



## HS329 Risk Management Procedure

<b>Policy hierarchy link</b>	<a href="#">Work Health and Safety Act 2011</a> <a href="#">Work Health and Safety Regulation 2011</a> <a href="#">Work Health and Safety Policy</a> Code of Practice How to Manage Work Health and Safety Risks
<b>Responsible officer</b>	Director, UNSW Safety and Sustainability
<b>Contact officer</b>	Manager, UNSW Health & Safety
<b>Superseded documents</b>	OHS329 OHS Risk assessment and control procedure V4.1 HS329 Risk Management Procedure V5.3
<b>File number</b>	2015/20434
<b>Associated documents</b>	HS017 Risk Management Form HS026 Safe Work Procedure Form 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.

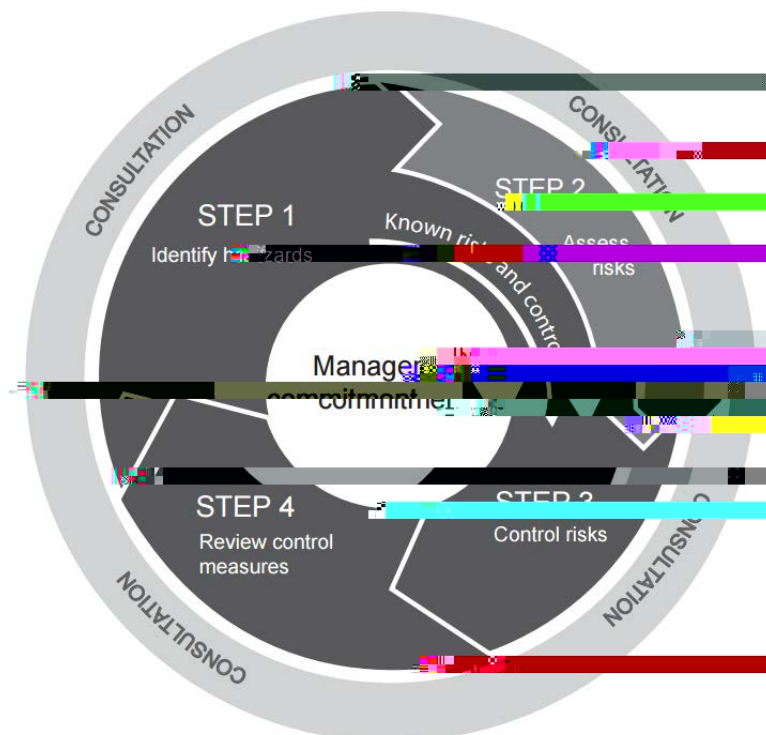
A safe work procedure is an administrative control measure usually identified in the risk management process. It is used to provide specific step-by-step instructions for complex processes, products and projects, for example how to operate a machine, how to weigh out a hazardous chemical. These are used 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





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	27/6/2007	Risk assessment review added
3.0	Director, Human Resources	19/11/2010	19/11/2010	Complete review of the document
4.0	Director, Human Resources	3/03/2011	3/03/2011	Sign off added, emergency situations added and manual 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	04/09/2012	04/09/2012	Document changed to reflect new WHS Act, Regulation and Code of Practice

5.1

Director, Human Resources      23/04/2013      04/2013

