



## Auditing/Formally Reviewing Risk Assessments

### A guide for Work Health and Safety Co-ordinators

The University requires that a risk management process is in place for each workplace. This process must be consistent with the nature of the workplace activities and the scale of health and safety risks. Risk assessment is a tool employed by the university to provide a systematic approach in identifying workplace hazards and managing associated risks. The UQ on-line Risk Assessment Database (UQSafe-Risk) helps in this process by providing the framework to enable staff and students to create and maintain a documented record of risk assessments for their workplace activities.

Auditing risk assessments on the database aims to provide a degree of quality assurance for this process and is used as a performance measure for OHS at the university. The annual OHS goals include the requirement that risk assessments on the database are assessed and approved by a supervisor.

In late 2016 the OHS Division implemented a new performance measure to ensure that a more targeted and proportionate approach is undertaken. The new performance measure is:

**95-100% of active risk assessments with the initial assessment of “high” or “very high/extreme<sup>1</sup>” are formally reviewed<sup>2</sup>.**

If there are no risk assessments with a risk rating of high or very high/extreme, safety co-ordinators should focus on:

- Risk assessments that are classified as moderate risk,
- Risk assessments with incomplete controls or where controls are ineffective.

<sup>1</sup> Note that the original risk assessment database uses the term “very high”. The new database UQSafe-Risk uses the term “extreme”.

<sup>2</sup> The new UQSafe-Risk database uses different terminology to the old UQ Risk database. The UQSafe-Risk database uses “Formal review” instead of the term “audit” when referring to auditing the quality of risk assessments.

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The following checklist provides some guidance when auditing a risk assessment.

## Checklist

### Does the Risk Assessment meet the following criteria?

- Have the correct location details been assigned?
- Has an appropriate supervisor been assigned?
- Is there a clear description of the task/process? Would this process be easily understood by others reading the risk assessment?
- Have current safety controls been adequately described?
- Does the risk level appear to be acceptable for this task and specifically for the persons performing this task? Has gender, health, pregnancy, age, training, experience, location, communications, first aid and distance from emergency services been considered?
- Has sufficient justification been provided to support the risk analysis outcome?
- Have current legislative requirements been considered? (Regulations, Guidelines, Code of practice, Standards etc. ) <http://www.deir.qld.gov.au/workplace/law/index.htm>  
<http://www.uq.edu.au/ohs/index.html?page=134438>
- Have any specific health requirements been considered- i.e. Immunisations, allergies, immune-compromised persons, health surveillance?. Refer to the **UQ induction checklist** as a guide. <http://www.uq.edu.au/ohs/index.html?page=134438#training>
- Has required training or safe operating procedures been documented, described or referred to? Refer to Training needs analysis as a guide <http://www.uq.edu.au/ohs/index.html?page=168925>
- Has the Risk Management “Hierarchy of Controls” principal been considered? [How to Manage Work Health and Safety Risks Code of Practice 2011](#)
- Are the stated controls being implemented?
- Are additional controls required? If the risk is moderate to high- additional controls must be considered.
- Are Chemicals being used in this task? Are these chemicals listed in Schedule 14 or Schedule 10 of the Work Health and Safety Regulations 2011?- Refer to following guidelines <http://www.uq.edu.au/ohs/HEALTH/HEALTH-HealthSurveillance-Schedule14-Guideline.pdf>  
<http://www.uq.edu.au/ohs/carcinogens>

#### Notes:

##### If you are using UQSafe – Risk:

All recommendations from an auditor should be sent to the Risk Owner author via the formal review function in the system. This will trigger supervisor re-approval of the risk assessment.

##### If you are using the UQ Risk Management Database:

All recommendations from an auditor should be sent to the Risk Assessment author via email using the in-built email system. Supervisors should be notified if an author does not implement recommendations from an auditor within 4 weeks of notification. If changes to the risk assessment are required as a result of the audit, a new risk assessment will need to be entered in UQSafe-Risk.

## Contact for Additional Information

### OHS Division

Phone: 07 336-52365

Email: [ohs@uq.edu.au](mailto:ohs@uq.edu.au)