

D-34 Hazard Identification, Risk Assessment and Control

NQS

QA. 2.1	Health.
QA. 2.1.1	Wellbeing and comfort.
QA. 2.1.2	Health practices and procedures.
QA. 2.1.3	Healthy lifestyle.
QA. 2.2	Safety.
QA. 2.2.1	Supervision.
QA. 3.1.1	Fit for purpose.
QA. 3.1.2	Upkeep.
QA. 4.1	Staffing arrangements.
QA. 7.1.2	Management systems.
QA. 7.1.3	Roles and responsibilities.
QA. 7.2.1	Continuous improvement.

National Regulations

Reg. 77	Health, hygiene, and safe food practices
Reg. 103	Premises, furniture, and equipment to be safe, clean and in good repair
Reg. 105	Furniture, materials, and equipment
Reg. 106	Laundry and hygiene facilities
Reg. 109	Toilet and hygiene facilities
Reg. 115	Premises designed to facilitate supervision
Reg. 168	Education and care service must have policies and procedures
Reg. 175	Prescribed information to be notified to Regulatory Authority

My Time, Our Place

LO. 1	Children and young people feel safe, secure, and supported
LO. 3	Children and young people are aware of and develop strategies to support their own mental and physical health and personal safety
LO. 5	Children and young people are effective communicators

Policy Statement

To have a defined method of hazard identification, risk assessment and control so as to eliminate or minimise risk and the potential for workplace related injuries and incidents.

Related Policies

- CONCORD OSHC Policy C-3: Staff Orientation and induction

- CONCORD OSHC Policy D-28: Workplace Health, Safety and Environment
- CONCORD OSHC Policy D-33: Legal Responsibilities and WHS Information
- CONCORD OSHC Policy D-35: Workplace Inspection

Scope

This procedure covers all workers. Ultimate responsibility for this procedure lies with Management and those delegated to perform specific risk management tasks. This procedure applies to all activities within the workplace.

Responsibilities

Management has the responsibility to:

- Understand and implement the process and procedures of risk management.
- Ensure staff receive the necessary training and instruction in relation to risk management.

Staff have the responsibility to:

- Ensure they follow the hazard identification processes of the workplace particularly with regard to notification of operational hazards as they may occur and to notify management immediately
- To follow any safe work practices that have been agreed in order to minimize the potential of incidents and accidents

Terms

- **Hazard** – an activity or physical situation that has the potential to cause harm.
- **Hazard identification** – the procedure used to identify situations that could lead to injury.
- **Risk** – the potential injury, incident or damage to property or people that could result from exposure to the hazard.
- **Risk Assessment** – the evaluation of the likelihood of an injury, incident or damage and the consequences or outcomes associated.
- **Risk Control** – how the risk associated with the hazard can be eliminated or controlled. The “Hierarchy of Control” is the preferred order of risk control.

The Process of WHS Risk Management (Refer to Attachment 1: Hazpak Guidance document)

The process works in a cycle as follows:

1. Identify the Hazard
2. Assess the Risk
3. Eliminate or Control the Risk
4. Review

Identify the Hazard

Hazards are identified in any of the following ways:

- Workplace Inspection
- Incident Investigation
- Observation by a worker, customer or visitor
- When introducing new systems of work, procedures, plant or equipment
- WHS System Self Audit on GELSafe

Assess the Risk

This will be undertaken by the Services Management and / or the person identifying the hazard using the principles outlined in the Hazpak document.

Assess the likelihood of a hazard or incident occurring and the potential severity / consequence of that incident. Use the matrix to determine the response rate to the hazard.

Risk Matrix (Hazpak- WorkCover)

Consequences – how badly could someone be hurt by this hazard?	Likelihood – how likely is it that the hazardous event could occur?			
	<i>Very Likely</i> Could happen anytime	<i>Likely</i> Could happen some time	<i>Unlikely</i> Could happen but very rarely	<i>Very Unlikely</i> May happen but probably never will
Death or permanent disability	1	1	2	3
Long-term injury of serious illness	1	2	3	4
Medical attention required	2	3	4	5
First Aid only	3	4	5	6

Risk Scores and suggested Action time frames

- 1 = Do something about this hazard immediately
- 2 = Do something about this hazard within 24 hours
- 3 = Do something about this hazard within 48 hours
- 4 = Do something about this hazard within one week
- 5 = Do something about this hazard within two weeks
- 6 = Do something when possible

3. Control the Risk

The Hierarchy of Control is used to eliminate or reduce the risk. Elimination of a hazard is the best option. The lower the risk score the more important it is to try and use the high order controls preferably elimination, Personal protective equipment should only be used as an adjunct to other control methods or as a ‘last resort’.

The order of preference for hazard controls is:

1. Elimination of the hazard
2. Substitute the hazard e.g. substitute your equipment with something different or use a different process
3. Isolation e.g. store hazardous item separately or cordon off area where hazard is found
4. Engineering controls e.g. trolleys to move loads
5. Administrative controls e.g. training, creation of safe operating procedures, job rotation and policies
6. Personal protective equipment and clothing e.g. gloves, eye protection, masks

Complete the risk assessment with the preferred controls in consultation with Management.

Safe Operating Procedures

Safe operating procedures (also called safe work method statements or standard operating procedures) support a WHS management system; they describe methods for carrying out certain procedures, types of work, tasks or operating equipment.

Safe operating procedures will be documented and readily accessible and will form part of training for those functions or tasks.

The safe operating procedure will describe the task and identify the associated WHS risks. It details appropriate risk controls and provides a 'blueprint' for completing the task safely.

Workers will be consulted when safe operating procedures are developed.

Where elimination of the hazard is not possible the most effective risk control will involve a combination of methods. For example when assessing the potential for injury in a change area, it may be feasible to use a variety of 'engineering' controls such as physical alteration of the space, 'administrative' controls such as ensuring task repetition is minimised, sharing the tasks, preventing staff working unassisted.

Once the controls have been decided these will be agreed between management and staff, implemented and then reviewed for their effectiveness.

4. Review the risk

This is a vital step in the Risk Management process.

When implementing the controls a diary note will be created to review their effectiveness and if on review alterations need to be made these will be documented.

SOURCES:

- WHS Regulation 2017
 - ch.3 (general risk & workplace management)
- WHS Act 2011
 - pt.2 div.1 s.17 (risk management)
- ISO31000 – 2009 Risk Management Principles & Guidelines
- WorkCover NSW – COP: How to Manage WHS Risks (2011)

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