



Australian Government

AFTRS



## AFTRS Health and Safety Risk Management Policy

<b>Responsible Officer</b>	Director, Corporate and Student Services
<b>Contact Officer</b>	Head of Human Resources
<b>Authorisation</b>	Chief Executive Officer
<b>Effective Date</b>	19 <sup>th</sup> August 2009 Reviewed 6 <sup>th</sup> August 2011 Reviewed 1 <sup>st</sup> January 2012
<b>Associated Documents</b>	<i>Work Health and Safety Act 2011</i> <i>Work Health and Safety Regulations 2011</i> Work 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 AFTRS Health and Safety Risk Management Procedure

### 1. Policy Name

The AFTRS Health and Safety Risk Management Policy

### 2. Preamble

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 description reviews. This policy both

formalises and provides an ongoing framework for the program of risk assessment.

### **3. Policy Scope**

This policy, and related documents, applies to all AFTRS workers, all facilities occupied by AFTRS, and to all AFTRS-endorsed activities whatever their location. It establishes a 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. Policy Statement**

AFTRS acknowledges its responsibility to provide a safe and healthy workplace for employees, contractors, students and visitors. Risk management is a key component in fulfilling the School's

responsibilities and may have the additional benefit of reducing costs, increasing productivity, raising worker morale, and improving workplace relations through increased consultation.

Risk management involves identifying and analysing workplace hazards, assessing the risks associated with those hazards, identifying and implementing methods to control or reduce the risks, and monitoring and reviewing their success.

Assessments should be undertaken when:

- any new work is planned;
- when a significant change occurs;
- after an accident, incident or near miss, and
- at regular pre-determined intervals.

The aim is not to have risk eliminated completely, but to ensure that every effort is made to manage risk.

## **6. 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.

## **7. 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.