



Australian Government

AFTRS

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AFTRS Health and Safety Risk Management Procedure

Linked Policy	AFTRS Health and Safety Risk Management Policy
Responsible Officer	Director, Corporate Services
Contact Officer	Head of Human Resources
Authorisation	Chief Executive Officer
Effective Date	19 th August 2009 Reviewed 6 th August 2011 Reviewed 1 st January 2012
Associated Documents	<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulations 2011</i> Health and Safety Codes of Practice 2011 AS/NZ Standard 3931 AS/NZ Standard 4360:2004 AFTRS Health and Safety Management Arrangements AFTRS Work Groups Policy and Procedure AFTRS Health and Safety Representatives Policy and Procedure AFTRS Health and Safety Committee Policy and Procedure AFTRS Reporting and Investigation of Health and Safety Incidents Policy and Procedures AFTRS Workplace Safety Inspection Program AFTRS Production Guidelines

1. Procedures Name

The AFTRS Health and Safety Risk Management Procedure.

2. Preamble to procedures

Under the relevant legislation AFTRS is required to take all reasonably practicable steps to protect the health and safety of its workers and to ensure the absence of risk at work to the health of its workers.

Historically AFTRS has undertaken a range of risk assessments in areas including purchasing, accommodation, production, workplace safety inspections and position descriptions. This procedure formalises and provides an ongoing framework for the program of risk assessment.

3. Scope

These procedures, and related documents, apply to all AFTRS workers, all facilities occupied by AFTRS, and to all AFTRS-endorsed activities whatever their location. They establish a structured procedure for risk management aimed at facilitating the early identification of hazards, assessment of risk, and the implementation and review of risk control mechanisms.

4. Definitions

"*Accident*" means an event which results in death, injury, illness or property damage.

"*Consequence*" means an outcome or impact of an occurrence.

"*Exposure*" occurs when a person is exposed to a hazard.

"*Frequency*" means a measure of the number of occurrences per unit of time.

"*Harm*" means death, injury, illness (including psychological illness) or disease that may be suffered by a person because of a hazard or risk.

"*Hazard*" means something that has or has the potential to cause injury, ill-health or disease, to anyone at or near a workplace.

"*Hierarchy*" ranks measures taken to prevent or reduced hazard exposure according to the effectiveness of controls.

"*Incident*" means an event which does or could have resulted in death, injury, illness or property damage.

"*Likelihood*" describes the probability or frequency of an injury or illness occurring.

"*Monitor*" means to check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis in order to identify change from the performance level required or expected.

"*Probability*" means a measure of the chance of occurrence expressed as a number.

"*Reasonably Practicable*" means practicable having regard to the following matters in determining what is reasonably practicable in relation to ensuring health and safety:

- i) the likelihood of the hazard or risk concerned eventuating;
- ii) the degree of harm that would result if the hazard or risk eventuated;

- iii) what the person concerned knows, or ought reasonably to know, about the hazard or risk and any ways of eliminating or reducing the hazard or risk;
- iv) the availability and suitability of ways to eliminate or reduce the hazard or risk, and
- v) the cost of eliminating or reducing the hazard or risk.

"*Risk*" means the probability or likelihood and consequences of a hazard causing injury or illness.

"*Risk Analysis*" means the analysis of risk by use of a table or other process which may be qualitative, quantitative or a combination of these methods to assist in the evaluation of a hazard according to the probability or likelihood and consequence of injury or illness.

"*Risk Assessment*" means the overall process of estimating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.

"*Risk Control*" means the process of managing the elimination or minimisation of a risk. This may be an object, work process or system of work.

"*Risk Evaluation*" means the decision making process of the assessed risks to determine which risks require control and control priorities in an organisational context.

"*Risk Management*" means the culture, processes and structures that are directed towards promoting health and safety by the management of hazards and risks within an organisation.

"*Risk Management Framework*" means a set of elements in a system which may include strategic planning, decision making, processes, policies and procedures for dealing with the risks.

"*Safe Work Methods*" means systems and organisations of work to ensure the safety, and absence of risk to health, of all persons involved in doing the work.

"*Workplace Safety Inspections*" means the planned systematic appraisals of the workplace which can help identify hazards, assess and control risks, ensure a safety and health environment and assist in complying with occupational health and safety legislation.

5. The Risk Management Procedure

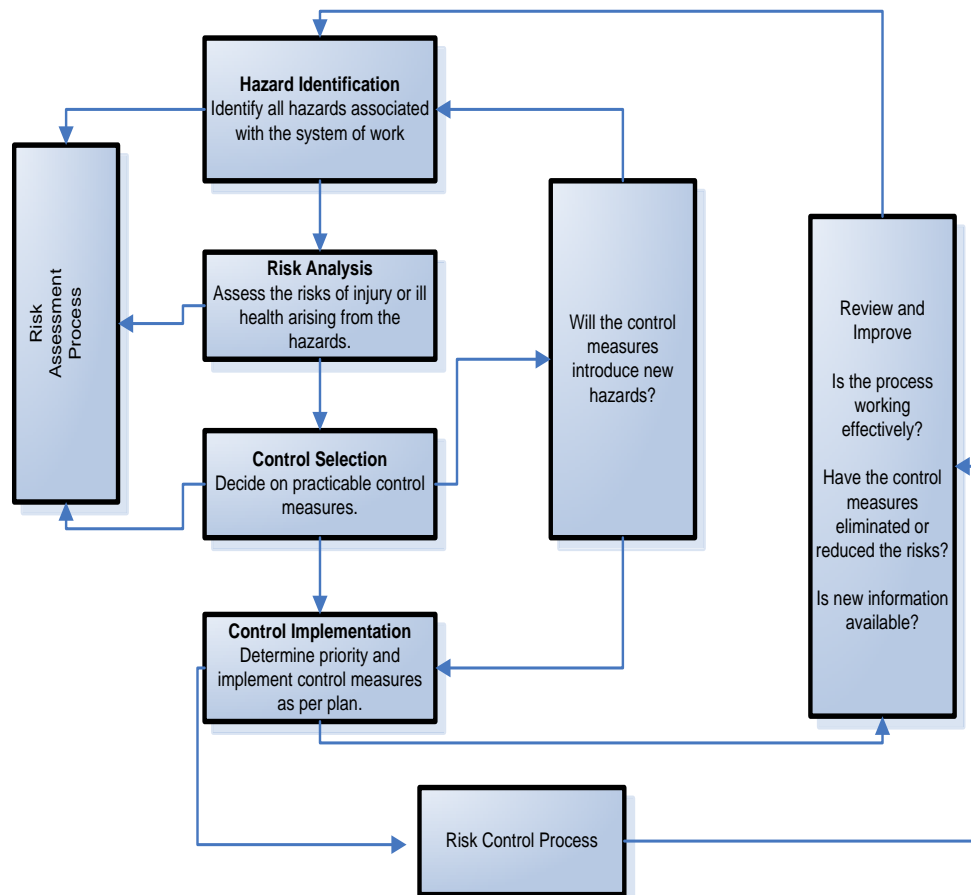
The aim of the risk management procedure is to assess and control risk from the design and planning phases through to workplace operations. It should reflect what actually occurs in the workplace, not what may occur in theory.

Communication and consultation are integral to every step of the risk management process. AFTRS will consult with workers directly and through their Health and Safety Representatives and/or Health and Safety Committee members as appropriate. Consultation should occur through all five steps.

- i) Hazard Identification.
- ii) Risk Analysis.
- iii) Control Selection.
- iv) Control Implementation.
- v) Monitoring and Review

The process is cyclic as demonstrated by the following diagram. Systematic monitoring and review must be implemented because of the potential for new hazards to be introduced into the workplace.

Health and Safety Risk Management Cycle



1) Hazard Identification

This is the most important step in the risk management process. A hazard which is not identified cannot be controlled.

Sources of information on hazard identification may include:

- examination of accident, injury and dangerous occurrence data;
- technical and scientific evaluation;
- visual inspection of the workplace;
- quantitative hazard analysis;
- testing and auditing reports;
- consultation with workers, Health and Safety Representatives, and Health and Safety Committee members, and
- discussions with designers, manufacturers, suppliers, importers, or any other relevant party.

Classes of hazards.

- a) Physical - includes floors, stairs, steps, ladders, fire, falling objects, manual handling, loud or prolonged noise, heat and cold, ventilation, poor lighting etc.
- b) Mechanical and/or electrical - includes electricity, machinery, equipment, dangerous goods, fork lifts, hoists etc.
- c) Chemical - includes chemical substances such as acids or poisons, those that could lead to fire or explosion, cleaning agents, dust, fumes etc.
- d) Biological – includes bacteria, viruses, mould, mildew, insects, vermin, animals etc.
- e) Psychological environment – includes workplace stressors.

2. Risk Analysis

Once a hazard is identified it should be determined whether there are specific regulations that deal with the hazard.

In assessing the risk a hazard poses the following factors should be considered.

- Nature of the hazard.
- Any existing combinations of hazards.
- Types of injury or illness that may be caused by exposure.
- Consequences of the duration of the exposure to the hazard.
- The workplace and/or workstation layout.
- Work organisation.
- The introduction of any new work processes.
- The skill and experience level of workers.
- Any existing control measures.

Following the risk analysis each hazard should be placed in the following grid.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Severe
Almost certain	M	H	H	VH	VH
Likely	M	M	H	H	VH
Possible	L	M	H	H	VH
Unlikely	L	L	M	M	H
Rare	L	L	M	M	M

Consequences (How severely could someone be hurt?)

Severe	Death or permanent disability to one or more persons.
Major	Hospital admission required.
Moderate	Medical treatment required.
Minor	First Aid required.
Insignificant	Injuries not requiring first aid.

Likelihood (How likely are those consequences?)

Almost Certain	Expected to occur in most circumstances.
Likely	Will probably occur in most circumstances.
Possible	Could occur at some time.
Unlikely	Is not likely to occur in normal circumstances.
Rare	May occur only in exceptional circumstances.

If there is still uncertainty about the level of risk or the degree of exposure the following should be considered.

- Seeking further information.
- Seeking specialist advice.
- Conducting surveys or environmental monitoring.
- Analysing records and data regarding dangerous occurrences, worker complaints, sick leave, unscheduled absences and staff turnover.
- Assessing the competency and training levels.

Depending on the risk assessment the following action should be taken.

Risk Level	Required Action
Very High	<u>Act immediately.</u> The proposed task or activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk

	controls.
High	<u>Act today.</u> The proposed activity can only proceed if: <ul style="list-style-type: none"> i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; ii) the risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc; iii) the risk assessment has been reviewed and approved by the Head of Department/Discipline, and iv) a Safe Work Procedure has been prepared.
Medium	<u>Act within 7 days.</u> The proposed task/process can proceed if: <ul style="list-style-type: none"> i) the risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls; ii) the risk assessment has been reviewed and approved by the Head of Department/Discipline, and iii) Safe Work Procedure has been prepared.
Low	<u>Act within 1 month if action necessary.</u> No action or managed by local documented routine procedures which must include application of the hierarchy of controls.

3. Control Selection

The appropriate control measure should be determined using the following hierarchy of controls. The aim is to minimise the risk to the lowest level reasonably practicable, elimination of the hazard being the ideal. It may be that more than one control measure is introduced.

Order	Control	Example
1	Eliminate the hazard from the workplace altogether. Most effective and should be attempted prior to attempting another control method.	Disposing of unwanted chemicals, taking out of service hazardous equipment, prompt repair of damaged equipment.
The Question: Is it possible to discontinue the use of this product/chemical/ process/ machine?		
2	Substitute with something that is of a lesser risk and which will perform the same task in a satisfactory manner.	Reduce box sizes to reduce weight, replace telephone handset with a headset, use water based instead of solvent based paint, use chemicals of lower concentration.

The Question: Is there another chemical, machine, process that we can use that does the same job but has lower levels of risk?		
3	Isolate the hazard from staff or other person/s at risk.	Isolate and store chemicals properly, putting noisy machinery in sound proofed rooms, barricades around trenches, fume cupboards etc.
The Questions: Can the object/area/process be surrounded so as not to impact on any person? Can the person be placed in a control booth or use remote control?		
4	Engineering controls which redesign equipment, work processes or tools to reduce or eliminate risk.	Ensure proper machine guarding is in place, use of separate keyboard and mouse for intensive laptop usage, ventilation and extraction systems etc.
The Question: Is there any way to modify or change the machine/process/object so that a person is not deliberately exposed to the hazard?		
5	Administrative controls which provide appropriate training, written procedures, adequate supervision, signage etc.	Adequate warning signs, maintenance schedule for plant, equipment and machinery etc.
The Question: Can safe work methods be developed and implemented to minimise the risk?		
6	Personal Protective Equipment	Use of glove, glasses, ear muffs, aprons, safety footwear, dust masks etc.
The Question: Is there a device that can be worn to protect the person from the hazard e.g. face mask?		

4. **Control Implementation**

Where restrictions on available funds or other resources, or physical practicalities, mean that not all identified controls can be implemented immediately, the most effective control measure for the identified hazard should be implemented. Controls for high risk hazards should be put into operation first. On some occasions the implementation of short term controls may be effective while preparing for longer term solutions. The Director, Corporate and Student Services will determine priorities should the be a dispute.

Implementation Plans for each control measure should be developed including: a description of the control; allocation of responsibility; timelines for implementation; the process for monitoring, and the means of verification as items are completed.

5. Monitoring and Review

Monitoring should be done regularly and include:

- whether control measures are being implemented and used correctly;
- whether control measures are achieving the desired results;
- whether risk management processes and initiatives are working;
- what has been done to control risks and what remains to be done;
- whether there are any new problems which have resulted from the introduction of control measures, and
- whether new risk control measures are required.

This item will be a standing agenda item for the Health and Safety Committee. The review will generally be in the form of Workplace Safety Inspection reports.

6. Record Keeping

Systematic records will assist in identifying hazards and reviewing the effectiveness of risk controls.

Records should be kept of:

- details of workplace inspections;
- worksheets/checklists used to identify hazards;
- methods used to assess risks;
- control measure implemented;
- reviews of workplace systems of work or health and safety audits;
- any action that has been taken to fix particular hazards;
- instruction on training done to ensure staff competency;
- health surveillance of staff, and
- maintenance of plant and equipment.

All records other than maintenance records will be retained by Human Resources in accordance with the Australian Government's General Disposal Authority and/or AFTRS Disposal Guidelines.

7. Roles and Responsibilities

AFTRS Council – Ultimately responsible for the oversight of the management of risk within the School.

Finance, Audit and Risk Management Committee – Sub-Committee of the AFTRS Council responsible for overseeing the School's risk management program and for ensuring that significant risks have been reported to the Council on a timely basis.

Chief Executive Officer – Accountable to Council for AFTRS' performance in relation to this policy.

AFTRS Managing Executive – Individually responsible for the oversight of the implementation of this policy in their Divisions, and collectively for the School’s performance.

Director, Corporate Services- Executive responsible for health and safety matters including resolving any disputes over hazard assessment or control action priorities.

Head of Human Resources – Responsible for the review of this policy and related procedures and the maintenance of related records.

Heads of Department/Discipline – Responsible for ensuring: hazards are identified and assessed in consultation with workers; control measures are implemented based on the hierarchy of control, and records are forwarded to Human Resources.

Health and Safety Committee – Responsible for reviewing progress on risk management plans.

Health and Safety Representatives – Responsible for consulting with staff, investigating staff concerns, undertaking workplace safety inspections, and reporting to the Health and Safety Committee.

Cost Centre Managers – Responsible for ensuring a pre-purchase risk assessment is completed as appropriate prior to the approval of a purchase order.

Production Executive – Responsible for ensuring appropriate risk assessments are completed prior to productions commencing.

8. Review

This policy will be reviewed at least every 3 years or more often as required by changes to the legislation, regulations, standards, guidelines, or School requirements.