**Safety Action Register**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Identified hazard** | **\*Risk rating** | **What control measures are to be established and implemented?** | **Person responsible to action** | **Date to be actioned by** | **Completion**  **date and signed** | **Incident Report Form - link** |
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**Note:** \* Risk Rating can be interpreted using a Risk Assessment Matrix.

**Risk assessment matrix**

\*\*Use the risk rating table to assess the level of risk for each job step.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | |  | **Likelihood** | | | | |
|  | | | **1** | **2** | **3** | **4** | **5** |
| **Consequence** | | | **Rare**  **T**he event may occur in exceptional circumstances | **Unlikely**  The event could occur sometimes | **Moderate**  The event should occur sometimes | **Likely**  The event will probably occur in most circumstances | **Almost Certain**  The event is expected to occur most circumstances |
| **1** | **Insignificant**  No injuries or health issues | | **LOW** | **LOW** | **LOW** | **LOW** | **MODERATE** |
| **2** | **Minor**  First aid treatment | | **LOW** | **LOW** | **MODERATE** | **MODERATE** | **HIGH** |
| **3** | **Moderate**  Medical treatment, potential LTI | | **LOW** | **MODERATE** | **HIGH** | **HIGH** | **CRITICAL** |
| **4** | **Major**  Permanent disability or disease | | **LOW** | **MODERATE** | **HIGH** | **CRITICAL** | **CATASTROPHIC** |
| **5** | **Extreme**  Death | | **MODERATE** | **HIGH** | **CRITICAL** | **CATASTROPHIC** | **CATASTROPHIC** |

**Risk rating:**

**Low risk**: Acceptable risk and no further action required as long as the risk has been minimised as far as possible. Risk needs to be reviewed periodically.

**Moderate risk**: Tolerable with further action required to minimise risk. Risk needs to be reviewed periodically.

**High risk**: Tolerable with further action required to minimise risk. Risk needs to be reviewed continuously.

**Critical risk**: Unacceptable risk and further action required immediately to minimise risk.

**Catastrophic**: Unacceptable risk and urgent action required to minimise risk.