

Work Health & Safety Risk Management Procedures

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1. Governing Policy

[Work Health and Safety Policy](#)

[Work Health and Safety Management System](#)

2. Purpose

- a. These procedures document the process for managing work health and safety (WHS) risk in the workplace, so far as reasonably practicable.
- b. It outlines the University's commitment to the risk management processes including the identification, assessment, control and review of WHS hazards and associated risks in accordance with WHS legislative requirements and the University's [Work Health and Safety Policy](#).

3. Scope

These procedures apply to:

- a. all workers, students and other persons at all University workplaces (including those working off campus)
- b. all activities where there are reasonably foreseeable hazards that could give rise to risks to health and safety.

4. Definitions

Hazard	A situation, thing or an environment that has the potential to cause harm to a person or damage to property or equipment.
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Officer	A person who makes, or participates in making, decisions that affect the whole or substantial part of the business or undertaking. Includes: University Council members, Vice-Chancellor, Deputy Vice-Chancellors, Pro Vice-Chancellors, Vice-President (Corporate Services), Vice-Presidents and Executive Deans of Colleges, Deans (People and Resources), Portfolio Heads, Division Directors, Directors of College Services and other staff appointed at a Director level.
Reasonably Practicable	The term 'reasonably practicable' means whatever is, or was at a particular time, reasonably able to be done in relation to ensuring health or safety. This takes into account and weighs up all relevant matters including: • the likelihood of a hazard or risk occurring • the degree of harm that might result from the hazard or risk • what the person concerned knows, or ought reasonably to know, about the hazard or risk, and ways of eliminating or minimising the risk • the availability and suitability of ways to eliminate or minimise the risk • whether the cost is grossly disproportionate to the risk
Risk	The likelihood and consequence of death injury, illness or damage occurring.
Risk Management	The process of hazard identification, risk assessment, implementation of appropriate risk control measures and monitoring and review of their effectiveness.
Risk Assessment	The process of evaluating the likelihood and consequences (or severity) of injury, illness or disease arising from exposure to an identified hazard(s).
Risk Control	The process of implementing measures to eliminate or minimise the risk associated with a hazard so far as is reasonably practicable
Hierarchy of Risk Control	Ranking the ways of controlling risks, from the highest level of protection and reliability to the lowest (as shown in 5.6 below)
Residual Risk	The risk rating, based on the risk matrix, after recommended control measures have been implemented.
Worker	Anyone who carries out work for the University regardless of whether they are full-time, part-time or casual. This can be an: • employee • contractor or subcontractor, or an employee thereof • outworker, such as a contractor or worker who is engaged to work from their home or at a place that would not previously have been thought of as a business premise • apprentice or trainee • school-based work experience student • labour hire worker • volunteer

5. Risk Management Process

5.1. Process Summary



5.2. Management Commitment

The central core of the risk management process is management commitment. Managers / Supervisors need to lead and support the risk management process by understanding the hazards and providing adequate resource for the implementation of control measures in their area of responsibility. Risk management should be proactive, driving continuous improvement in managing WHS risk, as far as reasonably practicable.

5.3. Hazard Identification

- a. Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people or damage to property or equipment. Hazards generally arise from the following aspects of work and their interaction with:
 - i. work environment
 - ii. equipment, materials and substances used
 - iii. work tasks and how they are performed, and
 - iv. work design and management.
- b. A formal hazard identification process must be undertaken for all activities at the University where there is a WHS risk, including:
 - i. when planning or changing work design and management, work processes or tasks and how they are performed
 - ii. when planning teaching, research, travel, field trips, events and other activities
 - iii. before setting up and using a workplace

- iv. when planning changes to the workplace e.g. new buildings, alterations to existing buildings, renovations, maintenance, repairs and minor modifications
 - v. any activities associated with work processes or that involve for example plant and equipment, hazardous chemicals or other hazardous materials
 - vi. when responding to workplace incidents (even if they have caused no injury)
 - vii. when responding to concerns raised by workers, Health and Safety Representatives and others at the workplace
 - viii. whenever changes are made to the workplace, system or method of work, or
 - ix. when required by WHS regulations for specific hazards.
- c. Each College/Portfolio must maintain the following:
- i. WHS risk register specific to their College/Portfolio
 - ii. records of all hazards in the area (see Section 7), covering all processes, activity or tasks (i.e. FlinSafe, ServiceOne, ChemWatch, list of risk assessments)
- d. Colleges/Portfolios must implement systems for identifying hazards, including regular workplace inspections, incident and hazard reporting and investigation.
- e. Where there are known hazards related to research, teaching or operational activities, no such activities will be undertaken unless:
- i. a risk assessment of the work is completed, and
 - ii. the relevant Officer / Manager specified in Procedure 5.5 is satisfied that all foreseeable risks associated with the activity or work are eliminated or controlled, as far as is reasonably practicable.

5.4. Risk Assessment

- a. Once a hazard has been identified or reported, the following steps must be used to assess WHS risk:

Step A – Consider the Consequences

For each identified hazard, consider the consequences in the event of exposure. Consider what could reasonably have happened, as well as what actually happened (if there was an incident). Choose the most suitable consequence below.

Consequence	Description
Catastrophic	May cause death, or permanent disability and/or permanent ill health
Major	Medical Treatment > 2 days lost. Has permanent effect on life
Moderate	Medical Treatment < 2 days lost. Has temporary effect on life
Minor	First Aid. Not life altering
Insignificant	Near Miss. Not life altering

Step B – Consider the Likelihood

How likely is something to happen as a result of exposure to the hazard? Choose the most suitable likelihood below.

Likelihood	Description
Very likely	Almost certain. Expected to occur in most circumstances
Likely	Strong possibility will occur.

Possible	Once a year
Unlikely	Once in 3 years
Highly Unlikely	May happen only in exceptional circumstances

Step C – Calculate the Risk Level

1. Take the Consequence rating and select the correct row in the matrix below.
2. Take the Likelihood rating and select the correct column in the matrix below.
3. Circle the risk level where the two ratings intersect in the matrix below.

The overall Risk level is the highest value =

Risk Matrix		Consequence				
		Insignificant Near Miss Not life altering	Minor First Aid Not life altering	Moderate Medical Treatment < 2 days lost Temporary effect on life	Major Medical Treatment > 2 days lost Permanent effect on life	Catastrophic Death or permanent injury
Likelihood	Very Likely Almost Certain	Medium	High	High	Extreme	Extreme
	Likely Strong Possibility	Low	Medium	High	High	Extreme
	Possible Once a Year	Low	Medium	Medium	High	High
	Unlikely Once in 3 years	Low	Low	Medium	Medium	High
	Highly Unlikely	Low	Low	Low	Medium	Medium

- b. The risk assessment matrix shown above is the University standard for WHS risk assessments.

5.5. Prioritising Control Measures to Manage Risks

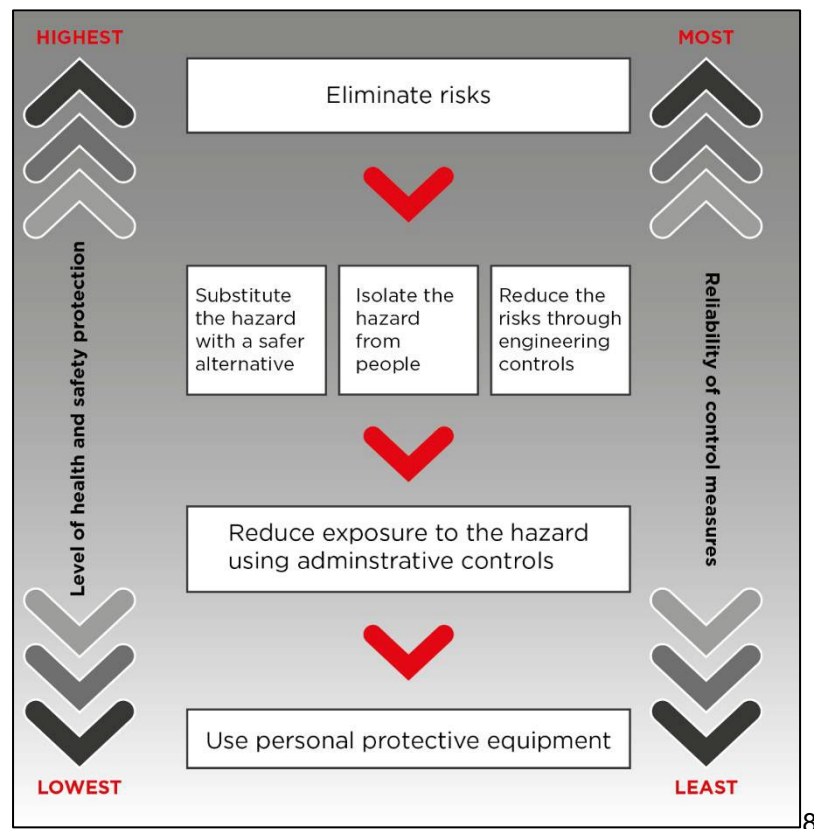
Risk Level	Priority	Action
Extreme	1	- Do not proceed with task/activity until corrective actions have been implemented, reviewed and approved by the relevant Portfolio Head/College Vice-President and Executive Dean. - Control measures must be implemented to reduce the risk as low as reasonably practicable.
High	2	- Do not proceed with task/activity until corrective actions have been implemented, reviewed and approved by the relevant Portfolio Director/College Dean (People and Resources). - Implement control measures to reduce the risk as low as reasonably practicable.

Medium	3	- Notify supervisor/manager and assess the activity. - Implement control measures to reduce the risk as low as reasonably practicable.
Low	4	Implement control measures as required.

5.6. Risk Control

- On the basis of the risk assessment, risks must be eliminated or, where that is not reasonably practicable, minimised using the Hierarchy of Control as per Procedure 5.7.
- Control measures must be selected as specified by any legislative requirements and be implemented before work can occur.
- Those conducting the risk assessment must also check if there are any Australian Standards or Codes of Practice which outline what controls are to be used unless there is another solution which achieves the same or better standard of WHS.

5.7. Hierarchy of Control Measures



Safe Work SA 2020, *How to Manage Health and Safety Risks*, p. 19, Figure 2.

- Where elimination of the hazard and associated risk is not reasonably practicable, substitution, isolation and engineering controls must be considered.
- Administrative controls and personal protective equipment (PPE) should only be used:
 - when higher level control measures are not reasonably practicable
 - to supplement higher level control measures

- iii. as a short-term interim measure until a more effective way of controlling the hazard can be used.
- c. When determining what is reasonably practicable in managing WHS risks, the cost of implementing a control measure may only be considered *after* assessing the likelihood and severity of the risk and the availability and suitability of control options. Cost can only be used as a deciding factor if it is grossly disproportionate to the risk being addressed.
- .
- d. The greater the likelihood of harm occurring or the greater the consequence, the less weight should be given to the cost of controlling the hazard or risk.
- e. Cost cannot be used as a reason for adopting controls that rely exclusively on changing people's behaviour or actions when there are more effective controls available that can change the risk through substitution, engineering or isolation.

5.8. Implementation

- f. When implementing control measures, they must to be supported where relevant with safe work procedures, training, instruction and supervision).
- g. If PPE is used as a control measure it must be suitable for the task, maintained and in good working order – see [Personal Protective Equipment Procedures](#).

5.9. Evaluation, Monitoring and Review

- a. The residual risk rating of the activity/task (i.e. after risk controls are implemented), must be assessed to determine if the proposed control measures are sufficient to reduce the risk.
- b. Once control measures are implemented, including temporary measures, they must be evaluated, monitored and reviewed to ensure:
 - i. they have been implemented correctly
 - ii. they are effective in controlling the risk
 - iii. they have not introduced any other hazards into the workplace
 - iv. workers, students and others are complying with them
 - v. the controls are being maintained and are in good working order.
- c. Control measures must also be reviewed and documented via a risk assessment when:
 - i. a change to the workplace (including the environment, systems, or procedures) is likely to introduce new or different health and safety risks that existing controls may not adequately address
 - ii. a new hazard or risk is identified
 - iii. current controls do not control the risk
 - iv. an incident has occurred
 - v. a Health and Safety Representative requests a review
 - vi. a legislative change results in required changes in control measures.
- d. Risk assessments, safe work procedures and control measures must be reviewed at least every 5 years, if not reviewed earlier under s.5.9.c above.

6. Consultation, Cooperation and Coordination

- e. Throughout the risk management process, managers and supervisors must [consult](#), so far as is reasonably practicable, with workers, the elected Health and Safety Representatives (for the work area) and where relevant, students or others who will carry out the work.
- f. Managers must also [consult, co-operate and co-ordinate](#) activities with other persons who have a shared responsibility for WHS, so far as is reasonably practicable (e.g. this could include University controlled entities, tenants, landlords, contractors, or labour hire).
- g. Managers and supervisors must inform workers, students or others they supervise about all relevant information on hazards present in the activities/work they will carry out.
- h. Where workers and students are undertaking work, research or study at workplaces not under the University's control or management, managers and supervisors must consult, cooperate and coordinate with parties who manage those workplaces to ensure, as far as is reasonably practicable, a safe workplace for those workers and students.

7. Records

- a. Information collected from identifying hazards, assessing, controlling and reviewing risks must be recorded in the local area. This information may be recorded via the following:
 - i. College / Portfolio or Business Area risk register (this is an overview document of hazards, risk priorities and controls)
 - ii. specific registers which are required by legislation, examples include for [plant](#), [hazardous chemicals](#), [radiation](#), [lasers](#), [asbestos](#)
 - iii. the areas listed as hazards in FlinSafe
 - iv. a full listing of risk assessments.
- b. individual risk assessments for specific work/study/research must record the following information:
 - i. identified hazards, assessed risks and chosen risk control measures
 - ii. how and when the risk control measures were implemented, monitored and reviewed
 - iii. who was consulted
 - iv. any relevant training, and
 - v. any plans to manage risk if/when there are changes.
- c. Each risk assessment must be documented on a [risk assessment form](#), which is to be signed by the manager or supervisor of the area and a copy retained.
- d. Risk assessments must be accessible to the relevant workers, students and others. A copy must be kept by the College/Portfolio in accordance with the [records management schedule](#).

8. Training

- a. Managers and supervisors must ensure that, before work, study or research begins, workers and students and others under their supervision have the information, instruction and training to perform their work, study or research in a safe manner and without risks to health and safety, including how to:
 - i. follow safe work procedures and/or safe work practices
 - ii. use the risk control measures that are in place, and

iii. understand the nature of any hazards, the risks associated with them, and the reason for risk controls.

b. Training and competency requirements must be identified and recorded.

9. Responsibilities

Officer	a. Ensure that the University meets its legislative responsibilities for the management of work health and safety risks. b. Ensure that the WHS risk management process is in place in all aspects of work, study research, teaching, operational activities, international activities and travel within their College/Portfolio/Business Area. c. Allocate adequate resources for effective risk management, including implementation of control measures in their College/Portfolio/Business Area.
Managers and Supervisors	d. Ensure that hazards in work, study, research, operational activities, international activities and travel in their areas of responsibility are identified, risk assessed, appropriately controlled, documented, monitored regularly, reviewed and maintained. e. Consult workers and, where practicable, their elected Health and Safety Representatives (as relevant) throughout the risk management process. f. Provide appropriate training and supervision in control measures and safe working procedures. g. Inform workers and students they supervise about hazards associated with activities being carried out. h. Consult other persons (e.g. tenants, labour hire companies, landlords) who have a shared responsibility for health and safety. i. Ensure contractors, sub-contractors and their workers are provided with information about known hazards of the local work area to enable them to determine an appropriate safe system of work, and j. Provide appropriate information about any hazards and control measures to volunteers and visitors in their area.
Workers (staff) and Students	k. Assist with the identification of hazards, the assessment of risks and implementation of risk control measures. l. Report any incident or hazard in the workplace to their manager or supervisor. m. Use the required control measures, work safely and not put themselves or others at risk of injury. n. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.
Contractors, sub-contractors and their workers and others	o. Identify hazards, risk assess them and implement appropriate control measures for all reasonably foreseeable hazards arising from, or in the vicinity of, the work they are to undertake. p. Inform the University staff member who engaged them of those hazards and the planned risk control measures.

- q. Report any incident or hazard in the workplace to their manager or supervisor.
- r. Use the required control measures, work safely and not put themselves or others at risk of injury.
- s. Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons.

10. WHS Associated Procedures

[Work Health and Safety Management System supporting procedures](#)

Work Health and Safety risk-specific procedures as listed in the [Policy Library](#)

[Code of Practice How to Manage Health and Safety Risks](#)

11. Forms

[Risk assessment forms](#)

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