WHS Risk Assessment Procedure

// About this document

#### Document purpose:

This procedure and associated forms is used as a planning and assessment tool to ensure that GoTo Crew are considering and taking action to prevent WHS accidents and incidents as part of their daily work role. While the WHS hazard identification and incident reporting procedure is used for single hazards or incidents, this WHS risk assessment procedure assists Plan2go to remain pro-active about new or changing circumstances that may involve multiple risks to the organisation, its employees, visitors and clients.

This document is part of the overall Plan2go Workplace Health and Safety management system (WHS MS). Please refer to the WHS MS for more information.

#### Document authority:

This WHS risk assessment procedure has been authorised by the Captain in Charge and is available to all staff. It has been developed in line with all relevant legislation, in consultation with WHS committee and the WHS Officer and will be revised on a regular basis.

#### Document application:

All crew must comply with this procedure at all times as applicable in their conduct of official business for Plan2go.

#### Expected update frequency:

Yearly

#### Document location:

<http://plan2go.nctafe.edu.au/assets/intranet/Crew-Folders/People-and-Culture-Crew/WHS/WHS-Risk-Assessment-Procedure.dotx>

Procedure

It is often more effective and easier to eliminate hazards if WHS risk assessment is undertaken at the planning and design stages for products, processes and places of work. With this in mind at Plan2go a WHS risk assessment must be undertaken when:

* Undertaking a task that has not been done before
* A hazard has been identified
* There is a change in the workplace to the work equipment, practices, procedures or environment
* Responding to a workplace incident, even where an injury has not occurred
* New information about a risk becomes available or concerns about a risk are raised by crew
* Regular risk assessments are scheduled
* Following a WHS hazard inspection and risks are to be assessed.

The following steps must be completed to assess and control risks in the workplace according to the model outlined in the *Work Health and Safety Act 2011* (*WHS Act*).

### STEP 1: IDENTIFY HAZARDS

Plan2go must, in consultation with Crew Members, identify all potentially hazardous equipment or situations that may cause harm both in the workplace and/or during the course of you undertaking your work. Hazards are likely to be found in the following:

* Physical work environment
* Equipment, materials or substances used
* Work tasks and how they are performed
* Work design and management

Ways to identify hazards include:

* Undertaking a WHS hazard inspection (use the WHS hazard inspection checklist)
* Examining past incidents/accidents to see what happened and whether the incident/accident could occur again
* Consulting with relevant Crew Members to find out what they consider are safety issues with a new task or process
* Surveying Crew to provide information about potential workplace hazards
* Using creative thinking techniques (brainstorming, scenario analysis, 6 hat thinking) to predict what could go wrong
* Making WHS a standard agenda item on all staff meetings to give Crew Members the opportunity to consider and raise any WHS concerns they may have
* Having regular “toolbox talks” in your Crew about WHS.

### STEP 2: ASSESS RISKS

WHS risk assessment involves considering the possible results or consequences of someone being exposed to hazards and the likelihood of this occurring.

A WHS risk assessment assists in determining:

* How severe a risk is
* Whether existing control measures are effective
* What action should be taken to control a risk
* How urgently action needs to be taken
* The priority to deal with the risk.

When completing a WHS risk assessment at Plan2go (using the WHS risk assessment form) Crew Members should:

* Identify factors that may be contributing to the risk
* Review any health and safety information available
* Consult with others about the risk assessment scores
* Make a judgement about the consequences and likelihood of the hazard occurring
* Determine the actions necessary to eliminate or, if this is not possible, control the risk
* Complete accurate records about this process including the WHS risk assessment form.

### STEP 3: CONTROLLING RISKS

Once a risk rating is determined, any existing risk control measures should be evaluated and adapted, changed or modified as necessary. According to the WHS legislation, risks in the workplace require eliminating “so far as reasonably practicable” in the first instance. Where elimination is not possible, all risks should be minimised, “so far as reasonably practicable”.

#### Hierarchy of control

It is crucial that all assessed risks are dealt with in order of priority. The most effective control option/s should be selected to eliminate or minimise risks. The hierarchy of control (see diagram below) ranks control options from highest level of protection and reliability to lowest. This hierarchy must be used when considering control options.

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | |  | | --- | | The hierarchy of controls is as follows:   1. **Eliminate** the hazard altogether. For example - get rid of the dangerous machine. 2. **Substitute** the hazard with a safer alternative. For example - replace the machine with a safer one. 3. **Isolate** the hazard from anyone who could be harmed. For example - keep the machine in a closed room and operate it remotely. 4. Use **engineering** controls to reduce the risk. For example - attach guards to the machine to protect users. 5. Use **administrative** controls to reduce the risk. For example - train workers how to use the machine safely. 6. Use **personal protective equipment** (PPE). For example - wear gloves and goggles when using the machine. | | **More effective**  **Less effective** | |

### STEP 4: MONITOR AND REVIEW

It is of utmost importance to remember that hazard identification, risk assessment and control is an on-going process. At Plan2go, Crew Members will always be afforded time and resources to regularly monitor current processes and review the effectiveness of hazard assessment and control measures in the department where they work.

Do not become complacent. Always go “back to basics” when new employees are introduced to the workplace. The effectiveness of control measures can be checked through regular reviews as well as consultation with workers. This is why robust and accurate records on all WHS matters must be kept.

### TIPS FOR COMPLETING RISK ASSESSMENT FORMS

* Remember risk assessments should be done regularly, mostly when something changes
* Do some creative thinking about any scenario that is or could be dangerous to you or anyone else
* Identify as many relevant risks to the situation as possible. Think about what could happen (worst case scenario)
* Complete risk description section as accurately as possible
* Consider the potential or actual likelihood or consequences and award a risk rating (using the matrix)
* Use the hierarchy of control to minimise and control the risk or to prevent the incident from re-occurring
* Always ask for help from your manager, the WHS Officer or a member of the Plan2go WHS committee

WHS hazard inspection checklist

This form is to be used by all Crew Members when undertaking a workplace hazard inspection. Complete and sign this form as part of your WHS risk assessment procedure.

| **Activity** | **Details** | **Completed?** |
| --- | --- | --- |
| **Asbestos** | Loose or flaking insulation on pipes, etc. |  |
| **Boilers, heaters, vats, pressure vessels** | Flammable materials stored separately |  |
| Obvious mechanical deficiencies |  |
|  | Properly certificated |  |
| **Chemical storage** | Decontamination materials as required |  |
|  | Ease of access |  |
|  | First aid materials |  |
|  | Material safety data sheets (MSDS) |  |
|  | Proper separation and containment |  |
|  | Safe storage (i.e. free of heat and moisture) |  |
| **Dust and fumes** | Extraction or ventilation systems |  |
|  | Protection against dust and fumes |  |
|  | Warning notices |  |
| **Electrical** | Broken or cracked switchboxes |  |
|  | Broken plugs |  |
|  | Frayed cords, exposed conductors |  |
|  | Metallic appliances properly earthed |  |
|  | Unmarked, uncoloured push-buttons and switches |  |
| **Emergency exits** | Clear of obstruction |  |
|  | Clearly signed |  |
| **Fire extinguishers** | Action in case of fire: clear and visible notices |  |
|  | All extinguishers currently tested and tagged |  |
|  | Direct phone dial-out after hours |  |
|  | Easily accessible, areas not blocked |  |
|  | Extinguishers properly fixed |  |
|  | Position properly signed |  |
|  | Proper type for hazard |  |
| **First aid** | Adequate number of kits and contents |  |
|  | Clear identification |  |
|  | Easily accessible: not locked, or locked away |  |
|  | Rest area with a bed, basin and hot and cold water |  |
|  | Flammable materials and dangerous goods |  |
|  | All containers labelled correctly and clearly |  |
|  | Provision to prevent spillage |  |
|  | Quantities not exceeded |  |
|  | Storage certificated under Dangerous Goods Act |  |
|  | Warning signs, hazardous accident procedures displayed |  |
| **Floors** | Inadequate drainage |  |
|  | No provision for cleaning spills adequately |  |
|  | Non-slip finish |  |
|  | Oily or greasy |  |
|  | Stopping ramps with handrails, or slippery surface |  |
|  | Threadbare, frayed carpeting or other hazards |  |
|  | Wet and slippery |  |
| **Lighting** | Electric light fittings dirty |  |
|  | Flickering fluorescent lights |  |
|  | Lighting inappropriate for task |  |
|  | Natural lighting not being fully used, dirty windows |  |
|  | Poorly located, casting shadows or creating glare |  |
|  | Wrong colour tint for work involved |  |
| **Machine and equipment guarding** | Shaft ends, pulleys, vee belts, crushing points, gears, etc. covered |  |
|  | Dangerous or moving parts accessible |  |
|  | Warning signs |  |
| **Physical environment** | Aisles and working areas cluttered |  |
|  | Employees close to noise sources (e.g. photocopying room) where they are likely to be disturbed by noise and/or fumes |  |
|  | Inadequate distance between employees or equipment and machines |  |
|  | Low ceilings or door jambs |  |
|  | Uneven surfaces |  |
|  | Unguarded lift shafts |  |
| **Piping (gas, water, high pressure, etc.)** | All pipes colour-coded or labelled |  |
| Dents |  |
|  | Insulated or protected where necessary |  |
|  | Leaks or drips |  |
|  | Obvious corrosion |  |
|  | Properly supported |  |
| **Staircases, passageways and platforms** | Handrails loose or non-existent |  |
| Loose rungs or holding bolts |  |
|  | No anti-slip treads |  |
|  | No ‘fall-back’ protection on high ladders |  |
|  | No proper ladders to platforms |  |
|  | Platforms too narrow, no anti-slip surface |  |
|  | Stair treads loose or uneven |  |
| **Storage areas** | Easy access |  |
|  | Proper labelling of all contents |  |
|  | Racks and bins fixed solidly |  |
|  | Safe access to high shelves |  |
|  | Warning signs for dangerous goods |  |
| **Tanks, pits and trenches** | Adequate free-flowing or forced ventilation |  |
| Cave-in protection |  |
|  | Free of noxious liquids and fumes |  |
|  | Safety ropes and ladders |  |
|  | Warning signs |  |
|  | Workmate ‘standing by outside’ procedure |  |
| **Tidiness and cleanliness** | Debris and waste material from work not regularly cleaned up |  |
| Fire exits and fire-fighting equipment blocked by rubbish or clutter |  |
|  | Inadequately cleaned washroom facilities |  |
|  | Loose paper, wood or packaging |  |
|  | Overflowing rubbish containers |  |
|  | Rubbish lying around |  |
| **Ventilation and air-conditioning** | Adequacy of natural ventilation: can windows be opened easily? |  |
| Does air-conditioning work? |  |
| **Work posture** | Chairs, seats, stools, work benches obviously not suited to worker |  |
|  | Correct manual handling technique |  |
|  | Obvious poor posture and work heights, either standing or sitting |  |
|  | Over-reaching required |  |

(Source: adapted from Cole: Management theory and practice, 4th Edition, Pearson Australia, 2010, ISBN: 978 144 2503 122, p1033-p1335)

|  |  |
| --- | --- |
| Name: | [Name of person completing this inspection] |
| Signature: |  |
| Date: | Click here to enter the date. |

WHS risk assessment form

This form is to be used for all Crew Members for assessing risks when:

* Undertaking a task that has not been done before
* A hazard has been identified
* There is a change in the workplace to the work equipment, practices, procedures or environment
* Responding to a workplace incident, even where an injury has not occurred
* New information about a risk becomes available or concerns about a risk are raised by Crew
* Regular risk assessments are scheduled
* Following a WHS hazard inspection and risks are to be assessed

**Important note:** Any serious illness or injury must be reported to a Plan2go Director immediately.

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| |  | | --- | | assessor Information | |
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|  |  |
| --- | --- |
| |  | | --- | | Risk Assessment | |
| Identify the activity and the location of the activity/task/situation.  |  |  |  | | --- | --- | --- | | |  | | --- | | **Description of activity:**  [Click here to enter text] | | **Description of location:**  [Click here to enter text] | |   Identify who may be at risk from the activity/task/situation. *(This may include fellow workers, visitors, contractors and the public. The types of people may affect the risk controls needed and the location may affect the number of people at risk.)*   |  |  |  | | --- | --- | --- | | |  | | --- | | **Person/s at risk:**  [Click here to enter text] | | **How they were consulted on the risk?**  [Click here to enter text] | |   List legislation, standards, codes of practice, manufacturer’s guidance, etc. used to determine control measures necessary.   |  |  | | --- | --- | | |  | | --- | | Work Health and Safety Act 2011 Work Health and Safety Regulation 2011  [Click here to enter text] | | |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  | | --- | | Identify hazards and control the risks |  1. An activity may be divided into tasks. For each task identify the hazards and associated risks. Also list the possible scenarios which could sooner or later cause harm. 2. Determine controls necessary based on legislation, codes of practice, Australian standards, manufacturer’s instructions as per the WHS Risk Assessment Procedure. 3. List existing risk controls and any additional controls that need to be implemented. 4. Rate the risk once all controls are in place using the risk matrix found in the WHS Risk Assessment Procedure.   **NOTE:** If you need to determine whether it’s reasonably practicable to implement a control, based on the risk complete *the shaded blue columns*. Feel free to resize the boxes to suit your situation/the amount of text you need to use.   |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Task/Scenario** | **Hazard** | **Associated  risks** | **Existing  controls** | **Risk Rating** | | | | Any additional controls required? | **Cost of controls (in terms of time, effort, money)** | **Is this reasonably practicable? Yes/No** | | *H* | *S* | *M* | *L* | |  |  |  |  |  |  |  |  |  |  | Yes/No | |  |  |  |  |  |  |  |  |  |  | Yes/No | |  |  |  |  |  |  |  |  |  |  | Yes/No | |  |  |  |  |  |  |  |  |  |  | Yes/No | |  |  |  |  |  |  |  |  |  |  | Yes/No | |  |  |  |  |  |  |  |  |  |  | Yes/No | |  |  |  |  |  |  |  |  |  |  | Yes/No | |  |  |  |  |  |  |  |  |  |  | Yes/No |   List emergency procedures and controls if applicable   |  |  | | --- | --- | | |  | | --- | | **List emergency controls for how to deal with fires, spills or exposure to hazardous substances and/or emergency shutdown procedures:**  [Click here to enter text] | |   Implementation   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  | | --- | --- | --- | --- | | **Additional control measures needed:**  [Click here to enter text] | | | | | **Resources required:**  [Click here to enter text] | | | | | **Responsible person:** | [Name] | **Date of implementation:** | [Click here to enter the date] | | |

Likelihood rating categories

|  |  |
| --- | --- |
| **Rating** | **Description** |
| **Almost certain** | Most likely to occur many times a week |
| **Likely** | May occur several times a week – frequent |
| **Possible** | May occur several times per month or less – infrequent |
| **Unlikely** | Could occur but only once per year or less – rarely |
| **Remote** | Could occur, but very unlikely – maybe only once every 10 years |

Consequence rating categories

|  |  |
| --- | --- |
| **Rating** | **Description** |
| **Extreme** | Fatalities or extensive long term injury involving hospitalisation, long term treatment and significant lost time |
| **Major** | Serious long term injury involving hospitalisation, long term treatment and significant lost time |
| **Moderate** | Significant injury involving medical treatment or hospitalisation and lost time |
| **Minor** | Minor medical treatment with or without potential for lost time |
| **Insignificant** | No treatment or First Aid only required |

Risk assessment matrix

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Likelihood Rating** | **Almost certain** | **4** | **8** | **9** | **10** | **10** |
| **Likely** | **3** | **6** | **7** | **9** | **10** |
| **Possible** | **3** | **5** | **6** | **8** | **9** |
| **Unlikely** | **2** | **3** | **5** | **6** | **7** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |
|  |  | **Insignificant** | **Minor** | **Moderate** | **Major** | **Extreme** |
|  |  |
|  |  |
|  |  |
|  |  | **Consequence Rating** | | | | |

Risk rating key and action required

|  |  |  |
| --- | --- | --- |
|  | **Risk Rating** | **Action Required** |
|  | High | Report to CEO within 24 hrs of assessment |
|  | Significant | Report to Manager within 24 hrs of assessment |
|  | Medium | Report to Manager within 48 hrs of assessment |
|  | Low | Report to Manager within 7 days of assessment |