# Risk Management & Hazard Register

*Review Date: 02-07-2026*

## Purpose

This document outlines the procedure for identifying, assessing, and managing health and safety risks at KFL. It includes the structure for maintaining the Hazard Register using a standardised risk matrix and scoring system.

## Scope

This procedure applies to all KFL operations, employees, contractors, and visitors engaged in forestry-related tasks.

## Risk Assessment Procedure

**Identify Hazards**
Observe work areas, activities, and equipment to identify anything that may cause harm.

**Assess the Risk**
Evaluate each hazard for:

Probability (Likelihood) on a scale from 1 (Rare) to 5 (Almost Certain)

Impact (Severity) on a scale from 1 (Insignificant) to 5 (Catastrophic)

**Calculate the Risk Score**
Multiply Probability by Impact to determine the Risk Score.

**Determine Risk Level**
Use the Risk Matrix to categorise the level of risk (Low, Moderate, High, Extreme).

**Control the Risk**
Apply appropriate controls using the hierarchy of control measures:

- Eliminate
- Substitute
- Isolate
- Engineer Controls
- Administrative Controls
- PPE

**Document in the Hazard Register**
Enter each hazard, score, risk level, existing controls, and required actions in the Hazard Register.

**Update the Hazard Register**
The Hazard Register must be reviewed and or updated:

- When a new hazard is identified
- After an incident or near miss
- When tasks, equipment, or environments change
- During scheduled reviews (minimum annually)
- When controls are modified

**Review & Verification**
Supervisors and the Health & Safety Officer must review entries regularly and verify updates.

**Communication**
All changes must be communicated to affected staff via inductions, toolbox meetings, or bulletins.

## Probability Scale

| | | |
|---|---|---|
| 1 | Rare | May occur only in exceptional circumstances. |
| 2 | Unlikely | Could occur at some time but not expected. |
| 3 | Possible | Could occur during normal operations. |
| 4 | Likely | Will probably occur in most circumstances. |
| 5 | Almost Certain | Will probably occur in most circumstances. |

## Impact Scale

| | | |
|---|---|---|
| 1 | Insignificant | MINOR<br>cuts, bruises or bumps |
| 2 | Minor | MEDICAL TREATMENT<br>by a health professional. |
| 3 | Moderate | TEMPORARY DISABLING INJURY<br>less than a week off work |
| 4 | Major | PERMANENT DISABILITY<br>Serious harm - loss of a limb or hand or foot. |
| 5 | Catastrophic | FATALITY<br>or multiple fatalities |

## Calculation

| | | | | |
|---|---|---|---|---|
| Probability | x | Impact | = | Risk |

## Risk Matrix

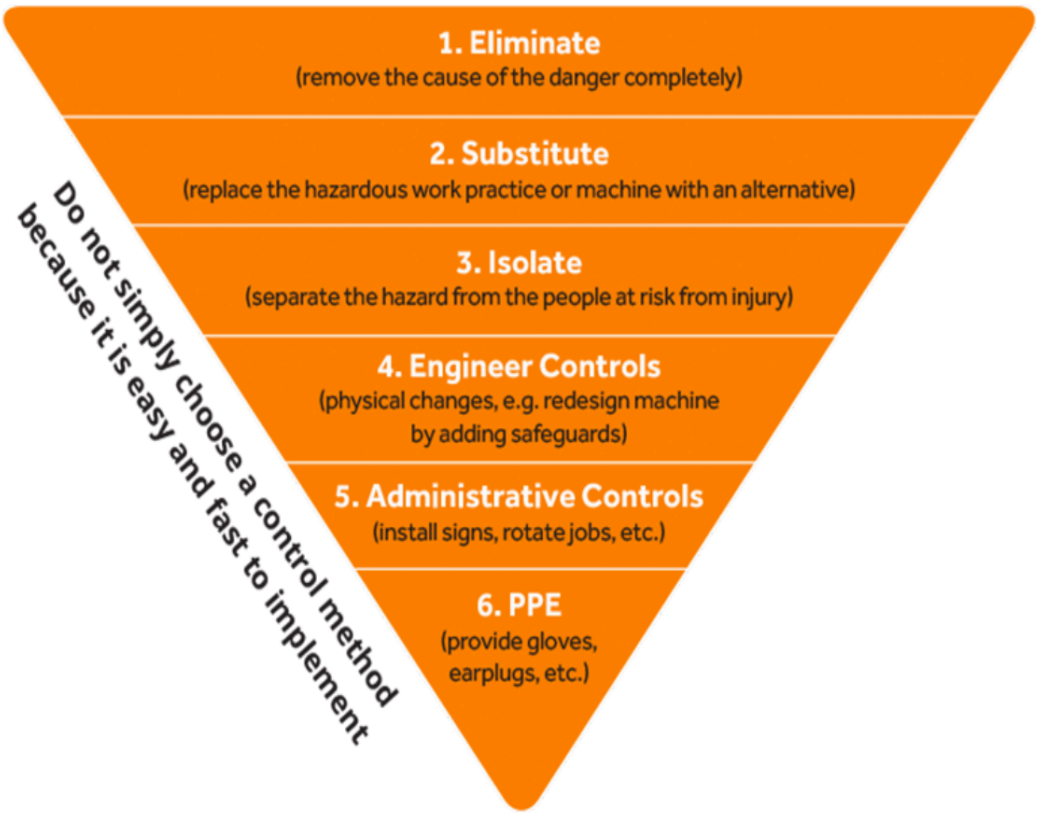
| | Impact 1 Insignificant | Impact 2 Minor | Impact 3 Moderate | Impact 4 Major | Impact 5 Catastrophic |
|---|---|---|---|---|---|
| Probability 1 Rare | 1 | 2 | 3 | 4 | 5 |
| Probability 2 Unlikely | 2 | 4 | 6 | 8 | 10 |
| Probability 3 Possible | 3 | 6 | 9 | 12 | 15 |
| Probability 4 Likely | 4 | 8 | 12 | 16 | 20 |
| Probability 5 Almost Certain | 5 | 10 | 15 | 20 | 25 |

## Risk Level Guide

| Score | Risk Level | Action Required |
|---|---|---|
| 1–4 | Low | Acceptable risk – monitor and manage. |
| 5–8 | Moderate | Control measures required – implement promptly. |
| 9–12 | High | Take action urgently – reduce risk immediately. |
| 13–25 | Extreme | Stop work – implement significant controls. |

# Risk Control Triangle

Apply appropriate controls using the hierarchy of control measures:




# Hazard Register Update Triggers

| Trigger Event | Action Required |
|---|---|
| New hazard identified | Add to Hazard Register |
| Change in task, process, or equipment | Reassess and update relevant hazards |
| Incident or near miss | Review and adjust related risk entries |
| Annual or scheduled safety review | Full review of Hazard Register |
| Control measure changed or implemented | Update hazard entry and adjust risk score |