
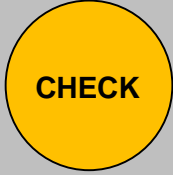
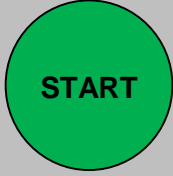


Form:	TASK RISK ASSESSMENT (TRA) WORKSHEET
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WORKPLACE / PARISH NAME:		COMPLETE FOR CONTRACTORS COMPANY NAME : ADDRESS: CONTACT PERSON: PHONE NO:		ACTIVITY METHOD STATEMENT (AMS) REF NO / TITLE:	
TRA No: (if applicable)				(if applicable)	
WORK ACTIVITY / JOB / TASK OR PROCESS DESCRIPTION				DATE TRA DEVELOPED:	
NAME OF WORKERS INVOLVED IN INITIAL TRA DEVELOPMENT					
AUTHORISING PERSON: (print)		SIGNATURE:		DATE OF AUTHORISATION:	

ACTION TABLE				Uncontrolled Risk Level	What do we need to do?	Controlled Risk Level	What should happen next?			
CONSEQUENCE				  	TASK MUST STOP	STOP	The task CANNOT proceed until the Parish Council Safety Delegate/WHS Officer has agreed to what controls must be applied.			
LIKELIHOOD								TASK MUST BE CHECKED	CHECK	The WHS Officer or equivalent MUST review controls and ensure they are appropriate and effective before the task can start. Subcontractors refer to Note 1 (above).
Minor: First Aid injury or medical treatment	Moderate: Alternate work or lost time injury	Major: Fatality or permanent injury								
Almost Certain (Will probably occur)	CHECK	STOP	STOP							
Possible (May occur, has happened)	START	CHECK	STOP							
Unlikely (could occur - known to happen)	START	START	CHECK		TASK MAY START	START	The Parish Council Safety Delegate/ Parish Priest or equivalent MUST review the controls and ensure they are appropriate and effective before the task can start.			

WORK SEQUENCE BASIC JOB STEPS	RISK & HAZARD / ISSUE DESCRIPTION	UNCONTROLLED RISK LEVEL	CONTROLS		CONTROLLED RISK LEVEL	WHO WILL DO THIS?
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	There is a risk that because	STOP	<ul style="list-style-type: none"> - No. of people to do the task - Occupations of people req'd - Licenses, Qual's, Permits - Training requirements - Approvals, Plans & Permits - Engineering Drawing/Ref's - Environmental controls 	<ul style="list-style-type: none"> - Plant & Equipment (static or mobile) - Safety Equipment - PPE - MSDS 	STOP	Wherever possible list who specifically (by name) and when this needs to be done.
		CHECK			CHECK	
		START			START	
List all PPE which is standard and mandatory for this task:						

#	Example Lifting mower from trailer or shed.	There is a risk that manual handling injury due to weight or awkwardness of mower because incorrect lifting methods may be used.	CHECK	<ul style="list-style-type: none"> ▪ Two people required to lift mower ▪ Riggers gloves to be worn to ensure hand safety ▪ Ramp could be used to eliminate lift 	START	John Smith & Joe Bloggs to conduct the works.
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WORK SEQUENCE BASIC JOB STEPS	RISK & HAZARD / ISSUE DESCRIPTION	UNCONTROLLED RISK LEVEL	CONTROLS	CONTROLLED RISK LEVEL	WHO WILL DO THIS?

#	Example Transport 50kg reo bar to work area.	There is a risk that heavy reo bars may cause back strain or sprain when they are being moved into position because incorrect lifting methods may be used.	CHECK	<ul style="list-style-type: none"> Two people required to transport 50 kg reo bars to work area with one person controlling the move. required Riggers gloves to be worn 	START	John Smith & Joe Bloggs to conduct the works.
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Work Diagram (if applicable)

E.g., sketch or attach relevant diagrams or drawings of task hazards such as services, equipment set up positioning, isolation location points or energy sources.

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NAMES OF PEOPLE INVOLVED IN DEVELOPING THE TRA AND CONSULTATION INDICATION

WORKER NAME	SIGNATURE <small>(I have been consulted in and understand this TRA)</small>	DATE	WORKER NAME	SIGNATURE <small>(I have been consulted in this TRA)</small>	DATE

Note: Attach additional signature pages if necessary.

Review No	01	02	03	04	06	07	08
Initial:							
Date:							

Audit No	01	02	03	04	06	07
Initial:						
Date:						

Note: TRA's must be reviewed annually at a minimum.

TRA AMENDMENT REASON/DETAILS	CHANGE MANAGEMENT ACTIONS <small>(e.g., actions taken to communicate changes)</small>	DATE

Note: If necessary, attach additional risk assessment worksheet where changes are made.