



## **SMART FUTURES 4 NORTH QUEENSLAND**

### **“Skills on Show” Careers Expo**

Date - Thursday 22 March 2012

Venue - Reid Park Pit Complex

*Risk; a potential problem, the possibility of loss or injury, the exposure of an activity to an uncertain outcome.*

This document only refers to risks related to the actual event – not the overall initiative.

This is the Work Method Statement used by all exhibitors.

**Step 1 Estimate the likely consequences**

CONSEQUENCE	
Catastrophic	Death, toxic release of chemicals
Major	Extensive injuries, loss of production
Moderate	Medical treatment, spillage contained but with outside help
Minor	First aid treatment , spillage contained onsite
Insignificant	No injuries

**Step 2 Estimate the likelihood of these consequences**

LIKELIHOOD	
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Could occur at some time
Rare	May occur, only in exceptional circumstances

**Step 3 Determine the risk score**

LIKELIHOOD  How likely is it to happen?	CONSEQUENCES How severely it hurts someone (if it happens)?				
	Insignificant (no injuries)	Minor (first aid treatment only; spillage contained at site)	Moderate (medical treatment; spillage contained but with outside help)	Major (extensive injuries; loss of production)	Catastrophic (death; toxic release of chemicals)
Almost certain – expected in most circumstances	High	High	Acute	Acute	Acute
Likely – will probably occur in most circumstances	Moderate	High	High	Acute	Acute
Possible – might occur at some time	Low	Moderate	High	Acute	Acute
Unlikely – could occur at some time	Low	Low	Moderate	High	Acute
Rare – may occur, only in exceptional circumstances	Low	Low	Moderate	High	High

**Step 4 Decide on control measures**

Score and Statement	Action
Acute	ACT NOW – Urgent – do something about the risks immediately. Requires immediate attention
High	Highest management decision is required urgently
Moderate	Follow management instructions
Low	OK for now. Record and review if any equipment/people/materials/work processes or procedures change

**Step 5 Develop action plan to control the hazard  
Risk Control Hierarchy**

- Elimination
- Substitution
- Isolation
- Engineering
- Administration
- Personal Protective Equipment

Company Name	
Address	
Contact Name	
Phone Number	

**Controls and Implementation**

Task/Activity:.....  
 .....  
 .....  
 .....  
 .....  
 .....

Task Hazard/Risk	Method of Control
Eg. Painting	Eg. Use of PPE – (please stipulate eg: safety glasses, protective cover suit, gloves??) Instruction and supervision by competent person Good ventilation

Please note:

- All electrical equipment is must be tested and tagged.
- Appropriate supervision and personal protective equipment must be provided.

Name (please print).....

Title.....

Signature..... Date .....