isolation <input type="checkbox"/> Permit – Energy Isolation <input type="checkbox"/> Guarding <input type="checkbox"/> Barricading <input type="checkbox"/> Signage <input type="checkbox"/> Lock out / tag out <input type="checkbox"/> Interlocks <input type="checkbox"/> PPE <input type="checkbox"/> Traffic management
Radiation (x-ray, UV)	<input type="checkbox"/> Radiation specific induction / escort by JCU staff member <input type="checkbox"/> Isolation <input type="checkbox"/> PPE	Heat / cold	<input type="checkbox"/> SWMS (artificial extreme temperatures) <input type="checkbox"/> Check safety devices (e.g. alarms, locks, etc.) <input type="checkbox"/> Communication equipment <input type="checkbox"/> PPE
Electricity (faulty tools, live power)	<input type="checkbox"/> SWMS (energized) <input type="checkbox"/> Permit – LV Isolation / HV Exclusion Zone <input type="checkbox"/> Inspection <input type="checkbox"/> Lock out / tag out <input type="checkbox"/> Test / tag <input type="checkbox"/> RCD	Chemical	<input type="checkbox"/> SWMS (chemical, fuel, refrigerant lines / disturb asbestos) <input type="checkbox"/> Permit – Asbestos <input type="checkbox"/> SDS available <input type="checkbox"/> Ventilation <input type="checkbox"/> Using chemical in accordance with manufacturer direction <input type="checkbox"/> PPE
High pressure (gas, air or liquid)	<input type="checkbox"/> Isolation of energy source <input type="checkbox"/> Location of hazards	Working alone	<input type="checkbox"/> Communication person <input type="checkbox"/> Emergency response
Noise	<input type="checkbox"/> Isolate the area <input type="checkbox"/> Hearing protection	Hot works	<input type="checkbox"/> Permit – Hot works

ADDITIONAL CONTROLS

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Step 4: Risk level after controls have been implemented

(if risk level is *High or Medium DO NOT start work*, notify your JCU Representative / Line Manager)

High
 Medium
 Low