Risk Assessment Form

Grab a worker and add a 1-6 rating against likely fatigue hazards and highlight what modifications you'll make to reduce the risk

1. HAZARD IDENTIFICATION

Property:	All properties	**Date & Time:**	
Location of Hazard:			
Hazard Description:	Fatigue Management over busy seasons (ie. sowing, harvest, livestock events)		
Names of People Completing Form	Samantha Pritchard (HR & WHS Manager)	(Farm Manager)	(Worker)

How Hazard Was Identified

☐ Incident	☐ Site Inspection	☐ WHS / Toolbox Meeting	✖ Other (specify) Proactive measure

Types of Hazard Categories *(see page 3 for further details)*

☐ Working at height	☐ Chemicals	☐ Mobile Plant	☐ Plant, equipment or machinery
☐ Electrocution	☐ Manual Handling	☐ Contractors	☐ Confined Space
☐ Fire / Explosion Risk	☐ Lifting Equipment	☐ Environment	✖ Other (specify) Fatigue

2. RISK ASSESSMENT

The assessment chart below combines concepts of exposure and probability into the single concept of likelihood. This allows risks to be ranked and **prioritised from very high (1) to low (6)**. The risk rating is the tool we use to assess the degree of action required to counteract the risk event.

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

3. HAZARD CONTROL – Mitigating Identified Risk

1. Identify	2. Assess			3. Control	Residual Risk		
Describe the Hazard (including outcome or consequence)	How likely (1-6)	How severe (1-6)	Risk Score (colour)	**What could be done to reduce the risk?** **Highlight what you'll do** **Elimination, Substitution, Isolation, Engineering, Administration and PPE&C*	**Risk Score** After control measures		
					How likely	How severe	Risk Score
Long Hours (55 +/week, 13hrs+/shift)				* Monitor actual time worked against the allocated roster and identify if excessive hours are being worked. • Plan into work schedules enough workers and other resources to do the job without placing excessive demands on workers. • Ensure workers have and take adequate and regular breaks to rest, eat and rehydrate. • Use forward rotation roster systems (dayevening-night).			
Irregular Hours (last minute changes and unplanned overtime)							
Insufficient breaks during work (30mins every 5 hours, plus comfort breaks)				* Avoid overtime allocations after afternoon or night shifts. Stagger shifts. • Consider sleep opportunities and recovery times. • Schedule safety critical work outside low body clock periods (i.e. between 2 am and 6 am). • Avoid quick shift changeovers such as changing from day to night shift in 1 day. • Allocate shift and night workers consecutive days off to allow for at least two full nights rest including some weekends. • Encourage workers to have a nap in the afternoon before the first night shift. • Implement controlled napping procedures for night shifts, including designated nap facilities and timing, maximum nap durations (20-30 mins), post-nap recovery periods and supervisor approval processes. • Design working hours and rosters to allow for good quality sleep and enough recovery time between workdays or shifts for travelling, eating, washing and sleeping. • Support shift work adaptation (e.g. gradual introduction to night work, individual fatigue management plans, regular review of individual coping and flexible arrangements).			
Insufficient breaks between periods of work (12hrs between shifts)							
Work that disrupts circadian rhythm (night shift, hours between 2-6am, more than 3 successive night shifts)							
High or low cognitive job demands (New tasks or technology the worker is learning Monotonous work or passive monitoring tasks)				• Identify the causes of high emotional demands. • Rotate workers through physically, cognitively or emotionally demanding tasks • Roster sufficient workers for the expected workload and have processes to address unexpected peaks in workload. • Schedule hard or complex tasks early in the shift to avoid lower energy and concentration periods later in shifts.			

Workplace barriers to understanding and reporting on safety (Literacy and language barriers are not addressed, power imbalances discourage workers from raising safety issues				• Plan tasks to remove unnecessary work. • Provide equipment and/or technology to assist with tasks. • Match workers' skills and experience to the tasks allocated. • Avoid physically demanding work during periods of extreme temperature. • Design the workplace to protect workers from extremes of heat and cold (e.g. provide shade and shelter from wind and rain). Install heating and cooling if needed. • Provide additional breaks if working in extremes of temperature. • Ensure the workplace and surroundings are well lit, safe and secure. • Ensure accommodation is quiet, dark (particularly when workers are sleeping during the day) and allows for sleep and recovery.			
Exposure to other psychosocial hazards (remote & isolated work)							
Physical work environment (exposure to vibration of machine, loud noises and extreme weather)							
Insufficient sleep amount and quality (awake for over 17hrs)				* Consult workers and design shift rosters that enable workers to meet work and personal commitments. * Set clear expectations on readiness for work policy. • Implement flexible working arrangements to accommodate the individual needs of workers. • Give additional support or supervision to workers who are new or returning to work after a period of extended absence. • Implement a systematic approach to providing workers with accessible WHS information. • Support personal fatigue management through individual fatigue risk plans • Give notice of shifts - particularly any long, irregular or night shifts to allow workers to plan their sleep and other responsibilities. • Promote healthy diet by providing facilities to cook or heat healthy meals and appropriate breaks to eat them.			
Inadequate work experience for the job (worker is new to shift work, limited experience & support)							
Limited sleep opportunities (2nd job or long travel from home)							

4. ACTION PLAN

Date	Person/s Responsible	Action	Completed date

5. ACKNOWLEDGEMENT & REVIEW / MONITORING

Review by Date: Employee: Signature: Date reviewed:	....	Report Submitted to Manager: Signature: Date	....
Report Submitted to General Manager: Date: Updated in Central Risk Register:	☐ Yes ..... ☐ Yes		

Risk Management Chart

Step 1: Hazard identification	Step 2: Risk Assessment	Step 3: Risk Control
Identify potential hazards and risks at the workplace. Examples are listed below, however, you must consider these in the context of your workplace or industry.	To assist risk assessment, a general level of risk for each hazard is indicated along arrow guides. In assessing risk consider interaction between hazards and how that could influence the level of risk. Also take into account specific workplace/industry circumstances.	You must eliminate or minimise the risk so far as is reasonably practicable. Examples of control measures are included below and in Chapter 5 of this Code.

Table 2: Risk management chart – Work hours and shift design

Step 1: Hazard identification	Step 2: Risk Assessment			Step 3: Risk Control
Hazard: Work hours and shift design	General Risk indicator: Lower Risk → Higher risk			**Control measures:** The most appropriate control measures should be implemented for the identified hazard. Control measures may include:
Long hours	35-40 hours (per week) 7-8 hours (per shift)	48 hours (per week) 10 hours (per shift)	55 hours (per week) 13 hours (per shift) Safety critical work performed at night Double shifts	• Monitor actual time worked against the allocated roster and identify if excessive hours are being worked. • Plan into work schedules enough workers and other resources to do the job without placing excessive demands on workers. • Ensure workers have and take adequate and regular breaks to rest, eat and rehydrate. • Structure shifts and work plans so demands are highest towards the middle of the shift and decrease towards the end. • Use forward rotation roster systems (day-evening-night).
Irregular hours	Work hours are regular and infrequently change	Forward rotating shift Short rotating shifts Occasional unplanned overtime Frequent changes to shifts with more than 24-hours' notice	Regularly working in an on call or as need arises capacity beyond a normal workday Backwards rotating shifts Slow rotating shifts Fly-in fly-out work (or other remote work for short periods) Less than 24-hours' notice before start or end time for shift is changed Frequent unplanned overtime	

Step 1: Hazard identification	Step 2: Risk Assessment			Step 3: Risk Control
Hazard: Work hours and shift design	General Risk indicator: Lower Risk → Higher risk			**Control measures:** The most appropriate control measures should be implemented for the identified hazard. Control measures may include:
Insufficient breaks during work	Regular breaks provided and encouraged	Infrequent breaks Tightly scheduled breaks with little control when breaks can be taken	No breaks	• Avoid overtime allocations after afternoon or night shifts. • Consider sleep opportunity and recovery in instances where workers are required to work on call after a normal shift or on days off. • Schedule safety critical work outside low body clock periods (i.e. between 2 am and 6 am). • Have opportunities for workers to use leave entitlements. • Avoid quick shift changeovers such as finishing at 11 am and starting again at 7 am the next day. • Allocate shift and night workers consecutive days off to allow for at least two full nights rest including some weekends. • Encourage workers to have a strategic nap in the afternoon before the first night shift. • Implement controlled napping procedures for night shifts, including designated nap facilities and timing, maximum nap durations (20-30 mins), post-nap recovery periods and supervisor approval processes. • Design working hours and rosters to allow for good quality sleep and enough recovery time between workdays or shifts for travelling, eating, washing and sleeping. • Support shift work adaptation (e.g. gradual introduction to night work, individual fatigue management plans, regular review of individual coping and flexible arrangements).
Insufficient breaks between periods of work	Adequate time for sleep, travel, meals, etc 16 hours between shifts	Working more than 5 days in a row 14 hours between shifts	Inadequate time for sleep, travel, meals etc Working more than 7 days in a row Less than 12 hours between shifts Not having at least two consecutive nights sleep between shift blocks Extended commute times	
Work that disrupts circadian rhythm	Day shift	Afternoon shift Night shifts rostered well in advance to allow time to adjust sleep patterns	Night shift Work between 2 am and 6 am – especially safety critical work or traveling Doing more than 3 successive night shifts Less than 24 hours' notice is given before night work International travel time without time for recovery	

People in Paddocks

Table 3: Risk management chart – Tasks, equipment or environments

Step 1: Hazard identification	Step 2: Risk Assessment			Step 3: Risk Control
Hazard: Tasks, equipment or environments	General Risk indicator: Lower Risk → Higher risk			**Control measures:** The most appropriate control measures should be implemented for the identified hazard. Control measures may include:
High physical job demands	Minimal physically demanding work	Prolonged sedentary work Short periods of physically demanding work	Highly physically demanding work New tasks workers are adapting to. Lack of tools and resources necessary	• Install fit for purpose plant machinery and equipment for use at the workplace. • Redesign jobs to limit periods of excessive cognitive (mental), emotional or physical demands. • Identify and the causes of high emotional demands. • Establish task rotation systems to alternate high/low demand activities, share complex decision-making tasks, rotate between active/monitoring roles and balance physical/mental demands • Rotate workers through physically, cognitively or emotionally demanding tasks. • Roster sufficient workers for the expected workload and have processes to address unexpected peaks in workload. • Schedule hard or complex tasks early in the shift to avoid lower energy and concentration periods later in shifts. • Plan tasks to remove unnecessary work. • Provide equipment and/or technology to assist with tasks. • Match workers' skills and experience to the tasks allocated. • Avoid physically demanding work during periods of extreme temperature. • Design the workplace to protect workers from extremes of heat and cold (e.g. provide shade and shelter from wind and rain). Install heating and cooling if needed. • Provide additional breaks if working in extremes of temperature. • Select and install fit for purpose machinery (low noise and vibration). • Ensure the workplace and surroundings are well lit, safe and secure. • Ensure accommodation is quiet, dark (particularly when workers are sleeping during the day) and allows for sleep and recovery.
High emotional job demands	Work-related causes of high emotional demand identified and addressed	Workers rotated through emotionally demanding tasks	Prolonged exposure to high emotional demands (e.g. responding to distressing or traumatic situations or managing heightened emotions of others in the workplace)	
High or low cognitive (or mental) job demands	Varied task demands within the worker's skills and experience	Some variation in tasks but long periods of concentration required.	High concentration work, with high demands over an extended period of time Work where errors may have high risks Insufficient time for the number or volume of tasks New tasks or technology the worker is learning Monotonous work or passive monitoring tasks	
Workplace barriers	All safety information is provided in formats that address language and literacy barriers. Power imbalances are addressed and safety reporting is encouraged	Language and literacy barriers are addressed inconsistently There are some power imbalances still present but safety reporting is generally encouraged	Literacy and language barriers are not addressed Power imbalances discourage workers from raising safety issues	
Exposure to other psychosocial hazards	Psychosocial hazards identified and effectively controlled	Occasional exposure to psychosocial hazards	Regular, prolonged or severe exposure to hazards such as poor support, high job demands, low job control, remote or isolated work (or other psychosocial hazards).	
Poor physical work environment	Well-designed physical work environment	Short exposures to loud noise, extreme temperatures or vibration Prolonged exposure to low level noise	Prolonged exposure to loud noise, extreme temperatures, vibration or lighting Exposure to hazardous substances Lack of access to healthy food options or facilities to store and heat healthy food options Poor air quality	
Poor accommodation	Accommodation provided close to the workplace and allows for reasonable sleep	Longer travel time between workplace and accommodation but transport and drivers provided (e.g. bus)	Worker accommodation that does not allow for sleep and recovery Worker accommodation requires significant travel to and from the workplace	

Table 4: Risk management chart – Individual (both work and non-work)

Step 1: Hazard identification	Step 2: Risk Assessment			Step 3: Risk Control
Hazard: Individual (both work and non-work)	General Risk indicator: Lower Risk → Higher risk			**Control measures:** The most appropriate control measures should be implemented for the identified hazard. Control measures may include:
Insufficient sleep amount and quality	Awake for less than 16 hours 8 hours sleep in 24 hours	Awake for over 17 hours	Awake for 24 hours 6 hours sleep or less in 24 hours Poor quality sleep (e.g. influenced by health conditions, dietary factors or alcohol or drugs)	• Consult workers and design shift rosters that enable workers to meet work and personal commitments. • Assist shift work adaptation through individual adjustment strategies, family-supportive arrangements, health and wellbeing programs and regular review of coping capacity.
Inadequate fitness and experience for work	Experienced workers Fit and healthy workers	Inexperienced worker but with good supervision and support	Worker has limited experience and support Worker is new to shiftwork Poor diet	

Step 1: Hazard identification	Step 2: Risk Assessment			Step 3: Risk Control
Hazard: Individual (both work and non-work)	**General Risk indicator** Lower Risk → Higher risk			**Control measures:** The most appropriate control measures should be implemented for the identified hazard. Control measures may include:
			Recent illness/injury	• Set clear expectations on readiness for work policy. • Implement flexible working arrangements to accommodate the individual needs of workers. • Give additional support or supervision to workers who are new or returning to work after a period of extended absence. • Implement a systematic approach to providing workers with accessible WHS information. • Support personal fatigue management through individual fatigue risk plans (e.g. how to transition on and off the night shift), sleep hygiene education, lifestyle management guidance and personal risk assessment tools. • Give notice of shifts - particularly any long, irregular or night shifts to allow works to plan their sleep and other responsibilities. • Promote healthy diet by providing facilities to cook or heat healthy meals and appropriate breaks to eat them.
Limited sleep opportunity	Adequate time to rest and sleep	Out of work responsibilities occasionally impact sleep	Significant out of work responsibilities impacting sleep time Extended commutes between work and home sleep environment	