

# HS329 Risk Management Procedure

Policy hierarchy link	Work Health and Safety Act 2011   Work Health and Safety Regulation 2011   Work Health and Safety Policy   Code of Practice How to Manage Work Health and Safety Risks			
Responsible officer Director, UNSW Safety and Sustainability				
Contact officer	Manager, UNSW Health & Safety			
Superseded documents	OHS329 OHS Risk assessment and control procedure V4.1 HS329 Risk Management Procedure V5.3			
File number	2015/20434 HS017 Risk Management Form HS026 Safe Work Procedure Form			
Associated documents	HS653 Hazard and Risk Register Template HS730 Legislative Compliance Guideline			

Likelihood:

Where there are multiple supervisors in a shared area then the document must be signed by all supervisors and shared with all staff.

All risk management forms must be authorized by the supervisor unless they exist as reference material or as shared resources (such as All UNSW items in SafeSys).

## 3.3 Difference between risk management and Safe Work Procedure (SWP)

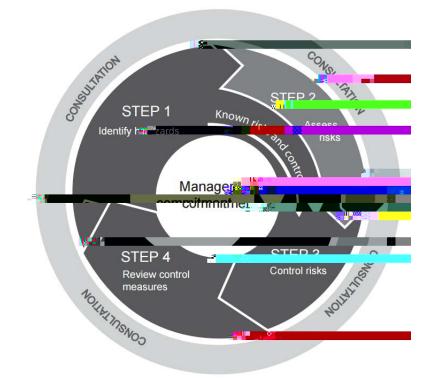
Risk management is used for a process or area that may encompass many hazards and pieces of equipment e.g. managing the risks of a research project, or an office space, or a noisy environment. This is used to identify all the hazards and consider how each one can be eliminated or controlled. Workers sign (physically or electronically) the risk management form as confirmation that they are aware of and understand the risks.

A safe work procedure is an administrative control measure usually identified in the risk management process. It is used to provide specific step-by-step instructions for complex processes, products and projects, for example how to operate a machine, how to weigh out a hazardous chemical. These are used as a practical tool to train and instruct workers. Workers sign the SWP as confirmation that they understand the procedure.

### 3.4 The step-by-step process

The risk management procedure follows 4 steps; the second step being optional depending on the situation.

- 1. Identify the hazards;
- 2. Assess the risks;
- 3. Control the risks;
- 4. Review control measures.



#### Figure 1: The risk management process

## 3.4.1 STEP1 – IDENTIFY HAZARDS

Hazards can be visible or invisible, obvious or hidden; therefore it is important to use a number of methods to find hazards, such as:

- Ask the workers these are the people who come into contact with hazards every day;
- Inspect the area this will help identify obvious hazards;
- Look at the environment noise, extreme temperatures, work at height, moving vehicles;
- Look at the equipment, materials, substances used moving parts, sharps, chemicals, biological agents, radiation;
- Look at the tasks and how they are performed repetitive, twisting, lifting etc.
- Consider the organization and management of the work stress, fatigue, violence, potential emergencies;
- Read the literature Common workplace activities already have well established identified hazards and controls; chec-3.4(t)-6.6( r017tc)-2(e (v)8. /LBody6(z) 6.6(raTsc)-2(at)(k)-12.n174 0 Td

- How close are people to the hazard (e.g. there may be a moving part but people don't go near it);
- Could any changes increase the likelihood (e.g. deadlines causing people to rush);
- Does the environment affect the hazard (e.g. very poor lighting);
- What are the behaviours or attitudes of the people exposed (e.g. young people may be less risk-aware, or shift-workers may be fatigued);
- Has it caused an injury, illness, disease in the past, at UNSW or elsewhere;
- How effective are current control measures.

Once you have determined the consequence and likelihood use the matrix in appendix A to calculate the risk as low, medium, high or very high. Consider that the risk rating may vary if there is a change of circumstances for the task (such as working after hours. The activity must not continue if the risk rating is very high. In this case appropriate additional risk controls must be put in place to reduce the risk.

## 3.4.3 STEP 3 – CONTROL THE RISKS

Hazards should be eliminated. Where this is not possible the risk should be controlled as far as is reasonably practicable.

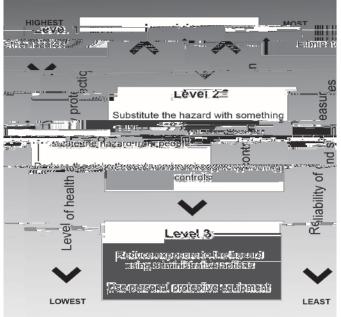
How to identify what control measures are needed:

- 1. Check if there is legislation that has specific requirements for a control measure;
- 2. Check if a Code of Practice(CoP) has any guidance on controlling the hazard;
- 3. Check if there is a relevant Australian Standard on the topic;
- 4. Check the manufacturers guidance and/or any industry standards;
- 5. Check with other Faculties and/or businesses if they have a similar hazard and how they have successfully controlled it;
- 6. Ask the workers if they have any solutions to the hazards they face.
- 7. Seek advice from Health and Safety and/or Human Resources professionals

When deciding to implement control measures, you must consult with workers to make sure that the controls are suitable, as workers will know the task/area best and will have to work with the control measure on a day-to-day basis.

#### Hierarchy of controls

The WHS regulations require duty holders to follow this hierarchy when managing risk.



## Figure 2: The Hierarchy of controls

#### Level 1

The level of risk is assessed and used to prioritise the implementation of risk control measures. The higher the level of risk, the more urgent the action to be taken. Priority needs to be given to those risks at the more serious end of the scale, but you should work towards how and when all the risks will be reduced to an acceptable level.

All additional control measures to be implemented need to be prioritised based on the risk. They can be added as a corrective action(s) in the online hazard and incident reporting system to track to completion.

#### Maintain effectiveness of controls

In order to ensure that your controls continue to work once the risk management process has been completed and signed off, you should do the following:

- Clearly allocate accountability:
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		8/6/2007		as Appendix 4
2.2	Director, Human Resources		27/6/2007	Risk assessment review added
		27/6/2007	2110/2001	
				Complete review of the document
	Director, Human Resources	19/11/2010	19/11/2010	
3.0		10,11,2010	10,11,2010	
	Director, Human Resources	0/00/0044	0/00/0044	Sign off added, emergency situations added and manual
4.0	,	3/03/2011	3/03/2011	handling risk identification added
4.1	Manager, OHS Unit	22/06/2011	22/06/2011	Additional information added to 3.1.12
5.0	Director, Human Resources			Document changed to reflect new
		04/09/2012	04/09/2012	WHS Act, Regulation and Code of Practice
5.1		,		•

Director, Human Resources

23/04/2013

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