



## EVENT/FESTIVAL RISK ASSESSMENT AND ACTION PLAN WORKSHEET

<b>Event</b>	Hattah Desert Race Scrutineering
<b>Location</b>	Quandong Park
<b>Dates/Times</b>	Friday 7th July 2018 3- 8pm
<b>Assessment Team</b>	Geoff Gunn
<b>Assessment Date</b>	30/5/18
<b>Note</b>	<ul style="list-style-type: none"> <li>▪ The attached template is a guide only, and event organisers/managers should consider the risk assessment in the context of their specific event. See last page for flowchart instructions.</li> <li>▪ The "Planning Guide for Event Managers in Victoria" was produced with the cooperation of Government Departments, Emergency Services and the Building Control Commission, includes regulatory requirements and is recommended as a guide in planning your event.</li> <li>▪ It is recommended that event managers also refer to the WorkSafe guide "Advice for Managing Major Events Safely. A 'PDF' copy is available from the Risk Management Unit.</li> <li>▪ Further checklists are available on <a href="http://www.ourcommunity.com.au">www.ourcommunity.com.au</a> .</li> </ul>

Activity	Potential Risk Exposure	Suggested Controls to Manage Risk	Risk Rating	Further Control Actions Planned	Residual Risk	Who is responsible to implement action



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<b>Key Stakeholders contact details</b>	Failure to list all the key stakeholders in the planning and running of the event may lead to inadequate communication.	Contact details listed and held by appropriate event staff: <ul style="list-style-type: none"> <li>▪ Local Council</li> <li>▪ Volunteers</li> <li>▪ Football Club</li> </ul>	Low	All NWVMCC staff have been confirmed, Red Cliffs Football Club have identified their staff  Contact list for has been developed.  Event Coordinator – Jenni Gledhill 0498373743 Hattah Chairperson – Murray Follett 0419346961 Clerk of Course - Geoff Gunn 0428147926  Red Cliffs Football Netball Club Brenda Riordan - 0428631975  VicPol – Max Alexander VicPol – Tony Kealley  VMAT – Travis Tegart 0438102467	Low	Event Coordinator and Football Club contact officer
<b>Site Selection – potential 2000 - 3000</b>	Access & Egress for emergency services	Access for emergency services	Moderate	Sufficient Access to venue with all access road clear	Moderate	Event Coordinator and Football Club contact officer
	Suitable & safe car parking areas.	Adequate and suitable car parking.	Low	Sufficient car parking for parents competitors with parking marshalls to direct	Low	Football Club contact officer
	Falling tree limbs.	No placement of displays under trees		N/.A		
	Disabled Access & facilities.	Existing disabled access to park facilities and toilets.		N/A		



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	Impact on neighbours & environment.	Event is located within recreation reserve and minimal noise as it is dead engine event Fireworks scheduled for 7.40pm, lasting approximately 5 minutes.	Moderate	Event being closed at 8pm will alleviate late night noise, fireworks will be for a period of approximately 5 minutes. Notification to be made to residents. Risk assessment to be provided by Fireworks Sunraysia	Low	Event Co-ordinator and Fireworks Sunraysia
<b>Develop site plan</b>	Failure to develop an effective site plan may lead to confusion, overcrowding and inappropriate location of amusements and facilities. In developing this plan, ensure that activities/facilities that may clash are not sighted adjacent to each other.	Site plan developed and distributed to key personnel & traffic controllers, including: <ul style="list-style-type: none"> <li>▪ Emergency access/egress.</li> <li>▪ Toilets</li> <li>▪ Officials area</li> </ul>	Low	Site plan has been formulated and distributed to all trade displays, volunteers, staff and traffic marshalls. Having staff on site hours before event will enable queries from competitors to be addressed at entry point	Low	Event Coordinator and Football Club contact officer
<b>Site signage</b>	Inadequate or inappropriate signage may lead to congestion, confused patrons and/or ineffective emergency response. Signs should meet International Standards to cater for multi lingual patrons.	Site signage plan developed, including: <ul style="list-style-type: none"> <li>▪ Exits</li> <li>▪ Toilets</li> <li>▪ Drinking Water</li> <li>▪ First aid posts</li> </ul>	Low	Event is clearly marked for parking areas and existing ground signage will advise of existing infrastructure eg toilets.  First aid signage being supplied by VMAT	Low	Event Coordinator
<b>Traffic management</b>	Poor traffic management can lead to confusion, gridlock and accidents.	<ul style="list-style-type: none"> <li>▪ Traffic management plan not required as event is contained with Recreation Reserve</li> </ul>	Low	Sufficient car parking areas are provided within the reserve	Low	Geoff Gunn



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Traffic management	Traffic contingency plan for extenuating circumstances.	<ul style="list-style-type: none"> <li>Heavy traffic loads at event closure or at mass evacuation are should not be experiences as vehicles can egress in several directions.</li> </ul>	Low	N/A		
Traffic Management	Inadequate Car Parking	<ul style="list-style-type: none"> <li>Carparking is available in the recreation reserve allowing adequate access and egress..</li> </ul>	Low	N/A		
Public Safety	Slip, trip and fall hazards may create injury to patrons.	<ul style="list-style-type: none"> <li>The site, and in particular main access routes, public conveniences, food sites and main areas of congregation have been checked for hazards, and corrective action taken as appropriate.</li> </ul>	Moderate	Inspection of the venue prior to commencement of the event to ensure no hazards.	Moderate	NWVMCC President and Football Club Contact officer
		<ul style="list-style-type: none"> <li>All cabling in public areas to be overhead to appropriate standards.</li> </ul>	Low	No Overhead cabling		
		<ul style="list-style-type: none"> <li>All cabling at stages etc to be cordoned off from public access.</li> </ul>	Low			
	Temporary Structures can cause a hazard if not soundly constructed or assembled correctly..	<ul style="list-style-type: none"> <li>All temporary stages, marquees etc are constructed to a standard that will withstand the loadings they are intended for.</li> </ul>	Moderate	Ensure pop up tents are in good working order when erecting	Low	NWVMCC President, Clerk of Course and Football Club contact officer



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<b>Public Safety</b>	Temporary Structures	<ul style="list-style-type: none"> <li>Temporary structures may require a permit from the Building Control Commission, and you should check with the Municipal Building Surveyor.</li> </ul>		N/A		
	Temporary seating can create a hazard in some circumstances.	<ul style="list-style-type: none"> <li>Temporary seating is being provided only in catering area.</li> </ul>	Low	Existing temporary seating is contained within the club rooms, low risk area	Low	
	Gas Cylinders may create a hazard if unsuitable, or if they fall over and the neck or valve is cracked.	<ul style="list-style-type: none"> <li>Gas cylinders are secured to prevent accidental damage.</li> </ul>		N/A		
<b>Fire Protection</b>	Inadequate or inappropriate fire management plans may lead to an unnecessary fire incident.	<ul style="list-style-type: none"> <li>Fire fighting equipment requirements determined in consultation with the CFA.</li> </ul>	Moderate	Venue has adequate fire equipment	Moderate	
<b>First Aid</b>	<p>Inadequate first aid facilities may lead to distraught patrons and unnecessary confusion.</p> <p>Major events may require involvement from Ambulance Victoria in planning a first aid response.</p>	VMAT on site as part of the event	Moderate	Location of first aid services that will be on site as part of the event be advertised by means of signage provided by the first aid provider	Moderate	Event Coordinator, VMAT management
		Communication between first aiders, security staff and event organisers established.	Low	All staff and volunteers have mobile phone numbers and hand held radios	Low	Event Coordinator



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<b>Emergency Management Plan</b>	No emergency management plan may lead to an ineffective response to an emergency, with subsequent injury or loss. For larger events, consultation with Police and emergency services may be required.	Emergency plan developed taking into consideration: <ul style="list-style-type: none"> <li>▪ Details for on-site emergencies not requiring outside assistance.</li> </ul>	Moderate	Event Coordinator to contact emergency services in event of an emergency. Security, Staff and volunteers to respond to any emergency.	Low	Event Coordinator
		<ul style="list-style-type: none"> <li>▪ Arrangements to hand over control to police and emergency services.</li> </ul>	Low	YDO to hand over control of area to emergency services when needed.	Low	Event Coordinator
		<ul style="list-style-type: none"> <li>▪ Identify personnel who can authorise evacuation.</li> </ul>	Low	Youth Development Officer	Low	Event Coordinator
		<ul style="list-style-type: none"> <li>• Identify how the event will be interrupted, and emergency messages communicated.</li> </ul>	Low	Announcement to be made immediately on stage	Low	Event Coordinator
		<ul style="list-style-type: none"> <li>▪ Identify emergency access and evacuation routes.</li> </ul>	Low	N/A	Low	Event Coordinator
		<ul style="list-style-type: none"> <li>▪ Identify evacuation areas for performers, vendors, staff, volunteers and patrons.</li> </ul>	Low	Existing emergency evacuation points	Low	Event Coordinator
<b>Emergency Management Plan</b>		<ul style="list-style-type: none"> <li>▪ Identify and communicate the role event staff will take in supporting emergency services.</li> </ul>	Low	Event Coordinator to communicate message.	Low	Event Coordinator
		<ul style="list-style-type: none"> <li>▪ Identify plans that ensure emergency access routes remain clear at all times.</li> </ul>	Low	Regular inspections through out the event	Low	NWVMCC Chairperson



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		<ul style="list-style-type: none"> <li>All personnel trained in the emergency management plan, and understand their roles.</li> </ul>	Low	Event Coordinator has completed Council's Emergency Warden training and committee member is Emergency Officer with another state department	Low	Event Coordinator
<b>Food &amp; Beverages</b>	Inappropriate food handling techniques may lead to public health issues.	<ul style="list-style-type: none"> <li>All food vendors have food handling certificates.</li> <li>Copy of food vendor's current public liability policy relevant to the activity has been obtained.</li> </ul>	Low	Using existing catering from Red Cliffs Football Club with existing food handling requirements already in place and Festivals and Events – Food Providers List completed (attached)	Low	Red Cliffs Football Club contact officer Brenda Riordan
		<ul style="list-style-type: none"> <li>Food vendor's have adequate refrigeration /cooling for their requirements.</li> </ul>	Moderate	Venue has adequate storage and additional coolrooms supplied	Low	Red Cliffs Football Club contact officer Brenda Riordan
		<ul style="list-style-type: none"> <li>Adequate hand washing and sullage facilities have been provided for food vendors.</li> </ul>	Moderate	Venue has running water	Low	Red Cliffs Football Club contact officer Brenda Riordan
	The appropriate location of food vendors can maximise the benefits to the event.	<ul style="list-style-type: none"> <li>Food outlets are located near alcohol vendors to reduce the effects of alcohol consumption.</li> </ul>	Low	Running of the licenced area is by Red Cliffs Football Club with existing licencing requirements already in place and major food outlet being a part of the same area of the facility	Low	Red Cliffs Football Club contact officer Brenda Riordan



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		<ul style="list-style-type: none"> <li>Adequate soft drink/water vendors are located throughout the site, and the promotion of consuming appropriate liquids to protect against dehydration is undertaken.</li> </ul>	Low	N/A	Low	
	The appropriate location of food vendors can maximise the benefits to the event.	<ul style="list-style-type: none"> <li>Sufficient area has been allowed for queuing at food vendors during periods of maximum patronage to eliminate overcrowding and crowd control issues.</li> </ul>	Low	No specific period of overcrowding expected. Competitors arrive at steady intervals throughout the evening not all at once	Low	NWVMCC Representatives
<b>Public Health</b>	Patrons may suffer infection or illness from a number of sources.	Surveillance for the duration of the event arranged for the following:		N/A		
		<ul style="list-style-type: none"> <li>Monitoring waste disposal and taking corrective action where excess waste builds up.</li> </ul>	<b>Low</b>	N/A		
		<ul style="list-style-type: none"> <li>Monitoring the cleaning of toilet and shower facilities.</li> </ul>	<b>Low</b>	N/A		
		<ul style="list-style-type: none"> <li>Surveying the site for sewage leaks.</li> </ul>	<b>Low</b>	N/A		
		<ul style="list-style-type: none"> <li>Surveying the site for discarded needles and syringes.</li> </ul>	<b>Moderate</b>	N/A		
		<ul style="list-style-type: none"> <li>Surveillance of food handling practices.</li> </ul>	<b>Moderate</b>	Red Cliffs Football Club contact officer Jo Clutterbuck will supervise caterers	<b>Low</b>	Red Cliffs Football Club contact officer Brenda Riordan





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<b>Public Conveniences</b>	Sufficient toilets should be provided for patrons, taking into consideration: <ul style="list-style-type: none"> <li>▪ Anticipated crowd numbers.</li> <li>▪ The sex of patrons (women require more toilets than men)</li> <li>▪ If alcohol is available, usage will increase.</li> <li>▪ The duration of the event.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Toilets are well lit so as not to provide a security or safety hazard.</li> </ul>	Low	Venue has adequate toilet for expected patrons	Low	Red Cliffs Football Club contact officer Brenda Riordan
		<ul style="list-style-type: none"> <li>▪ Toilets provided are appropriate for wet weather should it occur.</li> </ul>		All toilets are permanent structures and water proof		
		<ul style="list-style-type: none"> <li>▪ Toilets are stocked with soap and hand towels, and are restocked regularly.</li> </ul>		To be monitored throughout event		
		<ul style="list-style-type: none"> <li>▪ Toilets are odour free and cleaned regularly.</li> </ul>		To be monitored throughout event		
		<ul style="list-style-type: none"> <li>▪ Toilets are located away from food storage and food service areas.</li> </ul>		Permanent toilets are located away from food storage area		
		<ul style="list-style-type: none"> <li>▪ Toilets are accessible for people with disabilities.</li> </ul>		New disabled toilets already at the facility		
		<ul style="list-style-type: none"> <li>▪ Nappy changing facilities are provided (if required)</li> </ul>		N/A		
		<ul style="list-style-type: none"> <li>▪ Sharps disposal facilities are provided.</li> </ul>				



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<b>Communication</b>	Inadequate communication between the event organisers and event personnel, and event organisers and the public may limit the success of the event, and will hinder an effective response in an emergency situation.	Two way radio and/or mobile phone contact between event organisers, police, first aiders, traffic controllers, evacuation wardens. Safety officers.	Moderate	Contact list available with phone numbers. Phones are charged	Low	Event Coordinator
		Public address volume adequate for announcements to be heard and understand over crowd noise.	Low	Yes	Low	Event Coordinator
		Regular health promotion/safety announcements	Low	At the commencement of event	Low	Event Coordinator
<b>Health Promotion</b>	Regular safety/health promotion announcements and the distribution of publicity material help inform patrons of potential risks, and the health facilities available on site.	Half hourly/hourly announcements in relation to: <ul style="list-style-type: none"> <li>▪ First Aid locations.</li> <li>▪ Drinking water is available at?</li> <li>▪ Place all needles and syringes in sharps containers located at ?</li> </ul>	Low	It is a four hour event with catering available	Low	Event Coordinator
<b>Contingency Planning</b>	Despite methodical planning, unplanned incidents may occur to interrupt the event or create risk to patrons.	Back up plans (Plan B) in place for the following <ul style="list-style-type: none"> <li>▪ Severe storm</li> <li>▪ Non appearance of essential performers, vendors, volunteers, emergency services or necessary equipment.</li> </ul>	Moderate	Adequate staff and volunteers. Indoor area available and event is run in all weather conditions	Low	Event Coordinator and Red Cliffs Football Club contact officer



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<b>Register of Incidents/Injuries</b>	Any incident or injury may lead to litigation at a later date with the statute of limitations being three years for adults.	Ensure all necessary details are recorded for all reported incidents, including: <ul style="list-style-type: none"> <li>▪ Name, address and phone for injured party.</li> <li>▪ Details of injuries sustained.</li> <li>▪ Details of what actually happened</li> <li>▪</li> </ul>	Moderate	VMAT as first aid providers will record all injuries attended to as per regulation and event process	Low	VMAT
<b>Debriefing</b>	A post event debrief will assist in planning for future events, and identify opportunities to improve event & risk management.	Using the activities list, and involving all key stakeholders: <ul style="list-style-type: none"> <li>▪ Discuss what went well.</li> <li>▪ Discuss what did not go well.</li> <li>▪ Analyse incident details to ascertain causes.</li> <li>▪ Make recommendations to improve identified opportunities.</li> </ul>	Low	Debrief is held in August after the event	Low	Event Coordinator



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**Table 1 - Risk Consequence Descriptors** (Dollar figures in financial column should be amended based on the financial consequences for your organisation)

Description	5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Negligible
<b>Financial</b>	Financial loss > \$2 million.	Financial loss \$1mil - \$2million Budget blow out >20%.	Financial loss \$500k-\$1 mil Budget blow out 15% - 20%.	Financial loss \$25k-\$500k Budget blow out 10% - 15%.	Financial loss <\$25k Budget blow out < 10%
<b>Legal</b>	Significant prosecution & fines. Very serious litigation including class actions.	Major breach of statutory requirement. Major litigation.	Serious breach of regulation with investigation or report to authority	Minor legal issues, non compliance and breach of regulation.	Minor breach, no legal action.
<b>Safety</b>	Fatality and/or Severe irreversible disability.	Serious health impact – hospitalisation required.	Medical treatment required – lost time by injured staff.	Injury requiring first aid treatment	No injury or minor first aid only.
<b>Environment</b>	Significant irreversible or very serious long term damage	Major damage requiring restorative work	Residual pollution requiring clean up work.	Contained, temporary pollution.	Brief, non-hazardous temporary pollution.
<b>Property Damage</b>	Further damage to building imminent if remedial action not taken immediately.	Further damage to building may occur in some circumstances unless remedial action taken.	Lack of prompt repair action may lead to increased repair costs in the future.	Minor inconvenience until building damage repaired	No inconvenience
<b>Asset Management</b>	Condition of the asset poses a critical risk to users.	Condition of the asset causes a significant damage to property	Inability of the asset to perform its function (service risk)	Failure to preserve the ongoing value of the asset (investment risk)	Minor impact to the value of the asset at the end of its life cycle.
<b>Business Objectives</b>	Most project objectives cannot be achieved.	Some important project objectives cannot be achieved.	Some project objectives affected.	Minor effects that are easily remedied.	Negligible impact upon project objectives.
<b>Business Interruption / Information Systems</b>	More than a month reduced or no service. Unrecoverable loss of core data	Up to one month reduced or no service. Loss of key data for extended	A week or more reduced or no service. Temporary loss of key data.	Project only for more than one week. Disruption to system, some downtime.	Negligible impact. Minor disruption only.
<b>Reputation &amp; Image</b>	Charges against Councillors. Council suspended.	Council subject to formal inquiry, sustained media interest, wider community concern.	Significant number of complaints, adverse publicity in local press, local community concern.	Minor isolated concerns by members of the public.	Resolved in day to day management, minimal or no effect on reputation.
<b>Positive</b>	Significantly enhance reputation.	Enhanced reputation.	Some enhancement of reputation.	Minor improvement to image.	Small benefit.



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<b>Consequences (Opportunities)</b>	Huge financial gain. Significant gain in efficiency	Major financial gain. Major gain in efficiency.	High financial gain. Moderate gain in efficiency	Some financial gain. Minor gain in efficiency.	Low financial gain. No gain in efficiency.
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**Table 2 - Risk Likelihood Descriptors**

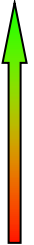
Rating	Likelihood of Occurrence
<b>A Almost Certain</b>	Very high likelihood - has occurred more than once in last 12 months, high probability 1:10 chance, frequent incidents, strong likelihood or reoccurrence
<b>B Likely</b>	Considerable likelihood - has occurred within last 2 years, high probability it will occur 1:10 to 1:100 chance, considerable opportunity of reoccurrence
<b>C Possible</b>	Some likelihood - probably could occur 1:100 to 1:1000 chance, some opportunity of reoccurrence
<b>D Unlikely</b>	Little likelihood - 1:1000 to 1:10000 chance but could occur at some time, little opportunity for reoccurrence
<b>E Rare</b>	Very little likelihood - may only occur in exceptional circumstances, no recorded or known incidents.


		Consequences				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
 <b>Likelihood</b>	<b>A Almost Certain</b>	Moderate	High	Extreme	Extreme	Extreme
	<b>B Likely</b>	Low	Moderate	High	Extreme	Extreme
	<b>C Possible</b>	Low	Low	Moderate	High	Extreme
	<b>D Unlikely</b>	Low	Low	Low	Moderate	High
	<b>E Rare</b>	Low	Low	Low	Moderate	High

## Matrix 3 – Action Required

<p><b>E = Extreme Risk (for OHS = STOP WORK / TAG OUT)</b></p> <ul style="list-style-type: none"> <li>Detailed research and management planning required at senior levels.</li> <li>Immediate active management required to reduce consequences or likelihood</li> <li>Risks that pose an immediate and significant hazard to either staff or the public, and funding is not available to implement proposed treatment actions should be referred to CMT for consideration as an extraordinary budget item</li> <li>Documented General manager approval required to postpone action</li> <li>Controls to be regularly monitored for effectiveness</li> </ul>
<p><b>H = High Risk</b></p> <ul style="list-style-type: none"> <li>Senior management attention required</li> <li>Prompt action required to reduce consequences or likelihood</li> <li>Critical controls to be monitored regularly</li> </ul>
<p><b>M = Moderate Risk</b></p> <ul style="list-style-type: none"> <li>Management responsibility must be specified and documented</li> <li>Action required to reduce consequences or likelihood</li> <li>Periodic monitoring of controls required</li> </ul>
<p><b>L = Low Risk</b></p> <ul style="list-style-type: none"> <li>Manage by routine operational processes</li> </ul>

## Hierarchy of Controls (you should attempt to control the risk in the following order)

	<b>Eliminate</b>	Remove risk from the process by eliminating the step in the process or eliminating the hazard
	<b>Substitute/Avoid</b>	Consider whether the process or activity is required, or whether another process or activity can be substituted (e.g. use a water based paint)
	<b>Isolate</b>	Removing or separating people from the source of the hazard. Consider physical barriers such as fencing, barricading.
	<b>Engineering Control</b>	Changing the physical characteristics of plant or workplace to remove or reduce the risk (e.g. machine guarding, using mechanical aids, reversing beepers etc.)
	<b>Administrative Controls</b>	Use of policies, procedures, safe work method statements, signs, training, job rotation etc. to control risk
	<b>Personal Protective Equipment PPE</b>	Employee required to use/wear PPE (e.g. safety glasses, gloves, hearing protection, red safety vests, hard hats, safety boots etc.)
<b>Safe Person</b>		

	<b>Avoidance</b>	Having identified the risk, you plan to eliminate the risk by substituting other processes, materials or design elements.
	<b>Mitigation</b>	Having identified the risk, you reduce the likelihood or consequences by substituting steps in the process.
	<b>Deflection</b>	Having identified the risk, you take action to pass the risk onto someone else by way of insurance, service agreement or contract conditions.
	<b>Contingency</b>	Having identified the risk, you take no action in advance other than develop contingency plans to manage the risk should it eventuate.
<b>Least Effective Treatment</b>		