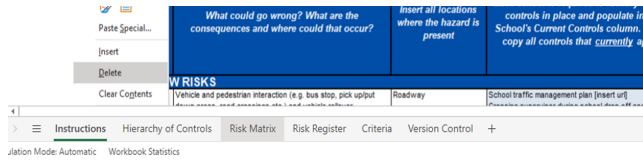
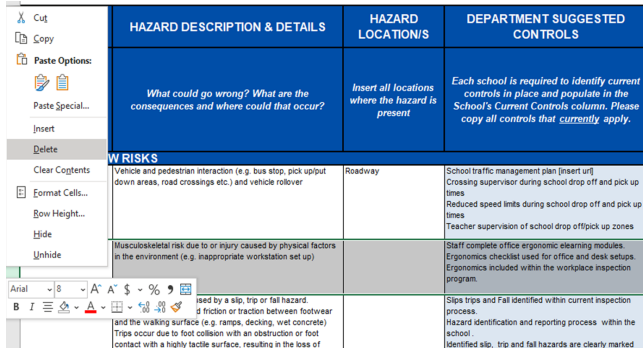


1. Follow the OHS Risk Planning and Management policy and procedure.
2. Click on the Risk Register tab



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.



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

DEPARTMENT SUGGESTED CONTROLS	SCHOOL'S CURRENT CONTROLS
<p><i>Each school is required to identify current controls in place and populate in the School's Current Controls column. Please copy all controls that currently apply.</i></p>	<p>1. What current controls are in place? Please select all that apply from the Department Suggested Controls column.</p> <p>2. What additional controls previously identified have now been implemented from the previous review in the last 12 months?</p>
School traffic management plan [insert url] 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	
Staff complete office ergonomic e-learning 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. Identified slip, trip and fall hazards 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).

CURRENT RISK RATING <i>This is the current risk rating based on current controls in place at the School.</i>			IS CURRENT RISK RATING ACCEPTABLE?
Consequence	Likelihood	Risk Rating	<i>If the current risk rating is "HIGH" or above then Additional Controls must be implemented must be considered (see next column)</i>
Insignificant	Rare	LOW	
Insignificant	Rare	LOW	
Minor	Moderate		
Major			
Severe			
Insignificant	Rare	LOW	

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
<i>If the current risk rating is "HIGH" or above (select No), then Additional Controls must be implemented (see next</i>	<i>If the CURRENT RISK RATING for the Hazard is "HIGH" or above, what Additional Controls can be implemented? Please refer to the</i>

Not implemented (see next column)	Implemented / Please refer to the Department Suggested Controls column for suggestions.
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 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.	NEW RISK RATING <i>This is the new risk rating when taking additional controls into consideration.</i>		
	Consequence	Likelihood	Risk Rating
	Insignificant	Rare	LOW
	Insignificant	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.

DESCRIPTION & DETAILS	HAZARD LOCATION/S	DEPARTMENT SUGGESTED CONTROLS	SCHOOL'S CURRENT CONTROLS
could go wrong? What are the places 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 currently apply.	1. What current controls are in place? Please select all that apply from the Department Suggested Controls column. 2. What additional controls previously identified have now been implement from the previous review in the last 12 months?
Strain interaction (e.g. bus stop, pick up/drop off crossings etc.) and vehicle rollover	Roadway	School traffic management plan [insert url] 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	
Slips due to or injury caused by physical factors (e.g. inappropriate workstation set up)		Staff complete office ergonomic e-learning modules. Ergonomics checklist used for office and desk setups. Ergonomics included within the workplace inspection program.	
Slips due to or injury caused by physical factors (e.g. inappropriate workstation set up)		Slips trips and Fall identified within current inspection process. Hazard identification and reporting process within the	

DESCRIPTION & DETAILS	HAZARD LOCATION/S	DEPARTMENT SUGGESTED CONTROLS	SCHOOL'S CURRENT CONTROLS
could go wrong? What are the places 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 currently apply.	1. What current controls are in place? Please select all that apply from the Department Suggested Controls column. 2. What additional controls previously identified have now been implement from the previous review in the last 12 months?
Strain interaction (e.g. bus stop, pick up/drop off crossings etc.) and vehicle rollover	Roadway	School traffic management plan [insert url] 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	
Slips due to or injury caused by physical factors (e.g. inappropriate workstation set up)		Staff complete office ergonomic e-learning modules. Ergonomics checklist used for office and desk setups. Ergonomics included within the workplace inspection program.	
Slips due to or injury caused by physical factors (e.g. inappropriate workstation set up)		Slips trips and Fall identified within current inspection process.	

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

Last Updated: 1 March 2024

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 tolerable 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 chemicals are used, ventilation (engineering control) might be required, as well as a review of hazardous chemical safe handling procedure 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

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.

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	<ul style="list-style-type: none"> Educational outcomes, engagement and wellbeing and pathways and transitions can be met with workarounds 	<ul style="list-style-type: none"> Minor injury requiring no first aid or peer support for stress / trauma event 	<ul style="list-style-type: none"> Small loss that can be absorbed 	<ul style="list-style-type: none"> Internal impact (no external impact) 	<ul style="list-style-type: none"> School operations continue with slight interruptions to normal activities 	<ul style="list-style-type: none"> Goals, targets and key improvement strategies can be delivered with inconsequential impacts
Minor	<ul style="list-style-type: none"> Educational outcomes, engagement and wellbeing and pathways and transitions achieved but below targets 	<ul style="list-style-type: none"> Injury / ill health requiring first aid Peer support for stress / trauma event 	<ul style="list-style-type: none"> Loss of 'consumable' assets, < 2% deviation from budget Minor fraud possible 	<ul style="list-style-type: none"> Adverse comments local community media Short term stakeholder dissatisfaction / comment 	<ul style="list-style-type: none"> Some school operations disrupted Minor workarounds return school to normal operations 	<ul style="list-style-type: none"> Minor workaround need to be implemented to deliver the SSP goals, targets and key improvement strategies
Moderate	<ul style="list-style-type: none"> Students' overall levels of Literacy and Numeracy static Increasing truancy Partial achievement of targeted pathways and transitions 	<ul style="list-style-type: none"> Injury / ill health requiring medical attention Stress / trauma event requiring professional support 	<ul style="list-style-type: none"> Loss of assets 2% - 5% deviation from budget External audit management letter 	<ul style="list-style-type: none"> External scrutiny e.g. VAGO Adverse state media comment Stakeholder relationship impacted 	<ul style="list-style-type: none"> Key school operations temporarily disrupted School leadership team meets to return school to normal operations 	<ul style="list-style-type: none"> Constant consultation with key stakeholders needs to be maintained to deliver the SSP goals, targets and key improvement strategies
Major	<ul style="list-style-type: none"> National targeted improvements not achieved Partial achievement of targeted learning outcomes Student dissatisfaction with access to pathways / transitions 	<ul style="list-style-type: none"> Injury / ill health requiring hospital admission Stress / trauma event requiring ongoing clinical support 	<ul style="list-style-type: none"> Loss of significant assets 6% - 15% deviation from budget External audit qualification on accounts High end fraud committed 	<ul style="list-style-type: none"> External investigation Adverse comments national media Stakeholder relationship tenuous 	<ul style="list-style-type: none"> Whole of school operations disrupted Assistance sought from Regional Office 	<ul style="list-style-type: none"> Significant adjustment to resource allocation and service delivery required to deliver SSP goals, targets and key improvement strategies
Severe	<ul style="list-style-type: none"> 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 	<ul style="list-style-type: none"> Fatality or permanent disability Stress / trauma event requiring extensive clinical support for multiple individuals 	<ul style="list-style-type: none"> Loss of key assets >15% deviation from budget Systemic and high value fraud 	<ul style="list-style-type: none"> Commission of inquiry National front page headlines Stakeholder relationship irretrievably damaged 	<ul style="list-style-type: none"> Normal school operations cease School evacuated Regional Office notified 	<ul style="list-style-type: none"> 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
Almost Certain	Expected to occur	>95%	Multiple times in the next year
Likely	Probably will occur (no surprise)	66-95%	At least once in the next year
Possible	May occur at some stage	26-65%	Once in the next 3 years
Unlikely	Would be surprising if it occurred	5-25%	Once in the next 5 years
Rare	May never occur	<5%	Once in the next 10 years

Note:
 1. The **Likelihood Criteria** refers to the likelihood of the consequence descriptor you have selected i.e. the likelihood of a 'major' consequence.
 2. The **Indicative Frequency** may not be relevant when assessing risks related to repeated activities, or when objectives are to be delivered over discrete periods of time. It should not be the sole basis for 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
Likelihood	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

Criteria

Likelihood	Consequence				
	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.

Have Controls Been Implemented
Yes
Partially
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
Slips, 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	Section Amended	Amendment	Date Created	Author
2	Primary Schools Risk Register	Improved functionality including: 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 Relocated the inherent risk ratings to appear before the implement controls	Sep-09	W.Nunn
	Secondary Schools Risk Register	Improved functionality including: Reduced the number of generic risks from 293 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 Relocated the inherent risk ratings to appear before the implement controls	Sep-09	W.Nunn
	Specialist Schools Risk Register	Improved functionality including: 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	Sep-09	W.Nunn
	Office/Corporate Risk Register	Improved functionality including: 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 Relocated the inherent risk ratings to appear before the implement controls	Sep-09	W.Nunn
3	Primary Schools Risk Register	Improved functionality including: Relocated residual risk columns to appear directly after the controls implemented 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	Feb-10	W.Nunn B.Walker
	Secondary Schools Risk Register	Improved functionality including: Relocated residual risk columns to appear directly after the controls implemented 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 86 to 36 by consolidating risks of the same hazard type	Feb-10	W.Nunn B.Walker
	Specialist Schools Risk Register	Improved functionality including: Relocated residual risk columns to appear directly after the controls implemented 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 73 to 34 by consolidating risks of the same hazard type	Feb-10	W.Nunn B.Walker
	Office/Corporate Risk Register	Improved functionality including: Restructured the risk register format for ease of use (e.g. included comment boxes, moved residual risk columns) 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 same hazard type	Feb-10	W.Nunn B.Walker
4	Primary Schools Risk Register	Included Occupational Violence hazard (offsite) and DEECD suggested risk controls	Jul-10	W.Nunn L.Penman
	Secondary Schools Risk Register	Included Occupational Violence hazard (offsite) and DEECD suggested risk controls	Jul-10	W.Nunn L.Penman
	Specialist Schools Risk Register	Included Occupational Violence hazard (offsite) and DEECD suggested risk controls	Jul-10	W.Nunn L.Penman
	Office/Corporate Risk Register	Included Occupational Violence hazard (offsite) and DEECD suggested risk controls	Jul-10	W.Nunn L.Penman
5	All	Risk rating changed from moderate to medium to reflect changes to the risk matrix. Inclusion of Instruction Guide and legionella hazard associated with potting mix	Feb-11	M.Heffernan
6	All	Deleted area column. Switched Hazard Type and Hazard Description to the second and third column. Some wording changes and inclusion of hazards.	Feb-11	A.Villamarzo
7	All	Changed "Catastrophic" risk rating description to "Severe"	Jul-11	EHU
8	Instructions & Risk Matrix	Changed Risk Matrix and descriptors to align with DEECD Risk Management. Amended 'Instructions' tab to remove reference to Hazard Reference Numbers.	Mar-13	J. Hemingway

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 silica measures	Mar-24	C.Monaghan