

## 1. UNIVERSITY TEMPLATE

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The University templates for Division Health & Safety Risk Registers and Environmental Aspects & Impacts Registers are located on the University safety website at:

<http://safety.unimelb.edu.au/tools/risk/register/>

These templates can be used in their entirety to complete Division Registers, or can be modified to suit the unique requirements of a Division or a Department.

Note: if modifying the Register templates, refer to [EHS Risk Management \(UOM 306\)](#) to ensure that all Register requirements are included.

## 2. REGISTER PROCESS

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These instructions are designed to help you to develop a Register from the University Risk Register or Environmental Aspects & Impacts Register template. You can also refer to the examples that have been developed to assist in this process. These are also located on the University safety site:

<http://safety.unimelb.edu.au/tools/risk/register/>

### 2.1 Division or Department Name

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Complete the name of the Division or Department in the heading section of the Register template.

### 2.2 Activities or Aspects

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For a **Health & Safety Risk Register**: list all the activities that are undertaken by the Division or Department in the "Activity" column of the Risk Register Template.

Note: 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 the activities to ensure the activities listed accurately reflect those undertaken in the Division or Department.

For an **Environmental Aspects & Impacts Register**, list all the environmental aspects of the Division's activities in the "Aspects" column of the Environmental Aspects & Impacts Register Template. Note: an environmental aspect is an element of an organisation's activities that can interact with the environment.

### 2.3 Associated Hazards/Risks, or Impacts

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Next to each activity or aspect, list the hazards/risks or impacts associated with the activity in the "Associated Hazards/Risks" or "Impacts" column.

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

Note: 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 Division or Department.

## 2.4 Raw Risk Assessment

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Next, complete the raw risk assessment in the “Raw Risk Assessment” column. The column is subdivided into “E” “L” and “C” and is based on the “Three Variable Risk Calculator”:

- exposure;
- likelihood; and
- consequence.

More information can be obtained from [EHS Risk Management \(UOM 306\) \(4.1.4 Three Variable Risk Calculator\)](#).

The raw risk assessment represents the level of risk associated with an activity BEFORE controls have been implemented to reduce the risk.

Note: if using one of the Example Risk Registers, you will need to review the risk assessment listed for each activity in the example, and confirm or modify the associated risk assessment to ensure it accurately reflects the risk level experienced in the Division or Department.

## 2.5 Legislation/Standards/Guidance

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Next to each activity or aspect, list any legislation, Standards or other guidance material (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 care is not taken to review it, then superseded Acts, Regulations and Standards may continue to be listed.

Note: 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 Procedures

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

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

Note: if using one of the Example Risk Registers, you will need to review University procedures listed for each activity in the example, and add or delete the procedures listed to ensure they accurately reflect the relevant procedures applicable in the Division or Department.

## 2.7 Controls

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

The Register should reflect the activities/aspects 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 EHS Committee.

DO NOT INCLUDE CONTROLS THAT HAVE NOT BEEN ADOPTED.

Note: 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 Controls listed to ensure they accurately reflect the relevant Controls applicable in the Division or Department.

## 2.8 Residual Risk Score

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Next to each activity/aspect, list the residual risk rating (that is relevant to the activity/aspect) in the "Residual Risk Rating" column. The "E", "L" and "C" columns have not been provided here, but the final ratings should be calculated using the Three Variable Risk Calculator.

The residual risk rating represents the level of risk/impact associated with an activity/aspect AFTER the controls have been implemented to reduce the risk/impact. It is expected that this score should be lower than the raw risk assessment.

In the case of "low" raw risk assessments, the residual risk rating should also be "low".

Note: 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 footer 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 EHS 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 EHS Committee.