

Risk Assessment and Safe Work Method Statement
CSE Consulting Queensland

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Prepared by:



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Client Details

Company Name	
Example	
Contact Name and Position	
Example	
Company Address	
Example	
Company Phone Number	Contact Phone Number
Example	Example
Company Email Address	Contact Email Address
Example	Example

Contracted Work Details

Contract Name	
Example	
Contract Location	
Example	
Contract Risk Assessment Developed in Conjunction with: (Name of Client Representative and contact details if required)	
Example	
Company Phone Number	Contact Phone Number
Example	Example
Company Email Address	Contact Email Address
Example	Example
Activities to be undertaken	
Example	
Additional Resources / Training / Instructions Required	
↻ Example	
↻ Example	
Personal Protection Equipment (PPE) Required	
↻ Example	
↻ Example	
↻	



This section is to be completed for each significant project / work piece undertaken under the contract.

Details of Additional Measures to be taken:

[illegible]



Work / Project Step, Hazards and Risk Mitigation Controls

Work Step 1

Job Step
1.
Hazards Identified
🔁 Example
🔁 Example
🔁 Example
Risk Severity and Likelihood
Severity: HIGH <input type="checkbox"/> MODERATE <input type="checkbox"/> LOW <input type="checkbox"/>
Likelihood: VERY UNLIKELY <input type="checkbox"/> UNLIKELY <input type="checkbox"/> LIKELY <input type="checkbox"/> VERY LIKELY <input type="checkbox"/> ALMOST CERTAIN <input type="checkbox"/>
Contingencies and Risk Mitigation Measures
🔁 Example

Work Step 2

Job Step
2.
Hazards Identified
🔁 Example
🔁 Example
🔁 Example
Risk Severity and Likelihood
Severity: HIGH <input type="checkbox"/> MODERATE <input type="checkbox"/> LOW <input type="checkbox"/>
Likelihood: VERY UNLIKELY <input type="checkbox"/> UNLIKELY <input type="checkbox"/> LIKELY <input type="checkbox"/> VERY LIKELY <input type="checkbox"/> ALMOST CERTAIN <input type="checkbox"/>
Contingencies and Risk Mitigation Measures
🔁 Example
🔁 Example
🔁 Example

*Duplicate / Copy tables above for each additional risk identified



Compliance

*I have been consulted and assisted in developing this Risk Assessment and Safe Work Method Statement and others which apply to my work activities with **[Name of Client]**. I will comply with its safe work practices as adherent to the Workplace Health, Safety and Wellbeing policies of CSE Consulting Queensland and **[Name of Client]**.*

NAME	POSITION / JOB TITLE	SIGNATURE	DATE
			Click or tap to enter a date.
			Click or tap to enter a date.



Attachments

1. Risk Matrix

RISK MATRIX					
LIKELIHOOD	CONSEQUENCES				
	INSIGNIFICANT (1)	MINOR (2)	MODERATE (3)	MAJOR (4)	CATASTROPHIC (5)
RARE (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (4)
UNLIKELY (2)	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
POSSIBLE (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
LIKELY (4)	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
ALMOST CERTAIN (5)	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)

If the residual risk is	Catastrophic (16+)	Then	Work is unable to proceed. Seek other methods (Significant)
	High (10 – 15)	Then	Permission from High Level Management for work to proceed (Significant)
	Moderate (4 – 9)	Then	Permission from Worker in Charge for work to proceed (Insignificant)
	Low (1 – 3)	Then	Work able to proceed (Insignificant)

2. Risk Legend

C = Consequence

- 5 = Catastrophic = Fatality, permanent disability, long term widespread impacts, huge financial loss**
- 4 = Major = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss**
- 3 = Moderate = Lost time injury, reversible medium term local impact, high financial loss**
- 2 = Minor = Medical treatment, reversible short - medium term impact to local area, medium financial loss**
- 1 = Insignificant = First aid, limited impact to minimal area, low financial loss**

L = Likelihood

- 5 = Almost Certain = It is almost certain that the risk will occur in most circumstances**
- 4 = Likely = The risk is likely to occur in most circumstances**
- 3 = Possible = There is uncertainty that the risk could occur**
- 2 = Unlikely = The risk could occur at some time but there is confidence that it will not**
- 1 = Rare = The impact/risk may occur only in exceptional circumstances**