

Work Health and Safety Risk Management Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

These procedures document the process for the identification, assessment and control of work health and safety hazards and their associated risks in accordance with legislative requirements and the University's Work Health and Safety Policy.

3. Scope

These procedures apply to all workers, students and visitors at all University workplaces.

4. Definitions

| | |
|---------------|--|
| Hazard | A situation or thing which has the potential to harm a person. |
| Risk | The possibility that harm (death, injury or illness) might occur when a person is exposed to a hazard. |

| | |
|----------------------------------|---|
| Risk Management | The process of hazard identification, risk assessment, implementation of appropriate risk control measures and monitoring and review of their effectiveness. |
| Risk Assessment | The process of evaluating the likelihood and consequences (or severity) of injury, illness or disease arising from exposure to an identified hazard(s). |
| Risk Control | The process of implementing measures to eliminate or minimise the risk associated with a hazard so far as is reasonably practicable. |
| Hierarchy of Risk Control | The priority order for the types of measures to be used to control risks. |
| Residual Risk | The risk rating, based on the risk matrix, after recommended control measures have been implemented. |
| Plant | <ul style="list-style-type: none"> • Any machinery, equipment, appliance, container, implement and tool, and • any component or anything fitted or connected to any of those things. <p>Does not include equipment that is both hand held and hand powered.</p> |
| Hazardous chemicals | Substances, mixtures and articles which are defined as hazardous chemicals under WHS Regulations, and dangerous goods and controlled substances. |

5. Risk Management Process

5.1. Process summary



5.2. Hazard identification

- a. A formal hazard identification process must be undertaken for all activities at the University where there is a potential for health and safety risks, including:
- when planning work processes
 - when planning teaching, research, travel, field trips, events and other activities
 - before setting up and using a workplace
 - when planning changes to the workplace e.g. new buildings, alterations to existing buildings, renovations, maintenance, repairs and minor modifications
 - when designing and manufacturing selling or disposing of plant or equipment
 - before purchasing, hiring, leasing, commissioning or erecting plant or equipment
 - before making, using and disposing of hazardous chemicals
 - whenever new information becomes available regarding work processes, plant and equipment, and hazardous chemicals
 - when responding to workplace incidents (even if they have caused no injury)
 - when responding to concerns raised by workers, health and safety representatives and others at the workplace, and
 - whenever changes are made to the workplace, system or method of work, plant and hazardous chemicals used.
- b. Each College/Portfolio must maintain the following;
- Work Health and Safety College-level risk profile
 - register for all hazards in the area, covering all plant processes, activity or tasks
 - Hazardous Chemicals Register using the [ChemWatch](#) manifest (for hazardous chemicals, dangerous goods and/or controlled substances) where these are present.
- c. Colleges/Portfolios must implement systems for identifying hazards, including regular workplace inspections, accident/incident reporting and investigation.
- d. Where there are known hazards related to research, teaching or operational activities, no such activities will be undertaken unless a risk assessment of the work is completed and the relevant officer specified in clause 5.4, is satisfied that all foreseeable risks associated with the activity or work are eliminated or controlled, as far as is reasonably practicable.

5.3. Risk assessment

- e. Once a hazard has been identified or reported, the following steps must be used to assess health and safety risk:

Step A – consider the consequences

For each hazard, consider the consequences if something happens. Consider what could reasonably have happened, as well as what actually happened (if there was an accident/incident). Choose the most suitable consequence below.

| Consequence | Description |
|-----------------------|---|
| Catastrophic | May cause death, or permanent disability and/or permanent ill health |
| Major | Severe injury or illness |
| Minor | Minor (usually reversible) injury or illness resulting in days off work |
| First aid only | First aid level medical treatment |
| Negligible | No treatment required |

Step B – consider the likelihood

How likely is something to happen as a result of the hazard? Choose the most suitable likelihood below.

| Likelihood | Description |
|-----------------|--|
| Very likely | Expected to occur in most circumstances |
| Likely | Will probably occur in most circumstances |
| Possible | Might occur occasionally |
| Unlikely | Could happen at some time |
| Highly Unlikely | May happen only in exceptional circumstances |

Step C – calculate the risk level

1. Take the Step A rating and select the correct line in the matrix below.
2. Take the Step B rating and select the correct column in the matrix below.
3. Circle the risk level where the two ratings intersect in the matrix below.

Risk level =

| | | Likelihood | | | | |
|-------------|--------------|-------------|--------|----------|----------|-----------------|
| | | Very likely | Likely | Possible | Unlikely | Highly unlikely |
| Consequence | Catastrophic | Extreme | High | High | High | Medium |
| | Major injury | High | High | High | Medium | Medium |
| | Minor injury | High | Medium | Medium | Medium | Medium |
| | First aid | Medium | Medium | Medium | Low | Low |
| | Negligible | Medium | Medium | Low | Low | Low |

- b. The risk assessment matrix shown above must be used as the University standard for WHS risk assessments, unless the University Health and Safety Committee approves a more appropriate risk assessment tool for particular circumstances.

5.4. Prioritising risks

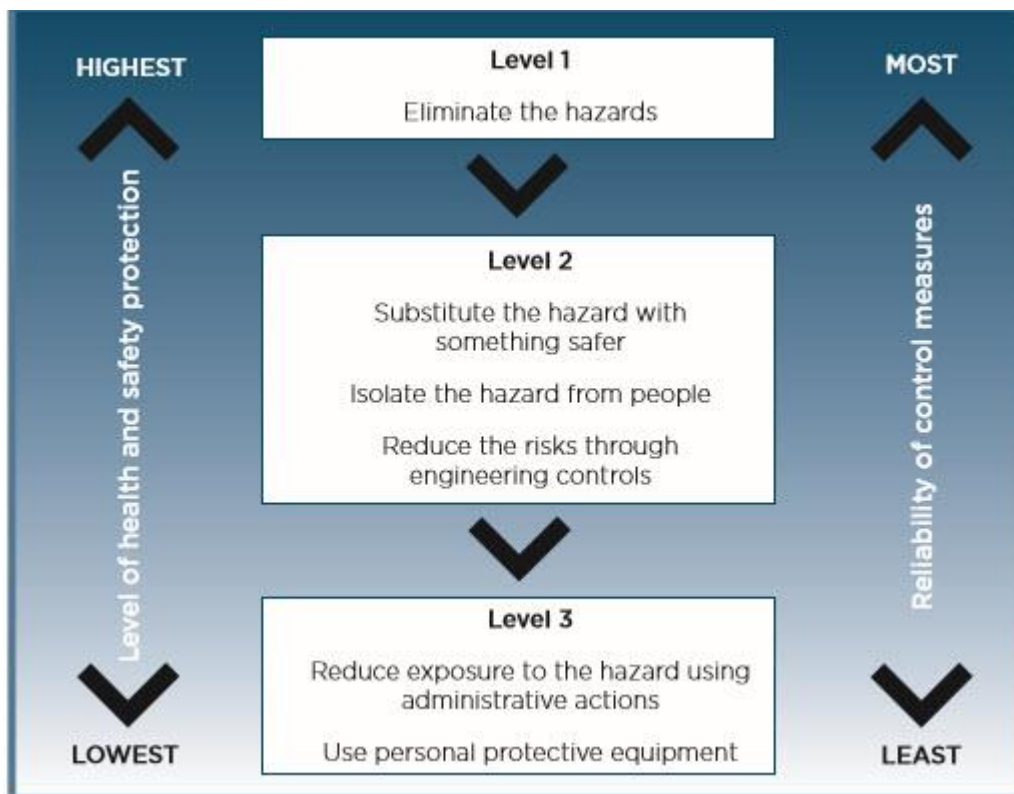
| Risk Level | Priority | Action |
|------------|----------|---|
| Extreme | 1 | <ul style="list-style-type: none"> • Cease task/activity immediately; • Implement short term safety controls to make the situation safe; • Notify supervisor/manager and assess activity; and • Do not proceed with task/activity until corrective action has been implemented, and reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head. |

| Risk Level | Priority | Action |
|------------|----------|---|
| High | 2 | <ul style="list-style-type: none"> • Implement short term safety controls to make the situation safe; • Notify supervisor/manager and assess activity; • Do not proceed with task/activity until corrective action has been implemented, and reviewed and approved by the relevant Vice-President and Executive Dean of College or Portfolio Head. |
| Medium | 3 | <ul style="list-style-type: none"> • Implement short term safety controls. • Notify supervisor/manager and assess activity. • Implement corrective action. |
| Low | 4 | <ul style="list-style-type: none"> • Notify supervisor/manager and assess activity. • Implement control measures. |

5.5. Risk control

- On the basis of the risk assessment, risks must be eliminated or, where that is not reasonably practicable, minimized using the Hierarchy of Risk Control as per clause 5.6.
- Those conducting the risk assessment should check if there are any Australian Standards or Codes of Practice which outline what controls are to be used, unless there is another solution which achieves the same or better standard of health and safety.
- If an identified hazard does not meet legislative requirements, the use of the plant, hazardous chemical or work process must cease immediately, and be locked out (if necessary) or secured until modifications have been implemented to make the plant, hazardous chemical or work practice legally compliant.

5.6. Hierarchy of risk control



- Where elimination of the hazard and associated risk is not reasonably practicable, substitution, isolation and engineering controls must be considered next as shown above.
- Administrative controls and personal protective equipment should only be considered:
 - when higher level control measures are not practicable;
 - as an interim measure until a more effective way of controlling the hazard can be used; or
 - to supplement higher level control measures
- The cost of controlling a risk may be taken into account in determining what is reasonably practicable, but cannot be used as a reason for doing nothing.
- When a decision is made to use lower level control measures, reasons for not using higher levels of control must be documented and retained with the risk assessment.
- Where plant guarding is to be used as a control measure, the guarding must comply with Australian Standard AS/NZS 4024 Safety of Machinery and must ensure the plant fails to a safe state.

6. Evaluation, Monitoring and Review

- The residual risk rating of the activity/task (i.e. after risk controls are implemented), must be assessed to determine if the proposed control measures are sufficient to reduce the risk.
- Once control measures are implemented, including temporary measures, they must be assessed, monitored and reviewed to ensure:
 - they have been implemented correctly
 - they are effective in controlling the risk
 - they have not introduced any other hazards into the workplace, and
 - workers and students are complying with them.

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- c. The review process must be documented and retained.
 - d. Control measures must also be reviewed
 - i. when the control measure is not effective in controlling the risk;
 - ii. before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not control effectively;
 - iii. if a new hazard or risk is identified; and/or
 - iv. if a health and safety representative requests a review.
 - e. Risk assessments must be reviewed at least every 5 years.

7. Consultation, cooperation and coordination

- a. Throughout the risk management process managers and supervisors must consult, so far as is reasonably practicable, workers, health and safety representatives (where applicable) in the work area and, where relevant, students who will carry out the work..
- b. Managers must also consult, co-operate and co-ordinate activities with other persons who have a shared responsibility for work health and safety (eg University controlled entities, tenants, co-tenants and landlords).
- c. Managers and supervisors must provide all relevant information on hazards, including plant and hazardous chemicals.
- d. Where workers and students are undertaking work, research or study at workplaces not under the University's control or management, managers and supervisors must consult, cooperate and coordinate with parties who manage those workplaces to ensure, as far as is reasonably practicable, a safe workplace for those workers and students.

8. Records

- a. Information collected from identifying hazards and assessing, controlling and reviewing risks must be recorded in the local area as follows:
 - i. Work Health and Safety Hazard Register, which:
 - must cover all hazards in the area, and must include all plant, processes, activity or tasks;
 - may be either a register listing hazards or a full listing of risk assessments.
 - ii. Hazardous Chemicals Register using the ChemWatch manifest- for hazardous chemicals, dangerous goods and/or controlled substances.
- b. Individual Risk Assessments which must record the following information:
 - i. identified hazards, assessed risks and chosen risk control measures
 - ii. how and when the risk control measures were implemented, monitored and reviewed
 - iii. who was consulted
 - iv. any relevant training, and
 - v. any plans for changes.
- c. Each risk assessment must be documented, the risk assessment form signed by the manager or supervisor of the area and a copy retained.
- d. Risk assessments must be accessible to the relevant staff and students and must be kept by the College/Portfolio in accordance with the [records management schedule](#).

9. Training

- a. Managers and supervisors must ensure that, before work, study or research begins, staff and students under their supervision, contractors, sub-contractors and their workers, volunteers and visitors have the information, instruction and training to perform their work, study or research in a safe manner and without risks to health and safety, including how to:
 - i. follow safe work procedures and/or safe work practices
 - ii. use risk control measures that are in place, and
 - iii. understand the nature of any hazards, the risks associated with them, and the reason for risk controls.
- b. Training and competency requirements must be identified and recorded.

10. Responsibilities

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| Vice-Chancellor | Ensure that the University meets its legislative responsibilities for the management of work health and safety risks. |
| Vice-Presidents and Executive Deans of College and Portfolio Heads | <ol style="list-style-type: none">a. ensure that WHS risk management is in place in all aspects of work within their College/Portfolio, including research, teaching, study, international activities and travel, andb. allocate adequate resources for effective risk management, including implementation of control measures, in their College/Portfolio. |
| Managers and Supervisors | <ol style="list-style-type: none">c. ensure that hazards in work, study, research, international activities and travel in their areas of responsibility are identified, risk assessed and risks are controlled, and that risk control measures are documented, monitored regularly, reviewed and maintainedd. consult workers and where practicable their health and safety representatives through the risk management processe. inform workers and students they supervise about hazards associated with activities being carried outf. provide appropriate training and supervision in control measures and safe working proceduresg. consult other persons (e.g. tenants, labour hire companies, landlords) who have a shared responsibility for health and safetyh. ensure contractors, sub-contractors and their workers are provided with information about known hazards of the local work area to enable them to determine an appropriate safe system of work, andi. provide appropriate information about any hazards and control measures to volunteers and visitors in their area. |
| Staff and Students | <ol style="list-style-type: none">j. assist with the identification of hazards, the assessment of risks and implementation of risk control measuresk. report any incident, accident or hazard in the workplace to their manager or supervisor, andl. use the required control measures, work safely and not put themselves or others at risk of injury. |

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| Contractors, sub-contractors and their workers | <p>m. identify hazards, risk assess them and implement risk control measures for all reasonably foreseeable hazards arising from, or in the vicinity of, the work they are to undertake, and</p> <p>n. inform the University staff member who engaged them of those hazards and planned risk control measures.</p> |
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11. WHS Associated Procedures

[Work Health and Safety Management System supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#)

12. Forms

[Risk assessment forms](#)

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*** Unless otherwise indicated, this procedure will still apply beyond the review date.**

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