

**OHS017**

**OHS Risk Assessment and Control Form**

Risk assessment completed by: Melinda Chylinski  
Staff/student number: s3001219



**UNSW**  
THE UNIVERSITY OF NEW SOUTH WALES

Faculty/Division: COFA		School/Unit: All units		
Document number RA_COFA_03	Initial Issue date 7/5/2008	Current version 1.0	Current Version Issue date 7/5/2008	Next review date 7/5/2010

Risk Assessment title: Liaising with staff and students

For additional information refer to the OHS Risk Assessment and Control Procedure, the OHS Risk Rating Procedure and the Hierarchy of Risk Controls.

**Step 1: Identify the activity**

Faculty/School/Unit: COFA

Describe the activity:- Liaising with staff and students including

- Meetings/ face to face dealings with staff and students
- Emails from staff and students
- Telephone enquires

Describe the location: All Units at COFA

**Step 2: Identify who may be at risk by the activity**

Staff and students

**Steps 3 to 7: Identify the hazards, risks, and rate the risks**

1. An activity may be divided into tasks. For each task identify the hazards and associated risks.
2. List existing risk controls and determine a risk rating using the UNSW Risk Rating Procedure.
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.

Tasks	Hazards (Step 3)	Associated risks (Step 4)	Existing risk controls	Risk rating with existing controls * (Step 5)			Additional risk controls required (Step 6)  (Apply the hierarchy of risk controls)	Risk Rating with additional controls * (Step 7)		
				C	L	R		C	L	R
Meetings/ face to face dealings with staff and students	<ul style="list-style-type: none"> <li>- Physical /emotional intimidation</li> <li>- Aggression towards staff members</li> </ul>	<ul style="list-style-type: none"> <li>- Physical or emotional injury to staff</li> <li>- Malicious damage</li> </ul>	<ul style="list-style-type: none"> <li>-Consultation with staff</li> <li>-Procedures to minimise risk</li> <li>-Workplace bullying policy communicated to all staff</li> <li>-Equity unit advice and policies</li> <li>-Conflict resolution training</li> <li>-Security staff</li> <li>-Workplace violence prevention and management policy</li> </ul>	2	E	L	•			

Telephone and email enquires and communication	<ul style="list-style-type: none"> <li>- Aggression towards staff members</li> <li>- Intimidation and harassment issues</li> </ul>	-Emotional injury to staff	<ul style="list-style-type: none"> <li>-Consultation with staff</li> <li>-Procedures to minimise risk</li> <li>-Workplace bullying policy communicated to all staff</li> <li>-Equity unit advice and policies</li> <li>-Conflict resolution training</li> <li>-Security staff</li> <li>-Workplace violence prevention and management policy</li> </ul>	2	E	L				
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**Step 8 Documentation and initial approval**

Completed by: (name)	Melinda Chylinski (signature)	Authorised by: (name)	OHS Committee (signature)	Date: 7/5/2008
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**Step 9: Implement the additional risk controls identified**

Indicate briefly what additional risk controls from Step 6 above were implemented, when and by whom.		
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:

**Step 10: Monitor and review the risk controls**

It is important to monitor risk controls and review risk assessments regularly. Review is required when there is a change in the process, relevant legal changes, and where a cause for concern has arisen. Reviews could be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.

Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:

### Documentation

It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.

NSW OHS Act 2000

NSW OHS Regulation 2001

WorkCover Publication : [Violence in the Workplace](#)
