

OHS Risk Register Instruction Guide

1. Follow the OHS Risk Planning and Management policy and procedure. 2. Click on the Risk Register tab



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ulation Mode: Automatic Work

3. Determine if the hazard is relevant to your school/workplace by referring to the "Hazard Context/Hazard Description" columns and delete the entry if not applicable. PLEASE NOTE: "Mandated OHS Hazards" cannot be deleted and must be included.

X Ca	Cu <u>t</u> <u>C</u> opy	HAZARD DESCRIPTION & DETAILS	HAZARD LOCATION/S	DEPARTMENT SUGGESTED CONTROLS
ĉ	Paste Options:	What could go wrong? What are the consequences and where could that occur?	Insert all locations where the hazard is present	Each school is required to identify current controls in place and populate in the School's Current Controls column. Plaase copy all controls that <u>currently</u> apply.
	Delete	WRISKS		
÷	Clear Contents Eormat Cells Row Height Hide	Vehicle and pedestrian interaction (e.g. bus stop, pick up/put down areas, road crossings etc.) and vehicle rollover	Roadway	School traffic management plan (insert urf) Crossing supervisor during school drop off and pick up times Reduced speed limits during school drop off and pick up times Teacher supervision of school drop off/pick up zones
Arial	Unhide	Musculoskeletal risk due to or injury caused by physical factors in the environment (e.g. inappropriate workstation set up) A* \$ ~ % 9 [7]		Staff complete office ergonomic elearning modules. Ergonomics checklist used for office and desk setups. Ergonomics included within the workplace inspection program.
В	I ≣ & • ▲ •	H → ¹ / ₁₀ → ¹⁰ / ₁₀ ≪ ¹ / ₁ friction or traction between footwear and the waking surface (e.g. ramps, decking, wet concrete) Trips occur due to foot collision with an obstruction or foot contact with a highly tactle surface, resulting in the loss of		Slips trips and Fall identified within current inspection process. Hazard identification and reporting process within the school. Identified slip, trip and fall hazards are clearly marked

4. Copy and paste the relevant "Department Suggested Controls" into the "School's/Workplace Current Controls" column.

DEPARTMENT SUGGESTED CONTROLS	SCHOOL'S CURRENT CONTROLS
Each school is required to identify current controls in place and populate in the School's Current Controls column. Plasse copy all controls that <u>currently</u> apply.	What current controls are in place? Please select all that apply from the Department Suggested Controls column. What additional controls previously identified have now been implement from the previous review in the last 12 months?
School traffic management plan [insert url]	
Crossing supervisor during school drop off and pick up	
Reduced speed limits during school drop off and pick up	
times	
Teacher supervision of school drop off/pick up zones	
Staff complete office ergonomic elearning modules.	
Ergonomics checklist used for office and desk setups.	
Ergonomics included within the workplace inspection	
program.	
Slips trips and Fall identified within current inspection	
process.	
Hazard identification and reporting process within the	
school . Mentified allo trip and fall hazarda are clearly marked	
with bright paint or similar.	
Non-slip material on slippery surfaces. Stairs clearly	

5. Assess the "Current Risk Rating" of the hazard in your school/workplace (the risk that is present based on current controls in place at the school/workplace). Use the Risk Matrix Tab to determine the Consequence and Likelihood of the risk. Select the relevant Consequence and Likelihood cell and use the drop down arrows at the side of each cell to change the rating (see below circled in blue).



6. Determine if the "Current Risk Rating" is "HIGH" or above (select Yes or No). If "HIGH" or above, additional Controls must be implemented ("Additional Controls" column). Select "Yes" or "No" depending on the "Current Risk Rating", use the drop down arrow at the side of the cell to change the rating (see below circled in blue).

IS CURRENT RISK RATING ACCEPTABLE?	ADDITIONAL CONTROLS
If the current risk rating is	If the CURRENT RISK RATING for
"HIGH" or above (select No),	the Hazard is "HIGH" or above,
then Additional Controls must	what Additional Controls can be

bë implemented (seë next column)	Implemented ? Please refer to the Department Suggested Controls column for suggestions.
Yes	
Yes	-
No	

7. Add "Additional Controls" to further reduce the school's workplace "Current Risk Rating". Refer to the "Department Suggested Controls" column for suggestions.

8. Assess the "New Risk Rating" of the hazard in your school/workplace (the risk that is present based on "Additional Controls" being implemented at the school/workplace). Use the Risk Matrix tab to determine the Consequence and Likelihood of the risk. Select the relevant Consequence and Likelihood cell and use the drop down arrows at the side of each cell to change the rating (see below circled in blue).

ADDITIONAL CONTROLS	NEW RISK RATING This is the new risk rating when taking additional controls into consideration.							
If the CURRENT RISK RATING for the Hazard is "HIGH" or above, what Additional Controls can be implemented? Please refer to the Department Suggested Controls column for suggestions.	Consequence	Likelihood	Risk Rating					
	Insignificant	Rare	LOW					
	Insignificant Minor Moderate Major Severe	Rare	LOW					

9. List "Action Owners" and "Action Due Dates" for "Additional Controls" to be implemented.

10. Continue to review each hazard entry until the register is completed.

11. If additional hazards are present in the workplace that are not listed in the pre filled template.

X Cut C ⊆ Copy	DESCRIPTION & DETAILS	HAZARD LOCATION/S	DEPARTMENT SUGGESTED CONTROLS	SCHOOL'S CURRENT CONTROLS
Paste Options: Ch Ch<	could go wrong? What are the nces and where could that occur?	Insert all locations where the hazard is present	Each school is required to identify current controls in place and populate in the School's Current Controls column. Please copy all controls that <u>currently</u> apply.	 What current controls are in place? Please select all that apply from the Department Suggested Controls column. What additional controls previously identified have now been implement from the previous review in the last 12 months?
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Clear Contents	strian interaction (e.g. bus stop, pick up/put	Roadway	School traffic management plan [insert uri]	
Eormat Cells <u>R</u> ow Height	a crossings etc.) and vehiclé follover		Crossing supervisor during SChool drop off and pick up times Reduced speed limits during school drop off and pick up times Teacher supervision of school drop off/pick up zones	
Tine	isk due to or injury caused by physical factors		Staff complete office ergonomic elearning modules.	
Unhide	t (e.g. inappropriate workstation set up)		Ergonomics checklist used for office and desk setups. Ergonomics included within the workplace inspection program.	
	by a slip, trip or fall hazard.		Slips trips and Fall identified within current inspection	
	ction or traction between footwear aurouocice, ramps, decking, wet concrete)		process. Hazard identification and reporting process within the	

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I Ari	<u>U</u> nhide al v 8 v A^ A* \$ v %	risk due to or injury caused by physical factors nt (e.g. inappropriate workstation set up)		Staff complete office ergonomic elearning modules. Ergonomics checklist used for office and desk setups. Ergonomics included within the workplace inspection program.	
B	I = 🖉 - A - 🖽 - 🐄	d by a slip, trip or fall hazard.		Slips trips and Fall identified within current inspection	

If you require further assistance, please contact the OHS Advisory Service on 1300 074 715.

Last Updated: 1 March 2024



Hierarchy of Controls

The hierarchy represented in the diagram below identifies control strategies from the most effective at the top to the least effective strategy at the bottom. Please note, not all strategies, when implemented in isolation, will reduce the risk to a loberable level. In such circumstances, the school should consider the implementation of two or more risk controls in conjunction to achieve the best possible risk reduction. For example, in science labs where hazardous chemicas are used, ventilation (engineering control) might be required, as well as a review of well as a review of well as a review of well as a relative of transmost and training (administrative control) and providing respiratory protection (Personal Protective Equipment).



Elimination - Completely remove the hazard e.g., eliminating hazards associated with working at height by relocating air conditioning units and other equipment which requires ongoing maintenance from the roof to the ground level

Substitution - Change a work practice, chemical or piece of equipment to provide a safer environment, for example substitute old, non-adjustable office chairs with ergonomic chairs to reduce the risk of injuries or substitute acoustic drums with electronic drums with volume controls

Engineering - Modify the design of the workplace or plant and/or environmental conditions, for example the use of a fume extraction system to remove fumes generated by hazardous chemicals used in school laboratories or installing interlocks on workshop machines which can be used to prevent unsafe access t

Administrative - Develop procedures and systems to control the interaction between people and hazards, for example reducing the time of exposure to noise by requiring people to be remote from equipment during operation, providing manual handling training to persons so they are better able to identify / report.

Personal Protective Equipment (PPE) - Implement PPE to prevent physical contact between a person and a hazard e.g., appropriate footwear, gloves, safety glasses.

If you require further assistance, please contact the OHS Advisory Service on 1300 074 715.



Risk Matrix

Consequence Criteria: This guide provides indicative terms against which the significance of risk is evaluated.

Descriptor	Student Outcomes	Wellbeing and Safety	Finance	Reputation	Operations	Strategic	
Insignificant	 Educational outcomes, engagement and wellbeing and pathways and transitions can be met with workarounds 	Minor injury requiring no first aid or peer support for stress / trauma event	 Small loss that can be absorbed 	 Internal impact (no external impact) 	 School operations continue with slight interruptions to normal activities 	 Goals, targets and key improvement strategies can be delivered with inconsequential impacts 	
Minor	 Educational outcomes, engagement and wellbeing and pathways and transitions achieved but below targets 	 Injury / ill health requiring first aid Peer support for stress / trauma event 	 Loss of 'consumable' assets, < 2% deviation from budget Minor fraud possible 	Adverse comments local community media Short term stakeholder dissatisfaction / comment	 Some school operations disrupted Minor workarounds return school to normal operations 	 Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies 	
Moderate	Students' overall levels of Literacy and Numeracy static Increasing truancy Partial achievement of targeted pathways and transition	Injury / ill health requiring medical attention Stress / trauma event requiring professional support	Loss of assets 2% - 5% deviation from budget External audit management letter	External scrutiny e.g. VAGO Adverse state media comment Stakeholder relationship impacted	 Key school operations temporarily disrupted School leadership team meets to return school to normal operations 	 Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies 	
Major	National targeted improvements not achieved Partial achievement of targeted learning outcomes Student dissatisfaction with access to pathways / transitions	Injury / ill health requiring hospital admission Stress / trauma event requiring ongoing clinical support	Loss of significant assets 6% - 15% deviation from budget External audit qualification on accounts High end fraud committed	External investigation Adverse comments national media Stakeholder relationship tenuous	Whole of school operations disrupted Assistance sought from Regional Office	 Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies 	
Severe	Literacy and Numeracy decline Student engagement and connectedness to the school and their peers is very poor Declining number of student options for pathways and transitions	Fatality or permanent disability Stress / trauma event requiring extensive clinical support for multiple individuals	Loss of key assets >15 % deviation from budget Systemic and high value fraud	Commission of inquiry National front page headlines Stakeholder relationship irretrievably damaged	Normal school operations cease School evacuated Regional Office notified	 SSP goals, targets and key improvement strategies cannot be delivered Changes need to be made to the SSP 	

Likelihood Criteria: This guide provides the indicative terms against which the probability of a risk event occurrence is evaluated.

Descriptor	Description	Indicative %	Indicative Frequency	Notes
Almost Certain	Expected to occur	>95%	Multiple times in the next year	<i>1. The Likelihood Criteria</i> refers to the likelihood of
Likely	Probably will occur (no surprise)	66-95%	At least once in the next year	the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence.
Possible	May occur at some stage	26-65%	Once in the next 3 years	2. The Indicative Frequency may not be relevant when assessing risks related to repeated activities,
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years	or when objectives are to be delivered over discrete
Rare	May never occur	<5%	Once in the next 10 years	assessment.

DET's Risk Rating Matrix: Used to combine consequence with likelihood to determine the overall level of risk.

Risk Rating Matrix		Consequence											
		Insignificant	Minor	Moderate	Major	Severe							
	Almost Certain	Medium	High	Extreme	Extreme	Extreme							
평	Likely	Medium	Medium	High	Extreme	Extreme							
eliho	Possible	Low	Medium	Medium	High	Extreme							
ĽĬ	Unlikely	Low	Low	Medium	Medium	High							
	Rare	Low	Low	Low	Medium	Medium							

		Occupatio	onal Health and Safety (OHS)	Risk Register											
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All related OHS policies and	procedures can be found on the Oco	cupational Health, Safe	ety and Wellbeing Management in Schools PAL page (click he	<u>(0)</u>	1	_									
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Criteria

	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	MEDIUM	HIGH	EXTREME	EXTREME	EXTREME
Likely	MEDIUM	MEDIUM	HIGH	EXTREME	EXTREME
Possible	LOW	MEDIUM	MEDIUM	HIGH	EXTREME
Unlikely	LOW	LOW	MEDIUM	MEDIUM	HIGH
Rare	LOW	LOW	LOW	MEDIUM	MEDIUM

Extreme	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately.
High	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification
Medium	Notify Nominated employee, HSR / OHS Committee. Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within 7 days.
Low	Notify Nominated employee, HSR / OHS Committee. Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time

Hav	e Controls Been Implemented
Yes	
Partia	ly
No	

Hazard type Atmospheric Contaminants

Biological Burns Chemical Confined Spaces Electrical Environment/ Physical hazard Ergonomics Fire and Explosion Food Safety

Hot work

Hazardous Building Materials Manual Handling Noise Occupational Violence

Off Site Activity/Home Visit

Other Plant and Equipment (Static & mobile) Playgrounds Psychological Radiation Security Sharps Silps, Trips and Falls Students with Challenging Behaviours Thermal Traffic Control Vibration Camps and Excursion Workplace Bullying Working at Heights

Work-Related Stress

Work-Related Violence



Version Control

Version	Section Amended	Amendment	Date Created	Author
2	Primary Schools Risk Register	Improved functionality including:	Sep-09	W.Nunn
		Reduced the number of generic risks from 244 to 68 by consolidating risks with		
		the same risk rating and risk controls		
		Refined language to ensure consistency with DEECD documents		
		Review risk ratings to ensure consistency		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
		Delevated the interest field with a fear to serve before the involution to serve be		
	Secondary Schools Risk Register	Relocated the innerent risk ratings to appear before the implement controls	Sep-09	W.Nunn
		Reduced the number of generic risks from 203 to 86 by consolidating risks with		
		the same risk rating and risk controls		
		Refined language to ensure consistency with DEECD documents		
		Review risk ratings to ensure consistency		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
	Specialist Schools Risk Register	Improved functionality including:	Sep-09	W.Nunn
		Reduced the number of generic risks from 203 to 73 by consolidating risks with		
		the same risk rating and risk controls		
		Refined language to ensure consistency with DEECD documents		
		Review risk ratings to ensure consistency		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
		Relocated the inherent risk ratings to appear before the implement controls		
	Office/Corporate Risk Register	Improved functionality including:	Sep-09	W.Nunn
		Reduced the number of generic risks from 67 to 51 by consolidating risks with the		
		same risk rating and risk controls		
		Refined language to ensure consistency with DEECD documents		
		Review risk ratings to ensure consistency		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
		Balanated the inherent risk ratings to appear before the implement controls		
3	Primary Schools Risk Register	Improved functionality including:	Feb-10	W.Nunn
	, e	Relocated residual risk columns to annear directly after the controls implemented		B.Walker
		at the workplace		
		Updated residual risk ratings based on DEECD suggested risk controls		
		Created a Risk Matrix reference worksheet		
		Created comment boxes for ease of use		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
		Reduced the number of generic risks from 68 to 34 by consolidating risks of the		
		same hazard type		
	Secondary Schools Risk Register	Improved functionality including:	Feb-10	W.Nunn B.Walker
		Relocated residual risk columns to appear directly after the controls implemented		
		Undeted residual risk ratings based on DEECD suggested risk controls		
		Opdated residual risk raungs based on DEECD suggested risk controls		
		Created a Risk Matrix reference worksheet		
		Created comment boxes for ease of use		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
		Reduced the number of generic risks from 86 to 36 by consolidating risks of the		
	Specialist Schools Risk Register	Improved functionality including:	Feb-10	W.Nunn
		Relocated residual risk columns to appear directly after the controls implemented		B.Walker
		at the workplace		
		Updated residual risk ratings based on DEECD suggested risk controls		
		Created a Risk Matrix reference worksheet		
		Created comment boxes for ease of use		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
		same hazard type		
	Office/Corporate Risk Register	Improved functionality including:	Feb-10	W.Nunn B.Walker
		Restructured the risk register format for ease of use (e.g. included comment		D. Walker
		units () () () () () () () () () (
		Updated residual risk ratings based on DEECD suggested risk controls.		
		Created a Risk Matrix reference worksheet		
		Reviewed risk controls to ensure alignment with DEECD documents/procedures		
		Reduced the number of generic risks from 51 to 31 by consolidating risks of the		
4	Primary Schools Risk Register	Included Occupational Violence hazard (offsite) and DEECD suggested risk	Jul-10	W.Nunn
	Poppadary Schoola Piels Desister	controls	hd 10	L.Penman
	Secondary Schools KISK Kegister	controls	JU!' IV	L.Penman
	Specialist Schools Risk Register	Included Occupational Violence hazard (offsite) and DEECD suggested risk	Jul-10	W.Nunn
	Office/Corporate Risk Register	Included Occupational Violence hazard (offsite) and DEECD suggested risk	Jul-10	W.Nunn
5	All	controls Risk rating changed from moderate to medium to reflect changes to the risk	Feb-11	L.Penman M Heffernan
		matrix. Inclusion of Instruction Guide and legionella hazard associated with potting		
6	All	Deleted area column. Switched Hazard Type and Hazard Description to the	Feb-11	A.Villamarzo
7	All	second and third column. Some wording changes and inclusion of hazards.	bul. 11	EHII
8	Instructions & Risk Matrix	Changed Risk Matrix and descriptors to align with DEECD Risk Management	Mar-13	J. Hemingway
		Amended 'Instructions' tab to remove reference to Hazard Reference Numbers.		• •

9	All	Inclusion of work related stress and update to bullying. Amendment to the risk matrix within the register to reflect change in terminology.	May-16	Kara Fournie
10	Manual Handling	Update to hazard description and risk controls for all school Registers.	Jul-17	Kara Fournie
11	All	Update to new HR Web Template Change reference from DET to Department	Jun-18	ESWU
12	eduSafe	Change to reference from eduSafe to EduSafe Plus	Oct-20	Grace Algefski
13	Traffic Mgt	Based on WorkSafe guidance Traffic Control-lighting and CCTV in carparks were added as suggested controls	Feb-21	Grace Algefski
14	All	Updated to align with the new and updated Risk Management for Health, Safety & Wellbeing policy and procedure.	Sep-21	N. Christians
15	All	Full review as part of OHSMS review: Introduction of 11 mandated risks Alignment to DE updated risk matrix Removal of inherent risk and residual risk language Inclusion of additional controls Tailoring of document to schools, removal of corporate and multiple school workplaces Review of controls for consistency Update of slica measures	Mar-24	C.Monaghan