HOW TO COMPLETE AN ANNUAL HAZARD REVIEW

Purpose

The Work Health and Safety Act requires that the of the University undertake due diligence with respect to safety. One component of this due diligence as defined under the Act is to take reasonable steps to gain an understanding of the hazards associated with the business or undertaking (i.e. understand the hazard profile).

. The data is collated into an overall hazard profile for the University that then informs and assists the due diligence of Officers including members of University Council. If required, advice can be sought from a Senior HSW Advisor.

Before you start you will need to know

- Your current list of Hazards that required risk assessment (See HSW Handbook Chapter Hazard Management
- 5 Step Hazard Management Process)
- Looking at your previous years Annual Hazard Review, you should consult with key managers in your area to see if any hazards were eliminated or introduced during the year.

Once you have this information, follow these steps

 Read down the list of hazard categories and check the boxes for all those hazards which applied in the School/Branch in the previous 12 months and where a risk assessment would have been required.
Place a X in the box which indicates the residual risk recorded for each category.

Example 1: If the School has identified and risk assessed 5 activities using explosives with 4 assessed as Medium (residual) Risk and one has been assessed as High (residual) Risk – then check the explosives box and place an " " under the H category signifying High (residual) Risk.

Chemical

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