





## Risk Management Policy

<b>Checklist or Form</b>	 <a href="#">Go to</a>  Form B – Hazard Identification & Risk Assessment
<b>Effective date</b>	17 June 2011
<b>Date reviewed</b>	1 June 2012
<b>Review date</b>	February 2015
<b>Guideline owner</b>	Human Resource – Work Health & Safety
<b>Applies to</b>	All Parish workers - Employees, Contractors, Sub-Contractors, Volunteers; & Visitors
<b>Legislative requirements</b>	WHS Act 2011 & WHS Regulation 2011 How to Manage Work Health and Safety Risks Code of Practice Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice
<b>Pages</b>	4

### Policy

Under the Work Health and Safety Regulation 2011, the Parish has a duty to identify hazards which could lead to risks to health and safety. In order to manage risks in our workplace, we will:

- identify hazards
- assess risks
- eliminate or minimise risks
- monitor and review the workplace and control measures
- provide training and instruction in the above and control measures implemented
- consult with workers during all phases of the risk management process.

In accordance with legislation, the Parish will adopt a risk management approach when:

- starting or purchasing a new business
- changing work practices or the work environment
- purchasing equipment and substances
- planning to improve productivity or reduce costs
- new information about risks becomes available
- responding to workplace incidents
- responding to workers' concerns
- otherwise required by legislation.

The Parish will follow the risk management approach as per the Code of Practice, How to Manage Work Health and Safety Risks.



## 1.1 Hazard Identification and Reporting

A hazard is anything (situation or thing) with the **potential** to cause harm. Hazards may be physical, chemical, ergonomic, radiation, psychological and biological. Hazards will primarily be physical, ergonomic or psychological due to the nature of our organisation. Hazards may be found in the work environment, systems of work, plant and equipment used, and workplace stress. The Parish aims to identify all hazards with the potential to cause harm to our workers and others in the workplace, in a timely manner. Typical hazards in our workplace include:

- slip and trip hazards eg electrical cords
- poor ergonomics eg poorly set up workstations, insufficient lighting
- manual handling eg of bulky items
- cash handling.

All workers are responsible for identifying and reporting hazards. To this end, a hazard report system has been developed. A Hazard Report form is available contact office staff. This form is to be completed and submitted to the Parish Priest or delegate. The Parish Priest or delegate will review the form and consult with workers, and report back to workers on the outcome of the hazard report.

If the hazard poses an immediate and substantial risk, initial report may be in person or by electronic media.

In addition, the Parish will conduct a formal workplace inspection every 6 months and document findings on the Workplace Inspection form. Any hazards identified during the process will be referred to the Parish Priest or delegate.

The Parish will also subscribe to various communications to stay up-to-date with hazards in our area.

## 1.2 Risk Assessment

Risk is the possibility that harm might occur and considers the likelihood of harm occurring and the degree of harm that could occur.

Not all hazards will require formal risk assessment. The Parish encourages workers to fix hazards if they can do so safely and no formal training or skills are required. Such circumstances include:

- moving an item which is a trip hazard
- repositioning items on the desk so they are within comfortable reach
- cleaning up liquid spills
- taking electrical items with damaged cords out of service.

A formal risk assessment will be required when:

- there is uncertainty about how a hazard may result in injury or illness
- the work activity involves a number of different hazards which may interact
- changes at the workplace impact existing control measures
- outdoor events.



Management will consult with affected workers to determine the level of risk posed by the hazard. The risk assessment will determine:

- how severe the harm could be
- how the hazards may cause harm
- the likelihood of harm occurring.

## **1.3 Eliminating or minimising risks**

Legislation requires organisations to consider elimination of risks in the first instance. The Parish will always attempt to eliminate risks. Where this is not reasonably practicable, we will minimise risks in accordance with the hierarchy of risk control as published in the Code of Practice, How to Manage Work Health and Safety Risks, i.e. Level 1 – Eliminate; Level 2 – Substitute, Isolate or Engineering; Level 3 – Administrative and PPE. We will consider the application of multiple controls in order to achieve the best result.

We will consult with affected workers in determining the best controls to minimise the risks. Where administrative controls are required, we will create appropriate procedures in a timely manner and ensure workers are trained in the new procedures. The Parish will provide and maintain Personal Protective Equipment as required and provide instruction in use of same to our workers.

The Parish will also implement a program of planned maintenance of equipment and electrical testing in accordance with assessed risk in order to further minimise risks.

## **1.4 Monitoring and Review**

The Parish acknowledges the need to monitor controls to ensure they continue to be effective. A review of controls will occur:

- when the control measure is found to be ineffective (or not as effective as expected)
- before a change in the workplace which may create new or different risks
- when a new hazard or risk is identified
- if consultation suggests review is required.

The risk management process will be followed when conducting a review, ie identify the hazards, assess the risks and determine appropriate controls. Consultation will occur during the monitoring and review process.

## **1.5 Training, instruction and supervision**

The Parish realises the importance of the provision of training, instruction and supervision in the risk management process. We will provide training and/or instruction to ensure our workers are able to identify hazards and assess risks. Where implementation of controls involves a change to work processes or introduction of new equipment or substances, we will ensure all affected workers are provided with training and instruction prior to implementation of the control and appropriate supervision thereafter.



## 1.6 Consultation

The Parish recognises the importance of consultation with workers in the risk management process. We will consult with affected workers and/or their representative/s at all stages of the risk management process.

## 1.7 Record Keeping

The Parish will document the risk management process and retain records to demonstrate:

- the identified hazards, assessed risks and chosen control measures;
- when control measures were implemented;
- monitoring and review of control measures;
- who was involved in consultation;
- training and instruction provided and to whom.

Records will be retained for at least 5 years.