The University requires that a risk management process is in place for each workplace. This process must be consistent with the nature of the workplace activities and the scale of health and safety risks. Risk assessment is a tool employed by the university to provide a systematic approach in identifying workplace hazards and managing associated risks. The UQ on-line Risk Assessment Database helps in this process by providing the framework to enable staff and students to create and maintain a documented record of risk assessments for their workplace activities.

Auditing risk assessments on the database aims to provide a degree of quality assurance for this process and is used as a performance measure for the OH&S goals of the university. The annual OH&S goals include the requirement that risk assessments on the database are assessed and approved by a supervisor and that 20% of all active risk assessments are audited by a safety co-ordinator.

In general, safety co-ordinators should focus on risk assessments that are classified as;

- Moderate to very high risk
- Incomplete or unapproved
- Incomplete and poor quality risk assessments that have been approved by a supervisor

The following checklist provides some guidance when auditing a risk assessment.

**Checklist**

**Does the Risk Assessment meet the following criteria?**

- Have the correct location details been assigned?
- Has an appropriate supervisor been assigned?
- Is there a clear description of the task/process? Would this process be easily understood by others reading the risk assessment?
- Have current safety controls been adequately described.
- Does the risk level appear to be acceptable for this task and specifically for the persons performing this task? Has gender, health, pregnancy, age, training, experience, location, communications, first aid and distance from emergency services been considered?
- Has sufficient justification been provided to support the risk analysis outcome?


• Has required training or safe operating procedures been documented, described or referred to? Refer to Training needs analysis as a guide [http://www.uq.edu.au/ohs/index.html?page=168925](http://www.uq.edu.au/ohs/index.html?page=168925)


• Are additional controls required? If the risk is moderate to high- additional controls must be considered.


• Has the Chemical risk assessment incorporated a standard risk assessment for the overall process/task?

**Note:** All recommendations from an auditor should be sent to the Risk Assessment author via email using the in-built email system. Supervisors should be notified if an author does not implement recommendations from an auditor within 4 weeks of notification.

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**Contact for Additional Information**

**OH&S Division**  
**Phone:** 07 336-52365  
**Email:** ohs@uq.edu.au