

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

### Step 2: Likelihood

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

Likelihood	Score
<b>Almost certain</b> <ul style="list-style-type: none"> <li>• The event or consequence is expected to occur in most circumstances</li> <li>• More than once per month</li> <li>• Greater than 90% of times when performing a task / activity</li> </ul>	<b>5</b>
<b>Likely</b> <ul style="list-style-type: none"> <li>• The event or consequence will probably occur in most circumstances</li> <li>• More than once per year</li> <li>• Between 51% - 90% of times when performing a task / activity</li> </ul>	<b>4</b>
<b>Possible</b> <ul style="list-style-type: none"> <li>• The event or consequence might occur at some time</li> <li>• Once every 1 – 10 years</li> <li>• Between 11% - 50% of times when performing a task/ activity</li> </ul>	<b>3</b>
<b>Unlikely</b> <ul style="list-style-type: none"> <li>• The event or consequence could occur at some time</li> <li>• Once every 10 – 50 years</li> <li>• Between 1% - 10% of times when performing a task/ activity</li> </ul>	<b>2</b>
<b>Rare</b> <ul style="list-style-type: none"> <li>• The event or consequence may occur only in exceptional circumstances</li> <li>• Less than once every 50 years*</li> <li>• Less than 1% of times when performing a task/ activity</li> </ul>	<b>1</b>

#### Example consequence

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

This is a **Consequence score of 5**.

#### 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	5 Medium	10 High	15 High	20 Very high	25 Very high
Major	4	4 Medium	8 Medium	12 High	16 Very high	20 Very high
Moderate	3	3 Low	6 Medium	9 Medium	12 High	15 High
Minor	2	2 Low	4 Medium	6 Medium	8 Medium	10 High
Insignificant	1	1 Low	2 Low	3 Low	4 Medium	5 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	Score
<b>16–25</b> Very high	You should <b>consider immediately stopping</b> any activity that leads to that hazard until you can put in place procedures or policies to reduce the risk to an acceptable level, or eliminate the hazard entirely.
<b>10–15</b> High	<b>Action is required as soon as possible</b> to prevent any further injury or illness.
<b>4–9</b> Medium	<b>Action is required within a reasonable time period</b> , or when practicable, to prevent any further injury or illness.
<b>1–3</b> Low	Action is required but not urgently. <b>Strategies to reduce the risk</b> should be considered. If the risk is low enough (or acceptable), an ODBS may not need any additional policies or procedures.

## 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 example: vehicle crashes caused by driver distraction		
Consequence: 5	Likelihood: 1	<b>Risk Rating: 5 (Medium)</b>
Responses (Policies/procedures)	<ul style="list-style-type: none"> <li>Written policy stating that mobile phone usage is not allowed whilst driving.</li> <li>Mobile dispatch tools only used when vehicle is stationary and turned off.</li> <li>Drivers to check that meters, navigation devices, dispatch and other technological equipment are set up and working prior to driving.</li> <li>Driver training and assessment programs address driver distraction.</li> <li>Periodic driver monitoring using camera recordings.</li> </ul>	
Who is responsible?	<ul style="list-style-type: none"> <li>ODBS Responsible Officer.</li> <li>Drivers.</li> </ul>	