

Risk Assessment & Hazard Register

Purpose

This document outlines the procedure for identifying, assessing, and managing health and safety risks at KFL. It includes the structure for maintaining the Hazard Register using a standardised risk matrix and scoring system.

Scope

This procedure applies to all KFL operations, employees, contractors, and visitors engaged in forestry-related tasks.

Risk Assessment Procedure

Identify Hazards

Observe work areas, activities, and equipment to identify anything that may cause harm.

Assess the Risk

Evaluate each hazard for:

Probability (Likelihood) on a scale from 1 (Rare) to 5 (Almost Certain)

Impact (Severity) on a scale from 1 (Insignificant) to 5 (Catastrophic)

Calculate the Risk Score

Multiply Probability by Impact to determine the Risk Score.

Determine Risk Level

Use the Risk Matrix to categorise the level of risk (Low, Moderate, High, Extreme).

Control the Risk

Apply appropriate controls using the hierarchy of control measures:

- Eliminate
- Substitute
- Isolate
- Engineer Controls
- Administrative Controls
- PPE

Document in the Hazard Register

Enter each hazard, score, risk level, existing controls, and required actions in the Hazard Register.

Update the Hazard Register

The Hazard Register must be updated:

- When a new hazard is identified
- After an incident or near miss
- When tasks, equipment, or environments change
- During scheduled reviews (minimum annually)
- When controls are modified

Review & Verification

Supervisors and the Health & Safety Officer must review entries regularly and verify updates.

Communication

All changes must be communicated to affected staff via inductions, toolbox meetings, or bulletins.

Probability Scale

1	Rare	EXCEPTIONAL May occur in exceptional circumstances < 5% chance
2	Unlikely	COULD OCCUR Could occur at some time > 5% -10% chance
3	Possible	EVEN CHANCE There is an even chance of it occurring > 10% - 50% chance
4	Likely	PROBABLY Will probably occur in most circumstances > 50% - 90% chance
5	Almost Certain	EXPECTED Is expected to occur in most circumstances > 90% chance

Impact Scale

1	Insignificant	MINOR cuts, bruises or bumps
2	Minor	MEDICAL TREATMENT by a health professional.
3	Moderate	TEMPORARY DISABLING INJURY less than a week off work
4	Major	PERMANENT DISABILITY Serious harm - loss of a limb or hand or foot.
5	Catastrophic	FATALITY or multiple fatalities

Calculation



Risk Matrix

	Impact 1 Insignificant	Impact 2 Minor	Impact 3 Moderate	Impact 4 Major	Impact 5 Catastrophic
Probability 1 Rare	1	2	3	4	5
Probability 2 Unlikely	2	4	6	8	10
Probability 3 Possible	3	6	9	12	15
Probability 4 Likely	4	8	12	16	20
Probability 5 Almost Certain	5	10	15	20	25

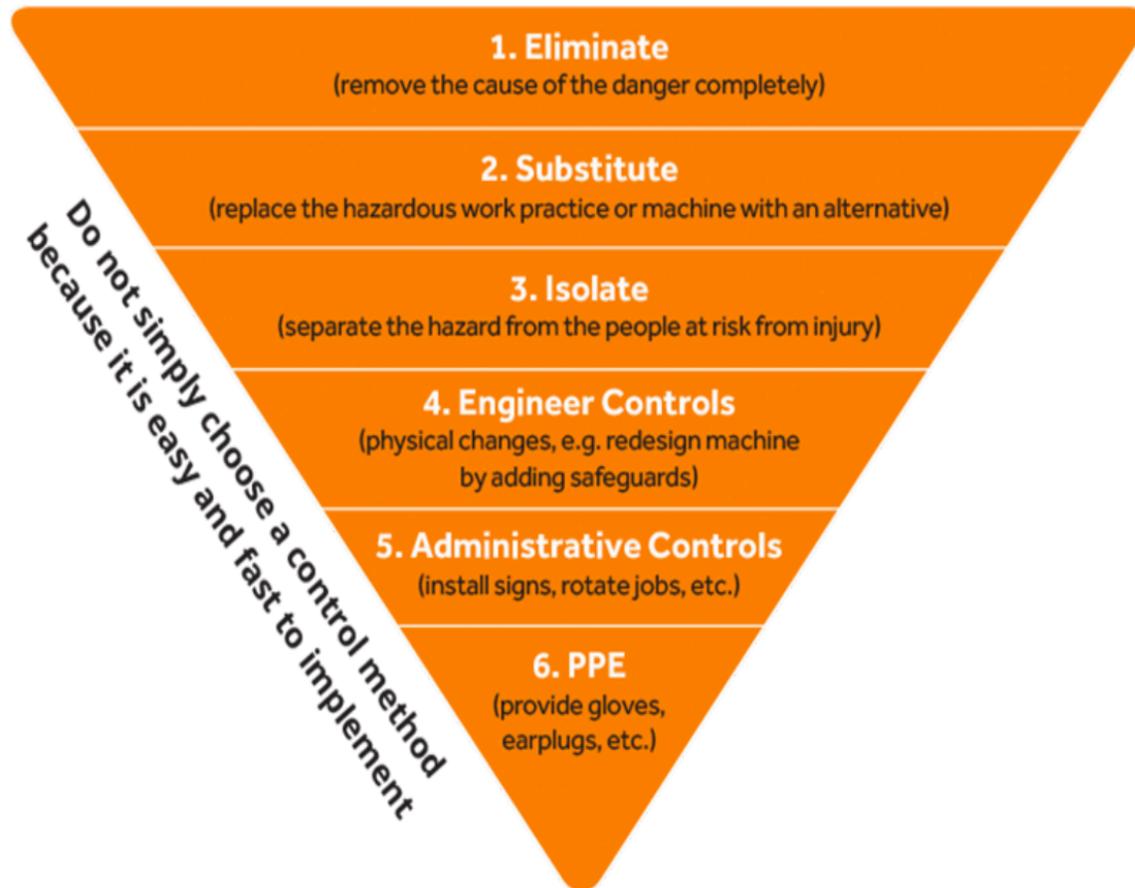
Risk Level Guide

Score Risk Level Action Required

1–4	Low	Acceptable risk – monitor and manage.
5–8	Moderate	Control measures required – implement promptly.
9–12	High	Take action urgently – reduce risk immediately.
13–25	Extreme	Stop work – implement significant controls.

Risk Control Triangle

Apply appropriate controls using the hierarchy of control measures:



Hazard Register Update Triggers

Trigger Event

New hazard identified
Change in task, process, or equipment
Incident or near miss
Annual or scheduled safety review
Control measure changed or implemented

Action Required

Add to Hazard Register
Reassess and update relevant hazards
Review and adjust related risk entries
Full review of Hazard Register
Update hazard entry and adjust risk score

Acknowledgment:

I acknowledge that I have read and understood this policy & procedure "Risk Assessment & Hazard Register"

Name:

Sign:

Date:
