

# Step 1 – Site Inspection *(Risk Assessment form - Appendix A1)*

<< You should recreate this inspection form as Appendix A1 as part of health and safety documentation>>

**Company name:**

**Date of Inspection:**

<b>What are the hazards you identified? <i>(student must list at between 15 to 20 hazards)</i></b>	<b>Who might be harmed and how?</b>	<b>What should you do immediately to correct the harm?</b>	<b>What further action is necessary in the future?</b>	<b>Who should be responsible for this action?</b>	<b>When should the action start</b>	<b>When should the action end</b>

- This risk assessment shall be reviewed if the job process changes or is no longer valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)
- Indicate date this assessment should be revisited <dd/mm/yyyy>

## Step 2 – Assess the level of Risk *(Risk Assessment form - Appendix A2)*

<<You should recreate this inspection form as Appendix A2 as part of health and safety documentation>>

### Hazards / Risks and Control Measures

1. Description of Hazards / Risks	2. Risk Level	3. Control Measures (Note: If only Administration or PPE controls are used, please explain why).
4. Other Details:		

## Step 3 – Monitor & Review of Control / Submission *(Risk Assessment form - Appendix A3)*

Complete during and/or after the activity		
1. Are the control measures sufficient and effective in minimizing the level of risk?	Yes	No
2. Will there be changes to the control measures? (if yes, state period)	Yes	No
3. Will there be need for further control measures in future?	Yes	No
4. Will there be need for training of workers? (if yes, state training type, for who and when)	Yes	No
5. Will there be need to review this assessment in the future? (if yes, state when)	Yes	No

Declaration / Submission	
This activity will be conducted in accordance with this risk assessment, implementing the control measures outlined. Changes will be made to	
Submitted by:	Date:
Name and signature of Site Supervisor:	