**Purpose**

PCBUs’ must, so far as is reasonably practicable, ensure the health and safety of workers and others that could be affected by work.

The primary way to prevent harm is to identify what could cause the harm, consider the likelihood and potential consequences, and implementing controls to prevent harm. Those controls should be in proportion to the likelihood of harm occurring, and the potential severity of that harm.

This is the basis for a risk management system. All PCBUs are required to have an effective risk management system.

In this Health and Safety Manual the focus is on the health and safety of people. However, the same risk management system can be applied to other risks such as property damage, and reputation.

This Procedure outlines the steps involved, namely

* Hazard identification
* Risk Management
* Development and implementation of controls
* Review

**Responsibilities**

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| **PCBU’s** | * Ensure there is a systematic procedure of hazards identification, and effective control measures are in place to minimise exposure to hazards. * A risk management approach is adopted to identify, assess, control, and review risks * Instruction and supervision is provided to workers and others. * Consultation with workers and other PCBUs in order to manage risks. * Ensure workers are supported to identify and manage risks. |
| **Officers** | * Officers are to exercise due diligence to ensure that the PCBU meets its responsibilities as above. |
| **Workers (including Volunteers)** | * Take responsibility for their own safety, and take reasonably practicable steps to avoid adversely affecting the health and safety of others through any act or inaction * Follow all reasonable instruction relating to hazard identification and control. * Be proactive in the identification and management of risks |
| **Others in the workplace (eg visitors)** | * Take responsibility for their own safety, and take reasonably practicable steps to avoid adversely affecting the health and safety of others through any act or inaction * Follow all reasonable instruction relating to hazard control. |

**Step 1. Hazard identification.**

This is the first step in the process of risk management. Key people in the PCBU, especially the Officer, are expected to have adequate knowledge of the business to be able to identify the potential hazards that people may be exposed to. Officers must be able to provide evidence they have been actively involved in the hazard identification and management process.

Workers should be consulted as part of the process of hazard identification as they are the people who may be more aware of the day-to-day hazards in their place of work. Workers also have a duty to report potential hazards when they become aware of them.

Methods of identifying hazards include scheduled audits, reports of near misses or incidents, and hazards being brought to the attention of the PCBU by others.

All hazards identified must be entered onto a Hazard/Risk Register administered by the PCBU.

**Step 2. Risk Assessment**

Once the hazard has been identified it will be assessed so that appropriate controls may be implemented. This assessment will take into account the likelihood of harm occurring, and the degree of harm that may occur. If a hazard is deemed significant in that it could imminently cause harm then it must be addressed immediately, possibly with interim controls if it is not possible to address with a more permanent solution immediately.

Doing such a risk assessment helps to prioritise where resource may be directed, as the most significant risks must be managed as a priority.

The risk assessment rating is to be recorded on the Hazard/Risk Register alongside each hazard identified. This score is termed the **initial** risk rating - it is the rating that reflects the potential impact/severity of the hazard with current controls before better controls are implemented.

The Risk Register and Matrix document outlines how this risk assessment process is utilised.

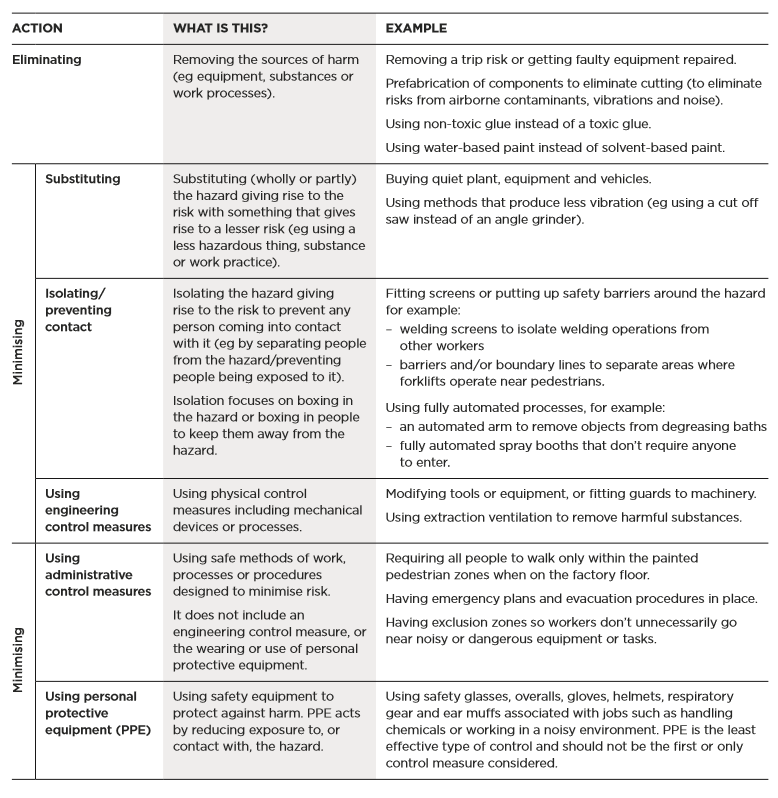
**Step 3. Develop and implement controls.**

The HSWA discusses that elimination is the first objective for hazard control. If the hazard is eliminated then no one can be harmed.

Only if elimination is not reasonably practicable can minimisation measures be considered. Minimisation measures must reduce the likelihood of harm occurring, or reduce the potential consequence – preferably both.

The risk assessment rating once the controls have been implemented is to be recorded on the Hazard/ Risk Register. This is termed the **residual** risk rating.

The table below identifies the hierarchy of minimisation measures (with examples) from substitution, right down to the least effective forms of defence such as administration controls and PPE.



*Source: Worksafe Guidelines*

**Step 4. Review controls**

Regular checks are to take place to ensure the controls implemented are effective.

How regular these checks are will be based on how high the residual risk rating of the controls implemented. A hazard with a higher risk rating will need to be checked more regularly than one with a lower rating.

The intended review dates are to be entered on the Hazard/Risk Register, and updated after each review.

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| **Example:**  **Step 1**. Working at height **identified** as a hazard for the task of cleaning gutters.  **Step 2**. A **risk assessment** assesses the potential likelihood and consequences of injury due to this activity (eg falling, dropping an object onto someone). Factors such as the means of getting to the gutters, and how high they are, may affect the likelihood of the person falling, and the type of injury they may suffer. For example:   * If they are using a long ladder in poor condition, and the gutter is 4m high, then the likelihood of falling is high and the consequence of falling will also be high (ie broken bones or worse). * However if the gutter is 2m high and they can reach comfortably from a good stepladder set up properly then the likelihood of falling, and consequences will probably be lower.   **Step 3**. A **control** is developed and implemented proportional to the level of risk. For example, an extension wand on a hose so that the gutter may be cleaned by a person standing on the ground - this would *eliminate* the need to go up a ladder at all. If this is not reasonably practicable then a mobile scaffold set up by a competent person to reach the gutter could be used –this would be *substituting* the ladder with a safer piece of equipment, or *isolating* the person from falling.  **Step 4**. A **review** of the effectiveness of the controls for hazards on the risk register may take place every 6 months to consider if any better controls could be implemented.  *The Risk Register shows example hazards and typical controls, and how these controls reduce the risk rating of harm ( and therefore reduces the risk score)* |