

## 1. UNIVERSITY FORMS

University forms for budget division health and safety risk registers are located on the University safety website at:

<http://safety.unimelb.edu.au/management/implement>

These forms can be used in their entirety to complete risk registers, or can be modified to suit the unique requirements of a School/Division or Department.

## 2. REGISTER PROCESS

These instructions are designed to help you develop a risk register from the University risk register form. You can also refer to the examples that have been developed to assist in this process. These are also located on the University safety website:

<http://safety.unimelb.edu.au/management/implement>

### 2.1 School/Division or Department

Complete the name of the School/Division or department in the heading section of the register form.

### 2.2 Activities

List all the activities that are undertaken by the School/Division or department in the “Activity” column.

If using one of the example risk registers, you will need to review the activities listed in the example, and add, delete and/or modify them to ensure the list accurately reflects the activities undertaken in the division or department.

### 2.3 Associated hazards/risks

Next to each activity, list the hazards/risks associated with the activity in the “Associated Hazards/Risks” column.

Past incidents and incident statistical reports can assist you to identify hazards/risks.

If using one of the example risk registers, you will need to review the associated hazards/risk listed for each activity in the example, and add, delete and/or modify the associated hazards/risks to ensure they accurately reflect those experienced in the School/Division or department.

### 2.4 Inherent risk assessment

Next, complete the inherent risk assessment in the “Inherent Risk Assessment” column. The column is subdivided into “L” and “C” and is based on the two-variable risk matrix:

- likelihood; and
- consequence.

See the [Risk matrix and definitions](#) for the two-variable matrix.

#### PLEASE NOTE:

If modifying the register templates, refer to [Health & safety risk management requirements](#) to ensure that all register requirements are included.

The **inherent risk**, is the level of risk that an activity/hazard category would pose if **no controls** or other mitigating factors were in place.

If using one of the example risk registers, you will need to review the risk analysis/score listed for each activity in the example, and confirm or modify the associated risk analysis/score to ensure it accurately reflects the risk level experienced in the division or department.

## 2.5 Legislation/Standards/Guidance

Next to each activity, list any legislation, standards or other guidance materials that are relevant to the activity in the “Legislation/Standards/Guidance” column.

Past internal and external audits have identified that this section is often overlooked, and if reviews are not taken, then superseded acts, regulations and standards may continue to be listed.

If using one of the example risk registers, you will need to review legislation listed for each activity in the example, and add or delete the legislation, standards and guidance listed to ensure they accurately reflect the legal requirements for the activities undertaken in the Division or Department.

## 2.6 University requirements and processes

Next to each activity or aspect, list any University requirements and/or processes (that are relevant to the activity) in the “University Procedures” column.

University-wide health and safety requirements and processes do not exist for every possible operational risk. Divisions and departments may have local requirements and processes for specific activities/risk not contained in University-wide procedures. These requirements and processes should also be listed in the risk register.

If using one of the example risk registers, you will need to review University requirements and processes listed for each activity in the example, and add or delete references to ensure they accurately reflect and are applicable to the School/Division.

## 2.7 Controls

Next to each activity, list any controls (that are relevant to the activity) in the “Controls” column. The purpose of the listed controls is to reduce the risks associated with an activity.

The Register should reflect the activities and subsequent controls of the Division or Department.

If you identify that there are controls that should be adopted by the division or department, these can be raised and established by the local health and safety committee.

If using one of the example registers, you will need to review the controls listed for each activity in the example, and add, delete or modify the list to ensure it accurately reflects the controls applicable in the division or department.

## 2.8 Residual risk assessment

Next to each activity, list the residual risk rating for the activity in the “Residual Risk Rating” column. The “L” and “C” columns have not been provided here, but the final ratings should still be calculated using the two variable risk matrix.

The **residual risk** is the level of risk associated with an activity *after* proposed/additional controls have been implemented to further eliminate or reduce the risk.

### PLEASE NOTE:

Do not include controls that have not been adopted by the division or department.

Where proposed/additional controls are required the residual risk should be lower than the inherent risk. In some cases where the inherent risk may already be “low”, the residual risk will be the same.

If using one of the example risk registers, you will need to review the residual risk assessment listed for each activity in the example, and confirm or modify the residual risk assessment to ensure it accurately reflects the residual risk level experienced in the division or department.

### 3. DOCUMENT CONTROL

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On completion of the register, ensure that the document is controlled. In the top section of the document, include the:

- “date” when the register was authorised;
- “version” number of the register
- position title of the person who “authorised” the register; and
- “next review date” of the register.

The register is normally tabled and ratified at the local health and safety committee. It should be authorised by the management representative of the division or department who is responsible for health and safety.

The frequency of the register review date should also be determined by the local health and safety committee.