Contract Definition and Risk Classification Form

This form is to be used by a City of Albany Responsible Officer to define and classify the risk associated within a contract and works to be completed, with evaluation and approval by the OSH Advisor or Manager.

Step 1. Contract Definition	
Contract Name:	
Scope of Contract Works:	
Approximate Contract Cost:	
Contract Duration:	Contract Start Date:
Contract Hazards: E.g. construction works, hazardous processes, duration or type of work, amount of contractors	Risk Hazard Poses: (Refer to Enterprise Risk & Opportunity Management Framework)
E.g. Failure to report hazards and comply with CoA OSH Policy and Procedures.	E.g. Extensive injuries requiring hospital admission, severe trauma, extended incapacity.

Step 2. Contract Risk Classification

Risk & Opportunity Management Framework		Consequences				
		Insignificant	Minor	Moderate	Major	Severe
Likelihood	Almost Certain	☐	☐	☐	☐	☐
	Likely	☐	☐	☐	☐	☐
	Possible	☐	☐	☐	☐	☐
	Unlikely	☐	☐	☐	☐	☐
	Rare	☐	☐	☐	☐	☐

Select the appropriate flow chart that aligns with the risk level identified

Low ☐	Medium ☐	High ☐	Extreme = Re-Assess

Comments:
Responsible Officers Name and Signature:
Approving Managers Name and Signature: