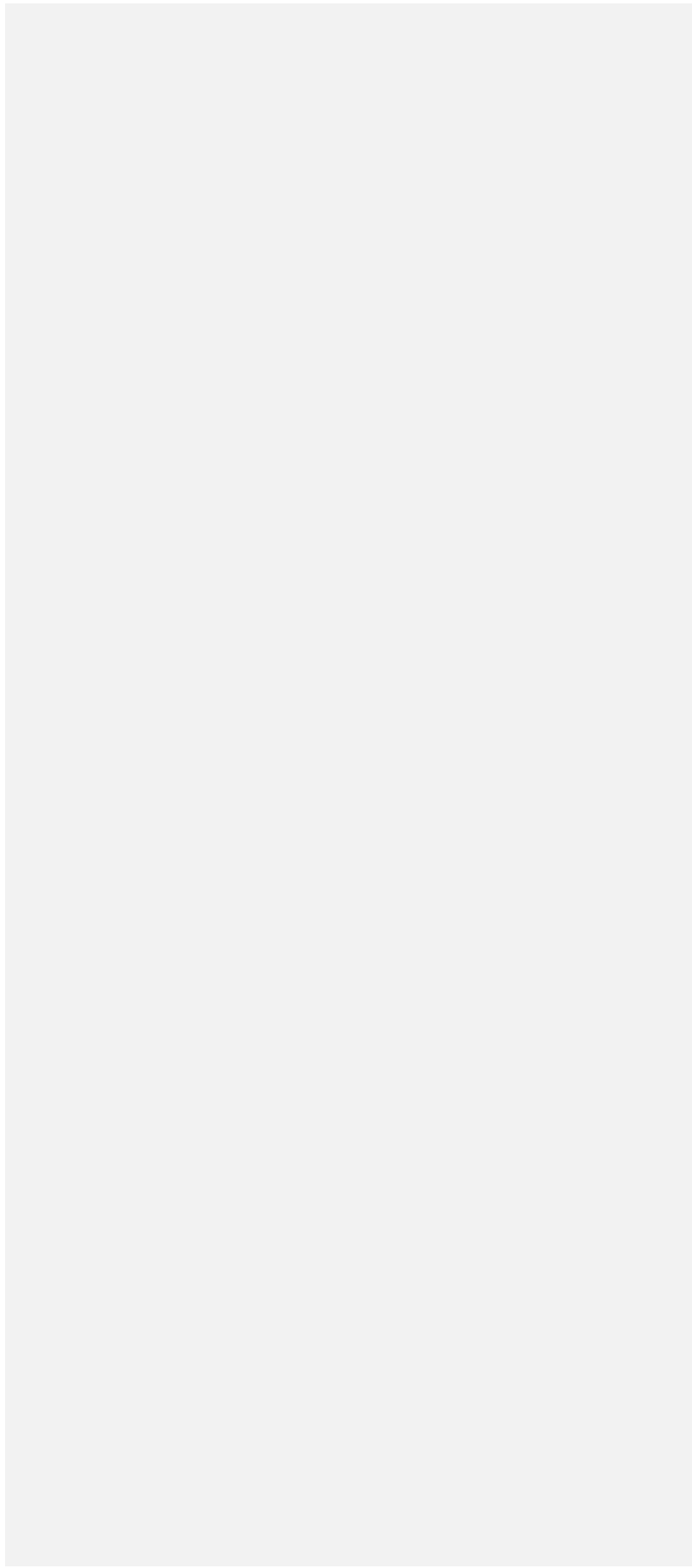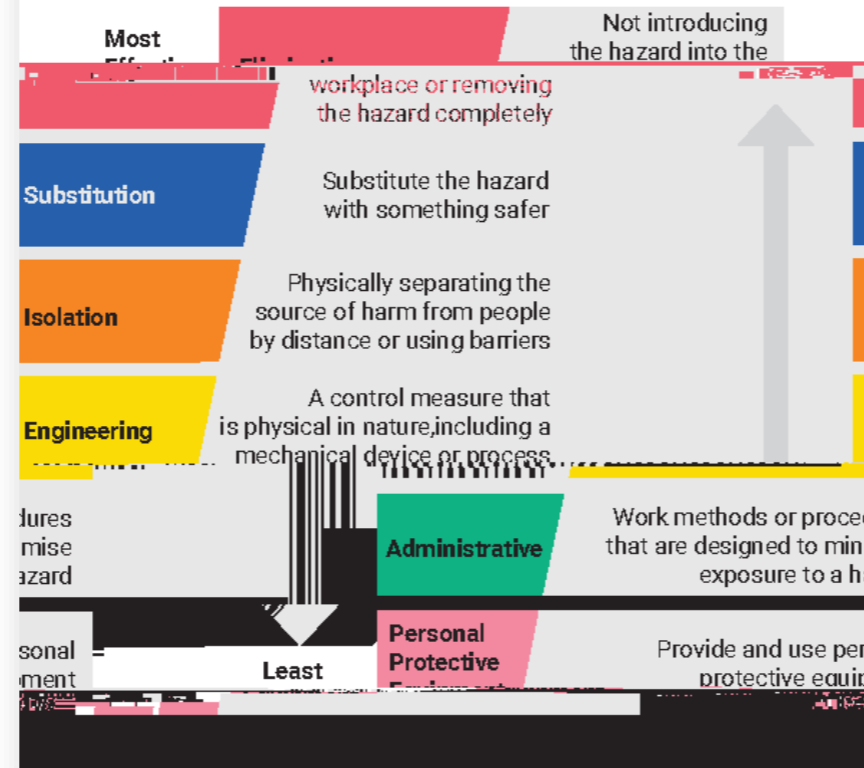# 2 Be Safe Notepad Guidance.

Hierarchy of Controls

The hierarchy of controls and risk matrix are provided assist you in completing the "hazards and controls" page.

These below control principles are represented in descending order of effectiveness.

Most Effective

Elimination — Not introducing the hazard into the workplace or removing the hazard completely

Substitution — Substitute the hazard with something safer

Isolation — Physically separating the source of harm from people by distance or using barriers

Engineering — A control measure that is physical in nature, including a mechanical device or process...

Administrative — Work methods or procedures that are designed to minimise exposure to a hazard

Personal Protective Equipment — Provide and use personal protective equipment

Least

Risk Matrix

...checklist questions or unusual local hazards (that are not included in RMF), for example, ...understanding of RMF & SWP. ...or inadequate...

Consequences				
...ificant	Minor	Moderate	Major	Severe
...ium	High	High	Very High	Very High
...ium	Medium	High	High	Very High
...ow	Medium	High	High	Very High
...ow	Low	Medium	Medium	High
...ow	Low	Medium	Medium	Medium

Likelihood
- Almost Certain
- Likely
- Possible
- Unlikely
- Rare

Death or permanent disability to one or more persons — **Severe**

Hospital admission required — **Major:**

... — Moderate...

Minor — First aid required

Insignificant — Injuries not requiring first aid