# Appendix B: Assess the risk

This section provides an overview of how to assess your level of risk, including:

- 1. how to complete a risk assessment using a risk matrix;
- 2. a description of risk priority levels; and
- 3. how to complete a risk register.

You can approach your risk assessment by considering the worst potential consequence of the hazard occurring. This would result in a high consequence rating, and lower likelihood rating.

You could also approach your risk assessment by thinking of the most common consequence of a hazard occurring, and apply the appropriate frequency to this consequence. This would result in a lower consequence rating, and a higher likelihood rating.

In this section, we work through an example hazard of vehicle crashes caused by driver distraction. We look at risks based on the worst potential consequence of the hazard occurring, compared to how often that worst-case scenario may happen.

# 1. Complete a risk assessment

### **Step 1: Consequence**

Give your hazard a score based on the potential impact if something bad did happen. Use either the worst potential consequence or the most common consequence of the hazard occurring.

Consequence	Score
Catastrophic	
Multiple fatalities or severe permanent disablement (physical or psychological) to multiple people	5
Major	
Single fatality or substantial injuries, or severe permanent disablement (physical or psychological)	4
Moderate	
Medical treatment required, or injury (physical or psychological) requiring time off work or restricted work duties.	3
Minor	2
First aid treatment or wellbeing check in required	2
Insignificant	1
No treatment required	I

## Step 2: Likelihood

Give your hazard a second score based on the likelihood of your identified consequence occurring.

#### Likelihood

#### Almost certain

- The event or consequence is expected to occur.
- More than once per month
- · Greater than 90% of times when performing a

#### Likely

- The event or consequence will probably occur
- More than once per year
- Between 51% 90% of times when performing

#### Possible

- The event or consequence might occur at some
- Once every 1 10 years
- Between 11% 50% of times when performing

#### Unlikely

- · The event or consequence could occur at som
- Once every 10 50 years
- Between 1% 10% of times when performing

#### Rare

- · The event or consequence may occur only in
- Less than once every 50 years\*
- Less than 1% of times when performing a task

#### Example consequence

The worst potential consequence of a vehicle crash caused by driver distraction is multiple fatalities.

This is a Consequence score of 5.

Score
5
4
3
2
1

#### **Example likelihood**

An ODBS consults their crash records and sees that they have only experienced one crash due to driver distraction that resulted in multiple fatalities.

This is a **Likelihood score of 1**.

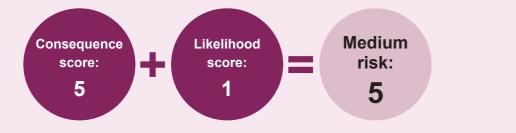
#### Step 3: Multiply your scores to get your risk rating

Multiply the consequence score and the likelihood score. Using that total, refer to the following table to get your risk rating for that hazard.

		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequence		1	2	3	4	5
Catastrophic	5	<b>5</b> Medium	<b>10</b> High	<b>15</b> High	<b>20</b> Very high	<b>25</b> Very high
Major	4	<b>4</b> Medium	<b>8</b> Medium	<b>12</b> High	<b>16</b> Very high	<b>20</b> Very high
Moderate	3	<b>3</b> Low	<b>6</b> Medium	<b>9</b> Medium	<b>12</b> High	<b>15</b> High
Minor	2	<b>2</b> Low	<b>4</b> Medium	<b>6</b> Medium	<b>8</b> Medium	<b>10</b> High
Insignificant	1	<b>1</b> Low	<b>2</b> Low	<b>3</b> Low	<b>4</b> Medium	<b>5</b> Medium

# **Example risk rating: Driver distraction**

In our example of vehicle crashes caused by driver distraction, we gave a consequence score of **5** and a likelihood score of **1**, which gives us a risk rating of **5** (5x1) = **Medium risk**.



# 2. Your risk priority level

Refer to the risk matrix on Page 21 and use the following table to guide how much effort you should put into adequately addressing your risks. Any risk that is rated 'very high' should be your top priority.

Consequence	
<b>16–25</b> Very high	You should <b>consider immedia</b> hazard until you can put in plac an acceptable level, or elimina
<b>10–15</b> <sub>High</sub>	Action is required as soon as illness.
<b>4–9</b> Medium	Action is required within a reprevent any further injury or illr
<b>1–3</b> Low	Action is required but not urger considered. If the risk is low en any additional policies or proce

# 3. How to complete a risk register

A risk register is a tool that helps you to document the consequence and likelihood of a hazard, consider policies and procedures that will help you manage the risk, and assign responsibility for managing the risk.

**Please note:** you do not need to provide a risk register to DoT Officers during an audit, however it may be a useful tool to help you assess the risk level of any hazards you identify.

Hazard examp	le: vehicle cras	shes caused by dr
Consequence: 5		Likelihood: 1
Responses (Policies/ procedures)	<ul> <li>Mobile disp</li> <li>Drivers to o technologio</li> <li>Driver train</li> </ul>	icy stating that mob batch tools only use check that meters, r cal equipment are s ing and assessmer iver monitoring usin
Who is responsible?	<ul><li>ODBS Res</li><li>Drivers.</li></ul>	ponsible Officer.

#### Score

**ately stopping** any activity that leads to that ace procedures or policies to reduce the risk to ate the hazard entirely.

as possible to prevent any further injury or

**reasonable time period**, or when practicable, to Iness.

ently. **Strategies to reduce the risk** should be enough (or acceptable), an ODBS may not need cedures.

#### river distraction

Risk Rating: 5 (Medium)

bile phone usage is not allowed whilst driving.

ed when vehicle is stationary and turned off.

navigation devices, dispatch and other set up and working prior to driving.

ent programs address driver distraction.

ing camera recordings.