Responsibilities

Person who identified the hazard (worker, student, visitor)

Manager/Supervisor

WHS Unit

Hazard identified

Take action to minimise immediate risk of injury if safe to do so (eg clean up spill)

Report/Notify

Notify immediate supervisor/manager

Report hazard online in FlinSafe

Supervisor/manager receives automatic email from FlinSafe advising them of hazard and asking that they take action

In consultation with relevant workers, health and safety representatives, and if required, the WHS Unit and/or external expertise:
- Assess the risk
- Determine corrective action(s)
- Prioritise/implement corrective action(s) to remove/minimise risks
Document required corrective actions in FlinSafe.

Hierarchy of controls must be used in priority order:
1. Eliminate hazard
2. Substitute the hazard with something safer
3. Isolate the hazard
4. Engineering controls
5. Administrative controls
6. Personal protective equipment

Implement corrective actions

Hazard controlled

Yes

No

Identify alternative corrective action(s)

Review effectiveness of corrective actions

Provide advice on identification and implementation of corrective actions

Hazard controlled