



Risk Assessment Office Activities



Hazards Requiring Attention:

0

AS AT

Tuesday, 3 February 2026

Next Review

Wednesday, 3 February 2027

Total Hazards Recorded

8

Critical Risk Hazards

0

High Risk Hazards

0

Moderate Risk Hazards

2

Low Risk Hazards

6

Risk Matrix - Refer Procedure Hazard Identification

Probability	Low	Minor	Moderate	Major	Critical
Negligible	L2	L3	L4	M5	M6
Unlikely	L3	L4	M5	M6	H7
Possible	L4	M5	M6	H7	H8
Likely	M5	M6	H7	H8	E9
Almost Certain	M6	H7	H8	E9	E10

Office Activities

Activity	Hazard	Probability	Consequence	Ranking	Control	Probability	Consequence	Ranking
Office Activities	Electrical Faults	3	4	H7	Office Equipment inspection program in accordance with AS/NZS 3760:2010. Sufficient Workstation Electrical Outlets. Power Boards not used. Regular Workplace Inspection.	1	4	M5
Office Activities	Manual Handling - Injuries due to Poor Posture	3	3	M6	Workstation Assessment Suitable chairs & monitor arrangements.	1	3	L4
Office Activities	Manual Handling - Soft Tissue & Repetitive Strain Injuries	3	3	M6	Ergonomic Furniture. Regular Breaks. Trolley used to transport boxes of paper and other heavy items. High shelves for light objects only.	1	3	L4
Office Activities	Slips, Trips & Falls	3	4	H7	Adequate Storage Effective Layout Housekeeping as Required Levels Regular Workplace Inspections	1	2	L3
Office Activities	Fitness for Work - Fatigue	2	3	M5	Regular Breaks	2	1	L3
Office Activities	Workplace Bullying & Harassment	3	3	M6	Corporate Policies Employee Awareness	1	3	L4
Office Activities	Work Environment	3	4	H7	Office Facilities in accordance with NSW Code of Practice Managing the Workplace and Facilities August 2019 Regular Workplace Evaluation	1	3	L4

Activity	Hazard	Probability	Consequence	Ranking	Control	Probability	Consequence	Ranking
Site Emergencies	Exposure to Extreme Situations - Fire & Other Emergencies	3	5	H8	Emergency Response Plan in Accordance with the Requirements of NSW WHS Regulations 2017 Chapter 3 Part 3.2 Division 4 First Aid Arrangements in Accordance with the Requirements of NSW WHS Regulations 2017 Chapter 3 Part 3.2 Division 3 Mandatory WHS Induction Building Emergency Response Plan Training	2	3	M5