THE UNIVERSITY OF MELBOURNE

School of Chemistry
Research Project Risk Assessment

Information of Activity

Project: _____ Date: _____

Research Student: _____ __Supervisor: _____

Risk Analysis matrix – level of risk

Hazard examples: Lifting, Noise, Keyboard, Radiation, Lasers, Toxic substances, Carcinogens, Lab equipment, Dangerous Goods

Identified Hazards	Risk Assessment			Risk Score	Risk Level
	Exposure (E)	Likelihood (L)	Consequence (C)	E x L x C	

Definitions									
Exposure	E	Likelihood	L	Consequence	C	Risk Score	Hierarchy of Risk Controls
Continuously	10	Almost Certain	1.0	Catastrophic	20	**E** >20 **H** >10	**Elimination** is a permanent solution and should be attempted in the first instance.
Frequently	6	Likely	0.6	Major	10	**M** 3-10	**Substitution** involves replacing the hazard or environmental aspect by one of lower risk.
Occasionally	3	Possible	0.3	Moderate	5		**Engineering** controls involve physical barriers or structural changes to the environment or process.
Infrequently	2	Unlikely	0.1	Minor	2	**L** < 3	**Administrative** controls reduce hazard by altering procedures and providing instructions.
Rarely	1	Rare	0.05	Insignificant	1		**Personal protective equipment** last resort or temporary control.

LEGEND

E: extreme/significant risk; immediate action required; must be managed by senior management with a detailed plan, notify RMO immediately.

H: high risk, senior management attention needed, detailed research and management planning at senior levels

M: moderate risk, management responsibility must be specified; manage by specific monitoring or response procedures

L: low risk, manage by routine procedures; unlikely to need specific allocation of resources

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Details of Risk Controls to be Taken

Risk Controls: *(These should be determined by both the person(s) identifying the risk and the student).* When determining risk controls refer to Hierarchy of Risk Control. Some examples are operating manuals, safe work procedures, licenses, permits to work, training and instruction etc.

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Person assessing the risk: _____ Date: _____

Authorised by: _____ Planned completion date: _____

Risk Control Measures Completed

Actions by: _____ Completed (Initials & date): _____