**Risk Identification & Exposure Assessment**

**Instructions:**

Catholic Church Endowment Society Inc. (CCES) has a defined a risk based methodology and framework for managing risk. The Risk Management Framework enables Sites / Sectors to assess the interactions our people have or may have with particular hazards and environmental aspects and develop suitable controls to mitigate or eliminate the risks as far a reasonably practicable. The CCES Risk Management Framework comprises of the following processes that need to be completed.

**PART A: Risk Identification and Exposure Assessment**

1. Determine the scope of your assessment. The assessment can be conducted from a Site / Sector / Contract perspective.
2. Once you have identified the scope of your assessment, determine which hazard areas are relevant (i.e. safety hazard, environmental aspect) and determine whether you have, or may have, the potential to be exposed to the hazards in each particular hazard area.
3. When considering hazard exposures, determine whether there will be an impact to workers, contractors, clients, labour hire workers, members of the public, volunteers, etc.
4. Consideration must also be given to current incident trends, investigation outcomes, audit outcomes, workplace observations, complaints, information from regulators, codes of practice, guidelines, views of interested parties, general, technical, management system information, corrective actions, etc.
5. If you do not have an exposure to a hazard mark the “N/A” box.
6. The items listed in the form are prompters for common hazard areas. If there are other exposure areas which are not listed and may be applicable add these under the “Other” heading.
7. If you identify that you have, or may have, an exposure to a hazard, use the Risk Matrix to determine the likelihood and consequence of exposure. Once you have determined the Risk Rating, mark the appropriate box.

**PART B: Legislative (Regulated) Risk Assessments**

1. Any risk categories that are marked with an asterisk \*\* in the form are defined as legislative risks, where controls have been pre-determined in
2. If you have identified an exposure to any of the marked risks, a formal risk assessment must be completed to determine / review the suitability of controls in place.

**PART C: HSE Risk Register**

1. Once you have identified all of your hazards and risk exposures, transfer all the information into your Risk Register and complete the remaining columns of the Risk Register.
2. Implementation of additional or improved controls are to be managed via the corrective action process.
3. Any Legislative Risk Assessments, or other risk assessments, that have been conducted against any hazard can be referenced as controls in the Risk Register.

|  |  |  |  |
| --- | --- | --- | --- |
| **Date of SAFETY HAZARD Exposure Assessment:** | **26th February 2024** | **Scope of Assessment** | **Catholic Church Endowment Society Registration** |
| **Nature of Safety Hazard Exposure** | **Exposure Rating** | **Nature of Safety Hazard Exposure** | **Exposure Rating** | **Nature of Safety Hazard Exposure** | **Exposure Rating** |
| **NA** | **L** | **M** | **H** |  | **NA** | **L** | **M** | **H** |  | **NA** | **L** | **M** | **H** |
| **Biological**  | **Materials Handling** | **Plant \*\*** |
| Animals/pests |  | X |  |  | Stocking / storage |  |  | X |  | Use of plant / equipment |  |  | X |  |
| Blood/body fluids |  |  | X |  | Racking |  | X |  |  | Use of power tools / computers |  |  | X |  |
| Bacteria |  |  |  X |  | Transportation |  |  | X |  | Use of forklifts / pallet jacks |  |  | X |  |
| Needles/syringes |  |  | X |  | Disposal |  |  | X |  | Driving |  |  | X |  |
| Pesticides/herbicides |  | X |  |  | Emergency situations |  |  | X |  | Use of registered plant |  | X |  |  |
| Infectious microorganisms |  |  | X |  | **Ergonomic** | Use of plant requiring licensing |  | X |  |  |
| **Hazardous Chemicals \*\*** | Inadequate workstation design |  | X |  |  | Maintenance, repair, & cleaning |  |  | X |  |
| Acids |  | X |  |  | Sustained postures |  | X |  |  | **High Risk Work \*\*\*** |
| Hydrocarbons |  | X |  |  | **Hazardous Manual Tasks \*\*** | Cash-In-Transit |  | X |  |  |
| Heavy metals e.g. lead |  | X |  |  | Repetitive or sustained force |  |  | X |  | Confined Spaces |  |  |  |  |
| Carcinogens |  | X |  |  | High or sudden force |  |  | X |  | Electrical Work |  |  |  |  |
| Toxic solvents |  | X |  |  | Repetitive movement |  |  | X |  | Demolition |  |  |  |  |
| Dangerous goods |  |  | X |  | Sustained or awkward posture |  | X |  |  | Diving | X |  |  |  |
| Air emissions |  | X |  |  | Exposure to vibration |  | X |  |  | Hot Work / Welding |  | X |  |  |
| **Noise \*\*** | **Work Environment** | Work at Elevation | X |  |  |  |
| Exposure to hazardous noise |  | X |  |  | Presence of asbestos |  | X |  |  | Asbestos Work | X | X |  |  |
| **Extreme Temperatures**  | Remote location / isolated work |  | X |  |  | Construction Work |  |  |  |  |
| Heat |  | X |  |  | Fire / explosion |  | X |  |  | Excavation Work | X |  |  |  |
| Cold |  | X |  |  | Restricted areas |  | X |  |  | **International / Local Travel** |
| **Radiation**  | Poor lighting, temp., air circulation |  | X |  |  | Cultural customs |  | X |  |  |
| Ultraviolet |  | X |  |  | Contact with moving objects / parts |  |  | X |  | Security |  | X |  |  |
| Welding arc flashes |  | X |  |  | Company organised on/off site events |  | X |  |  | Vaccinations |  | X |  |  |
| Lasers / Electromagnetic |  | X |  |  | Traffic movement \*\* |  |  | X |  | Emergency situations |  | X |  |  |
| X-rays |  | X |  |  | Presence of electricity |  | X |  |  | **Other** |
| **Gravity** | Sharp objects |  | X |  |  | *Workplace Violence* |  |  | X |  |
| Falling objects |  | X |  |  | Emergency situations |  | X |  |  | *Fatigue* |  | X |  |  |
| Slips / trips |  |  | X |  | Contact with hot/cold surfaces/liquids |  |  | X |  | *Bullying and Harassment* |  |  | X |  |
| Falls from height |  |  | X |  | Weather extremes e.g. fog/fire/floods |  | X |  |  | *English language literacy* |  | X |  |  |
| ***\*\* Denotes a Legislative Risk which requires a specific Risk Assessment. \*\*\* If any High Risk Work areas are selected, a specific risk assessment for that work area is required*** |
| **Date of ENVIRONMENTAL ASPECT Exposure Assessment:** | **26th February 2024** | **Scope of Assessment** | **Catholic Church Endowment Society Registration** |
| **Nature of Env. Aspect Exposure** | **Exposure Rating** | **Nature of Env. Aspect Exposure** | **Exposure Rating** | **Nature of Env. Aspect Exposure** | **Exposure Rating** |
| **NA** | **L** | **M** | **H** |  | **NA** | **L** | **M** | **H** |  | **NA** | **L** | **M** | **H** |
| **Air Emissions \*\*** | Biological / clinical  |  |  | X |  | Leaks & spills e.g. fuel, oil, chemicals |  | X |  |  |
| Dust |  | X |  |  | Glass  |  |  | X |  | Waste water discharge |  | X |  |  |
| Fumes |  | X |  |  | Grease/oil |  |  | X |  | **Transport and Vehicles** |
| Particulates |  | X |  |  | Green waste |  |  | X |  | Air emissions |  | X |  |  |
| Refrigerants from air-conditioning  |  | X |  |  | Green waste composting (+ve) |  |  | X |  | Consumption of energy |  |  | X |  |
| Vehicles |  | X |  |  | Hazardous waste (chemicals etc) |  |  | X |  | **Design / Development \*\*** |
| Fire or combustion |  | X |  |  | Packaging |  |  | X |  | Construction |  | X |  |  |
| Smoke |  | X |  |  | Plant and Equipment |  |  | X |  | Refurbishment |  |  | X |  |
| Odours |  | X |  |  | Plastics / Metal / Wood |  |  | X |  | Restoration (+ve) |  | X |  |  |
| Greenhouse gas from car / fuel use etc |  | X |  |  | Paper / Confidential & Archive Waste |  |  | X |  | **Physical Attributes \*\*** |
| Air travel |  | X |  |  | Printer cartridges / toners |  |  | X |  | Appearance / visual impact |  | X |  |  |
| **Energy Emissions** | Recycling (+ve) |  |  | X |  | Colour |  | X |  |  |
| Heat |  | X |  |  | Regulated waste e.g. asbestos |  |  | X |  | Shape |  | X |  |  |
| Radiation |  | X |  |  | Re-use (+ve) |  |  | X |  | Size |  | X |  |  |
| Vibration |  | X |  |  | General |  |  | X |  | **Other Issues \*\*** |
| **Energy Use** | **Resources Utilisation** | Cultural heritage |  | X |  |  |
| Compressed air |  | X |  |  | Chemicals |  |  | X |  | Disturbance of natural flora/ fauna |  | X |  |  |
| Electricity |  | X |  |  | Cleaning equipment |  |  | X |  | Disturbance of natural environment |  | X |  |  |
| Fuel / Oil |  | X |  |  | Conservation (+ve) |  | X |  |  | Land contamination |  | X |  |  |
| Gas |  | X |  |  | IT consumables & hardware equip |  |  | X |  | Lighting |  |  | X |  |
| Steam |  | X |  |  | Land use (cultivated & uncultivated) |  | X |  |  | Local / community issues |  |  | X |  |
| **Water Use**  |  |  |  |  | Paper / stationery |  |  | X |  | Noise |  |  | X |  |
| Natural water sources | X |  |  |  | PPE |  |  | X |  | Odours |  |  | X |  |
| Water harvesting (+ve) |  |  | X |  | Recycled paper (+ve) |  |  | X |  | Pests |  |  | X |  |
| Water – potable | X |  |  |  | Repairs & maintenance |  |  | X |  | Regen./improve. – flora/fauna (+ve) |  | X |  |  |
| Water recycling (+ve) | X |  |  |  | Uniforms |  |  | X |  | Regen./improve.– natural enviro. (+ve) |  | X |  |  |
| **Waste / By-Product \*\*** | **Release to Water or Land \*\*** | Vegetation clearance – ground mtce |  | X |  |  |
| Biodegradable |  |  | X |  | Domestic sewage |  |  | X |  |  |  |  |  |  |
| Batteries |  |  | X |  | Effluent processes |  | X |  |  |  |  |  |  |  |

***\*\* Denotes there may be a legislative or other compliance requirements.***