|  |
| --- |
| **Element 1**  **A systematic approach**  A safe workplace doesn’t happen by chance or guesswork. It requires a systematic approach to finding and fixing hazards and risks. This approach ensures the highest level of protection is in place for people at work. Element 1 begins with familiarisation of accessing sources of information and data to identify hazards.  A systematic approach is particularly helpful when there is **limited knowledge** about the hazards and how to control the risks in the particular circumstances.  (Hyperlink)  is an important part of a safety management system. To formulate a safety policy one should investigate the **injury statistics** to identify hazards that may occurs in the work place.  Injury and disease statistics should then be used for risk assessments. Statistical data should include:   * (Hyperlink)  these are work injuries that result in a person being away from work. LTI's are usually reported as a rate against the number of hours worked or the number of workers employed. * Medical treatment injuries: these are injuries referred to a medical practitioner that do not result in a lost time injury. * First aid injuries: these are injuries that are treated on site and do not usually result in any lost time.   Medical treatment injuries and first aid injuries can be used as early indicators for problems that may lead to more serious lost time injury accidents.  There are some problems with injury statistics:   * injury rates often do not reflect the potential severity of an event, * there is not necessarily a relationship between ˜occupational™ injury statistics and control of major accident hazards * a low injury rate can lead to complacency. * a low injury rate results in fewer data being available.   **Sources of information**  Ask yourself where can I obtain these data and sources of information? Who do I need to work with? What agencies (industry bodies, union, employer groups, manufacturers etc) can help me to find the necessary data and information?  If an organisation develops a safety & health policy it will consider safety statistics to control safety and health risks. The organization need to recognise that there is no **single** reliable measure of health and safety performance. |
| Table 1 provides a listing of OHS legislation and other associated OHS **source of information** and its location.  Numerous additional OHS information is available through the Internet for reference. WorkSafe publications will keep you up to date with current changes, new Acts, Regulations and Codes of Practice.  **Table 1**   |  |  | | --- | --- | | **OS&H INFORMATION** | **Links / References** | | National Safety Council of Australia | (Hyperlink) | | safe work australia | (Hyperlink) | | Reporting accidents and incidents | (Hyperlink) | | Safety and Health Alert | (Hyperlink) | | Standards Australia | (Hyperlink) | | Philip Poyntert Construction Safety | (Hyperlink) | | Australian State Safety Legislation | (Hyperlink) |   There are more external resources that you can assess like Journals, manufacturers' manuals & specifications, OHS specialists, etc.  Briefly familiarise yourself with the above sources.  The performance criteria of this element are also covered in the Safety Plan Assessment. |

**Element 2**

Analyse the work environment to identify hazards

There are different models to analyse the safety issues. The conduction of an accident analysis is important in understanding and effectively managing workplace safety. It is important to note that the application of different theories and models may affect the methodologies utilized when undertaking accident investigations, and indeed the focus of the investigations on different aspects of the workplace environment and organization. Read the WorkSafe resource Risk Management Process. The intent of this reading is to provide the student with a structured system for identifying hazards and assessing risks associated with those hazards. You may start with a Safety inspections as the "First Step" identifying all the things that could lead to injury or harm to the health of you or your employees, or at worst that could lead to a death occurring in your workplace. It explains some common hazards found in most workplaces, and then shows you how to actually:

* Spot the hazards (in your workplace);
* Assess the risk (injury, harm to health or death occurring); and
* Make changes (that eliminate or reduce the risk).

If you have taken the "First Step", you should consider how to manage the hazards in your workplace, assist you to improve your performance and help you take the "Next Step". You have to know the hazards to complete the next step to writing a safety plan.

Do you know what hazards are in your workplace?

* List your main work activities.
* Break the work activity into basic steps (or tasks).
* Identify and write down the hazards for each work activity.
* Get expert advice from people in your workplace doing work activities?
* Use safety and health information in codes of practice, standards, material safety data sheets, information from suppliers of plant and other industry sources.
* Use information from your records of work-related incidents (including property damage and near misses), injuries and diseases.
* Carry out inspections of your workplace.

**Checklists**

The inspection process may be aided by the use of checklists and, while there is generally no absolute need to use them, they may be worth having in order that necessary checks on items are not missed. However, they have the disadvantage that they may reduce the likelihood not looking for items that are not on the checklist. If you have a checklist make sure there are reminders that not every item is on the checklist. Checklists may contain various types of items according to the type of building sites to be inspected and the purpose of the inspection.

**Categorising hazards**

Workplace hazards are not always obvious. Some hazards can result in long-term health effects rather than an immediate injury. For example, exposure to loud noise over a period of time can result in hearing loss; or contact with a solvent can cause dermatitis.

To assist in identifying hazards, they may be categorised as follows:

* The obvious hazard is apparent to the senses (e.g. unguarded machinery, building defects, faulty electrical equipment).
* The concealed hazard is not apparent to the senses (e.g. electricity, presence of toxic vapours, or high frequency noise).
* The developing hazard cannot be recognised immediately and will develop over time (e.g. a worn tyre on a mobile crane and frayed steel cables).
* The transient hazard is an intermittent or a temporary hazard (e.g. overload of machinery, when a confined space permit has expired, a sticking safety valve on a boiler, intermittent electrical or mechanical defect).

It is important to remember that a hazard may become more obvious and easily identifiable when a person actually performs a task. This is often the case with ergonomics or manual tasks.

To make the job of identifying hazards in the workplace easier, prepare and establish the context for the risk management process. This involves identifying:

* all activities involved in work processes and tasks;
* who is involved in those activities; and
* items of plant or materials that are used.

Then make a list of all the hazards at the workplace.

**Hazard Reports**

Effective hazard reporting is essential for successful hazard management and to meet expected outcomes.

Implementing the use of Hazard Reports will encourage your staff to identify and report hazards. You can then implement controls before an injury occurs. Encourage staff to complete Hazard Reports for any situation which requires actions beyond simple maintenance.

Hazard Reports should be:

* completed by anyone - employees, managers, contractors, volunteers or residents/families
* signed by the person who completes them
* investigated, and improvements planned and implemented by the director/supervisor (in consultation with staff)
* signed by a Health and Safety Committee member or employee representative (if there is one)
* discussed at a Health and Safety Committee or staff meeting.

After discussion at a meeting, you should include comments on the effectiveness of action taken on the Hazard Report and Hazard Log. Provide feedback to the staff member who reported the hazard. In larger companies the Occupational Health and Safety Manager will be responsible for an effective

**Risk Management Process**

Another useful resource is the WORKPLACE HEALTH AND SAFETY HANDBOOK (SA)

Information provided in the above publication is designed to address the most commonly raised issues in the workplace relevant to OH&S-legislation. **Formative Assessment**

This element has a formative Workplace Inspection & Hazard Report assessment. As a safety inspector you should inspect a building site and identify all unsafe issues that must be dealt with. Students who have no access to a building site can inspect different location at our campus. In addition you need to make recommendations for improving the safety issues. Compliance with the OS&H act and regulations are mandatory.

**Element 3**

Assess risk associated with hazards

After an accident or dangerous incident, an investigation is vital and every detail counts. It provides valuable information that can assist in determining what happened and the actions required to prevent a similar incident in the future.

One of the duties of SHRs is to participate in investigations. However, investigations should be carried out by a team so everyone can contribute their skills and expertise.

A common practice in an accident/incident investigation is to look for the cause, however this can be restrictive as it focuses attention on only one, or at best a very few, of the risk factors. Others, that may be more easily controlled, pass unnoticed.

SHRs and their employers need to investigate accidents or incidents. There are publications that provides information on how to conduct an investigation and what to look for during the investigation. Here are some points:

• events leading up to the accident;

• facts of the incident itself;

• acts regarding what occurred immediately after the incident; and

• essential factors and causes.

Table 3.1 (extracted from Risk assessment website

|  |  |
| --- | --- |
| **1 Could people be injured or made sick by things such as:·**  Noise  Radiation  Toxicity  Infection  High or low temperatures  Electricity  Moving or falling things (or people)  Flammable or explosive materials  Things under tension or pressure (compressed gas or liquid; springs)  Any other energy sources or stresses  Laser | **2 What could go wrong?**  What if equipment is misused?  What might people do that they shouldn't  How could someone be killed?  How could people be injured?  What may make people ill?  Are there any special emergency procedures required? |
| **3 Can workplace practices cause injury or sickness?**  Are there heavy or awkward lifting jobs?  Can people work in a comfortable posture?  If the work is repetitive, can people take breaks?  Are people properly trained?  Do people follow correct work practices?  Are there adequate facilities for the work being performed?  Are universal safety precautions for biohazards followed?  Is there poor housekeeping?  Look out for clutter  Torn or slippery flooring  Sharp objects sticking out  Obstacles | **4 How might these injuries happen to people?**  Broken bones  Eye damage  Hearing problems  Strains or sprains  Cuts or abrasions  Bruises  Burns  Poisoning· etc |

**How to assess the risks in your workplace**

Don’t overcomplicate the process. In many organisations, the risks are well known and the necessary control measures are easy to apply. You probably already know whether, for example, you have employees who move heavy loads and so could harm their backs, or where people are most likely to slip or trip. If so, check that you have taken reasonable precautions to avoid injury.

If you run a small organisation and you are confident you understand what’s involved, you can do the assessment yourself. You don’t have to be a health and safety expert.

If you work in a larger organisation, you could ask a health and safety advisor to help you. If you are not confident, get help from someone who is competent. In all cases, you should make sure that you involve your staff or their representatives in the process. They will have useful information about how the work is done that will make your assessment of the risk more thorough and effective. But remember, you are responsible for seeing that the assessment is carried out properly.

When thinking about your risk assessment, remember:

* a hazard is anything that may cause harm, such as chemicals, electricity, working from ladders, an open drawer etc
* the risk is the chance, high or low, that somebody could be harmed by these and other hazards, together with an indication of how serious the harm could be.

1. **Identify the hazards**

First you need to work out how people could be harmed. When you work in a place every day it is easy to overlook some hazards, so here are some tips to help you identify the ones that matter:

* Walk around your workplace and look at what could reasonably be expected to cause harm.
* Ask your employees or their representatives what they think. They may have noticed things that are not immediately obvious to you.
* If you are a member of a trade association, contact them. Many produce very helpful guidance.
* Check manufacturers’ instructions or data sheets for chemicals and equipment as they can be very helpful in spelling out the hazards and putting them in their true perspective.
* Have a look back at your accident and ill-health records – these often help to identify the less obvious hazards.
* Remember to think about long-term hazards to health (eg high levels of noise or exposure to harmful substances) as well as safety hazards.

**b) Decide who might be harmed and how**

For each hazard you need to be clear about who might be harmed; it will help you identify the best way of managing the risk. That doesn’t mean listing everyone by name, but rather identifying groups of people (eg ‘people working in the storeroom’ or ‘passers-by’).

In each case, identify how they might be harmed, ie what type of injury or ill health might occur. For example, ‘shelf stackers may suffer back injury from repeated lifting of boxes’.

* some workers have particular requirements, eg new and young workers, new or expectant mothers and people with disabilities may be at particular risk. Extra thought will be needed for some hazards;
* cleaners, visitors, contractors, maintenance workers etc, who may not be in the workplace all the time;
* members of the public, if they could be hurt by your activities;
* if you share your workplace, you will need to think about how your work affects others present, as well as how their work affects your staff – talk to them; and
* ask your staff if they can think of anyone you may have missed.

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Explore the WorkSafe and other websites for hazard identification & risk assessment

WorkSafe example forms!

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Familiarise yourself with the above subject matter. This element and others are also covered in the Indicators of Assessment 2

**Please note:**

**Element 4**

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| **Control risk associated with hazards**  **Controlling the risks**  To assess and control risks you should think about the following:   Have I identify the activity   Have I identify the hazards   Are the associated risks identified   Are the risks rated with existing controls   Did I think about appropriate additional controls   Is there a need to re-rate the risks   How do I implement the risk controls   What action is needed to monitor and review the risk controls  Where a risk to safety and health has been identified, controls must be introduced to eliminate or minimise it. There are a number of ways of controlling risks in the workplace and the following ‘hierarchy’ can be used as a guide. In many cases a combination of controls will be necessary to reduce a risk to the required level.  **Risk Rating**  The procedure that produces a risk level for the activity. This a combination of the consequence of a risk and the likelihood those consequences will occur. The following action tables can be used to help put the consequences and likelihood of risk into a context for taking action to reduce those risks.  There are numerous websites referring to risk rating. Below is a modified extract (rating table) from UNSW Engineering webpage. |
| **Determine the consequences** Use Table 1, to determine the most probable consequence in terms of harm should an event occur with existing risk controls.  **Table 1 Consequence**   |  |  | | --- | --- | | Descriptor | Examples of Description | | Insignificant | Injuries not requiring first aid. | | Minor | First aid required only. | | Moderate | Medical treatment required. | | Major | Hospital admission required. | | Severe | Death or permanent disability to one or more persons. |   **Determine the likelihood** Use Table 2, to determine the most probable likelihood of the determined consequence occurring.  **Table 2 Likelihood**   |  |  | | --- | --- | | Descriptor | Examples of Description | | Almost certain | The event is expected to occur in most circumstances, eg common or repetitive occurrence. | | Likely | The event will probably occur in most circumstances, eg known history of occurrence at UNSW. | | Possible | The event could occur at some time, eg history of single occurrence at UNSW. | | Unlikely | The event is not likely to occur in normal circumstances. | | Rare | The event may occur only in exceptional circumstances. |   **Determine the risk level** Use Table 3, to determine the risk level for each identified hazard.  **Table 3 Risk Rating**   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | Likelihood | Consequence | | | | | | Insignificant | Minor | Moderate | Major | Severe | | Almost certain | **M** | **H** | **H** | **VH** | **VH** | | Likely | **M** | **M** | **H** | **H** | **VH** | | Possible | **L** | **M** | **H** | **H** | **VH** | | Unlikely | **L** | **L** | **M** | **M** | **H** | | Rare | **L** | **L** | **M** | **M** | **M** |   L = low;  M = moderate;  H = high;  VH = very high  Take action to control the risks you have assessed, starting with those having the highest risk rating (VH) according to the risk rating table above. You should use the (Hyperlink) now to determine whether a risk is low, moderate, high or very high.  **Methods of Risk Control**  When planning how hazards are to be controlled and risks reduced the following Hierarchy of Control should be considered. Controls closer to the top of the hierarchy are preferable to those lower down the hierarchy such as PPE because they are less dependent on human behaviour. In many circumstances control solutions will incorporate a combination of controls.  In deciding what controls to put in place, begin by trying to remove the hazard completely. If that is not practicable, work down through the options as explained below.  **A hierarchy of controls – preferred order**   |  |  | | --- | --- | | **1. Elimination** The most desirable option | If you eliminate a hazard you completely eliminate the associated risk. | | **2. Substitution** | You can substitute something else (a substance or a process) that has less potential to cause injury. | | **3. Isolation/engineering** | You can make a structural change to the work environment or work process to interrupt the path between the worker and the risk. | | **4. Administrative** | You may be able to reduce risk by upgrading training, changing rosters or other administrative actions. | | **5. Personal protective equipment** The least desirable option | When you can't reduce the risk of injury in any other way, use personal protective equipment (gloves, goggles, etc.) as a last resort. | |  |  |   Administrative controls and personal protective equipment should be seen as ‘back-up’ controls. No matter what other control measures are implemented, safe work practices are essential, and protective equipment may be advisable, depending on the hazard. Neither option should be relied on as a long-term primary risk control measure until all other options have been exhausted.  Control measures are not mutually exclusive. That is, there may be circumstances where more than one control measure should be used to reduce exposure to hazards.  **Monitoring and review**  Deciding on and implementing a risk control measure is not the end of the risk management process.  **How effective are the control measures?**  All control measures have to be assessed in order to determine:   whether or not they have had the intended effect; and   hat no hazards have been created by the control measure itself.  Risk control measures must also be maintained, for example, interlocking guards have to be kept in working order, work procedures have to be monitored to ensure they are being followed, and hearing protectors have to be kept clean and checked for damage.  **How effective is the process?**  The process itself should be assessed to ensure it is effectively managing the risks. A control measure may have failed because not all hazards were identified, or because the likelihood or consequence of a hazard was wrongly assessed. In this case, it may be necessary to change the way the system is implemented in your workplace, for example, developing a more rigorous hazard identification process.  **Keep it going!**  Hazard identification, risk assessment and control is not a ‘once-off’ task. It is an ongoing process, a system which should include regular reviews of the safety of plant and systems of work.  **Promote, monitor and improve your risk strategies**  It’s important to promote, monitor and keep improving your OHS programs and procedures. Review your programs regularly. Promotion and evaluation of programs is essential for ongoing effectiveness of your OHS policy and programs. When you review your OHS program, you should involve your OHS committee or workers.  To maintain your business’ OHS program, you could:   communicate with people in the workplace about OHS activities including the success of your  hazard controls   make sure that OHS is integrated into all management procedures, such as planning, budgeting,  performance objectives   evaluate the success of the risk controls   evaluate and review your education and training programs   seek advice from workers to check whether there are any problems with the OHS programs.  This element and others are also covered in the Indicators of Safety Plan Assignment  Before attempting the formative assessment students must have participate in an (Hyperlink). Your participation will assist you for the preparation of JSA's  **Formative Assessment**  This element has a formative Job Safety Analysis (JSA) assessment. Read the resource Subcontractor Construction Safety: (Hyperlink). The intent of this reading is to provide you with a structured system for job/task procedures by recording each step, identifying existing or potential job hazards, and determining the best way to reduce or eliminate them. There is another website Subcontractor Construction Safety that can be of interest.  Your task is to design a JSA-Form and prepare a Job Safety Analysis (JSA). More information this assessment is found on the (Hyperlink)  The most occurring hazards when working with formwork are:   * Falling from unprotected edges, from bearers, through holes in the formwork deck * Collapse of the formwork during the concrete pour *  Falling formwork components during stripping of the formwork |

**Element 5**

**Maintain hazard identification and risk control processes**

**A systems model approach**

Here, in this element, continued hazard identification and management of risk control processes are considered through a systems model approach based on standards such as;  
- AS/NZS 4801:2001Occupational Health and Safety Management Systems Specification with guidance for use,  
- AS/NZS 4360-2004 Risk Management, and  
- HB 205-2004 OHS Risk Management Handbook.

The HB 205-2004 OHS Risk Management Handbook list the benefits of structured management of Occupational Safety and Health Risks as;  
    -   reduced injury and ill health to employees and the community,  
    -   saving money and adding value by more effective allocation of resources,  
    -   improved quality of information available to management for decision making,  
    -   promoting understanding of Occupational Safety and Health risks throughout the organisation,  
    -   increasing the likelihood of continued business operations and making compliance with OSH   
         legislation easier to demonstrate,  
    -   improving the organisations reputation,  
    -   ensuring accountability and transparency of decision making,  
    -   effective strategic planning as a result of increased knowledge & understanding of key risk  
        exposures,  
    -   lower workers compensation costs because undesirable OSH outcomes are foreseen and   
         addressed,  
    -   improved audit processes,  
    -   better outcomes in terms of effectiveness, efficiency and appropriateness of OSH programs  
         i.e. programs targeting key risk areas, and  
    -   improved communication both within the organisation and between the organisation and external stakeholders.

Figure 2.1 AS4360-2004

Consider the Risk Management Process as defined by the opposite diagram (Figure 2.1), you will note that Elements 2 & 3 of this course are concerned with Risk Identification, Analysis & Evaluation, and collectively referred to as Risk Assessment.

Standard AS/NZS 4801:2001, Occupational Health and Safety Management Systems, highlights that Ã¢â‚¬These standards share common management system principles with environmental management systems standards such as AS/NZS ISO 14001:1996, Environmental management system, .... and quality system standards like AS/NZS ISO 9001:2000 and encourage the integration of such management system elements. This highlights the occupational safety and health doctrine of integration of an organisations Safety Management System with every facet and operation of the business or organisation. Similarly, standard AS/NZS 4360:2004, Risk Management, is a standard pertaining to all types of risk which an organisation might face - consider the following diagram illustrating various risk categories.

The wheel of integretion  
NSW Dept. of State and Regional Development - Risk Management Guide to Small Business

It is important to be mindful, when assessing risk that factors within each of these categories may influence risks posed in another category or categories e.g. Contract & Financial Management and Compliance, OHS & Compliance, Business Planning & Human Resources, and Financial & OHS.

The Western Australian Occupational Safety and Health Act 1984 is based on a tripartism principle (Government, Employer and Employees) that requires a collaborative approach inclusive of specific provisions for Safety Representatives & Safety Committees, and education. These statutory requirements are also identifiable in the Risk Management Process Model diagram, as is the principle of continuous improvement through monitoring and review (to be discussed in detail in Element 6).

**The Risk Management Process**

An employer has moral and legal obligations to provide and maintain a safe and healthy workplace.

Remember the primary goal of risk management is to eliminate or minimise workplace risk as far as is reasonably practicable.

Refer to the above Figure 2.1 Risk Management Process - Overview    (AS/NZS 4360:2004).

Table 1 Notes on Terminology

HB 205-2004 OHS Risk Management Handbook

**OHS Risk Register**

The purposes of an OHS Risk Register is to document all identified and reasonably foreseeable OHS hazards and risks at workplaces. .A generic OHS Risk Registers should be developed for all relevant types of workplaces. The data collected from identifying, assessing and controlling risks is then recorded in the OHS risk register. The register includes the likely impact of risks, causes and risk rating as well as the risk treatment strategies in place to minimise identified risks. The register should be updated regularly. Detailed risk control strategies are detailed in the register for OHS. The risk register is a valuable tool in managing these hazards and support the risk management efforts.

**Context, Communication and Consultation**

The ISO Working Group for the Draft revised Risk Management Guide 73 (Guide to Risk Management Standard) defined Risk Management Context as the process of identifying information that may have an influence on the management of risk (goals, objectives, strategies, scope and parameters).

Your study of Elements 1 & 2 of this unit, and Western Australian Occupational Safety and Health Act 1984 and Occupational Safety and Health Regulations 1996 provide the basis for considering the context of Occupational Safety and Health Risk. The context of the risk management process will vary according to the needs of the organisation. It can involve but is not limited to:

* defining responsibilities for the risk management process;
* defining the scope, as well as the depth and breadth of risk management activities to be carried out including specific inclusions and exclusions;
* defining the activity process, function, project, product, service or asset in terms of     time and location as well as its goals and objectives;
* defining the relationships between a particular project or activity and other projects or     activities of the organisation;
* defining the risk assessment methodologies;
* defining the way performance is evaluated in the management of risk;
* defining and specifying the decisions that have been made; and
* identifying, scoping and framing studies needed, their extent and objectives, and the    resources required for such studies.

ISO 31000 Draft Risk Management document

External Context is those factors which are outside the organisation yet influence organisational objectives such as market conditions, statutory and contractual compliance. Whilst examples of Internal Context might be organisational structure, capacity, culture, or the risk perceptions of internal stake holders. The later factors of culture and risk perception may be determined, and in some instances influenced, by Communication and (Hyperlink Consultation) which will also assist in Risk Assessment and Risk Controls (or Risk Treatment).

At an operational level, aside from the establishment of a Safety Committee and appointment of Safety representatives, a good way of collaborating with stack holders is through tool box meetings, risk registers and the inclusive development of Safe Methods of Work Statements or JSAs as discussed in Element 2.

**Other elements of the Risk Management Process.**

With respect to the other elements of the Risk Management Process, the identification, and treatment of risk, or control measures, will be specific to the hazard/s and situations under consideration (and have been discussed at length in preceding Elements of your study). The particular requirements for project and site specific Safety Management and Emergence Preparedness and Response planning are discussed on the following WorkSafe WA (Hyperlink)

Developing an effective (Hyperlink) is an important part of any project, but unfortunately, is often viewed as something that can be dealt with later. Issues often do come up though and without a well-developed plan, even small issues can become emergencies.

The process of Risk Assessment also requires particular consideration as the perception of risk by stakeholders is importance in determining appropriate methodology and conveying findings of evaluation of risks within an organisation. Risk assessment is inherent in human existence. Cognition, perception, motivation and attitude interplay with decision making and prioritizing actions across the spectrum of interests, needs and concerns (Glendon and Mc Kenna 1995).? The difficulty arises when other parties are making, or are perceived to be making, judgements regarding stakeholders exposure to risk, particularly of an occupational safety or health nature, were exercising and demonstrating empathy is of paramount importance.

The following extracts from AS/NZS 4360:2004 identify various characteristics and attributes of differing methods of risk analysis.

Table (a)

AS/NZS 4360:2004

Table (b)  
AS/NZS 4360:2004

Table ©  
AS/NZS 4360:2004

Open the following link to the (Hyperlink) and discuss with your colleagues or fellow students;

- the appropriateness of this methodology in various occupational safety and health situations, and

- the role that consultation, communication and education might play in each scenario.

(The procedure to calculate risk score electronically follows similar steps as in the manual risk (Hyperlink). Risk score nomograms are based on OHS Risk Assessment AS/NZS 4804:2001 and contained in HB205-2004 OHS Risk Management Handbook. The risk assessment calculator is intended as a guide to identify level of risk. The risk score should be interpreted with caution. It should only be used as a basis for reasoned judgment.)

The process of Monitoring and Review will be the subject of Element 6.

**Element 6**

**Monitoring and review of The Risk Management Process.**

To ensure safety and health objectives are met effectively Risk Criterion, appropriate methods of measuring these criteria, and the frequency at which these measurements should be taken will be established as part of the consideration of Risk Context. This monitoring of operations and processes should be accompanied periodically by a review of policy and objectives to confirm they are still appropriate and delivering intended outcomes.

Figure 1 OHS Management System Model  
AS/NZS 4801:2001Occupational Health and Safety Management Systems Specification with guidance for use.

This continual monitoring and review will require appropriate administration systems as outlined in these 4801:2001, Occupational Health and Safety Management Systems extracts.

4.4.3.3 Reporting  
AS/NZS 4801:2001Occupational Health and Safety Management Systems Specification with guidance for use.

4.4.4 Documentation&5 Document&Data Control  
AS/NZS 4801:2001Occupational Health and Safety Management Systems Specification with guidance for use.  
4.5.3 Records and records management  
AS/NZS 4801:2001Occupational Health and Safety Management Systems Specification with guidance for use.

Remember, outcomes AND the management system itself, must be monitored and reviewed against explicit criteria. Risk Criteria are developed at the outset of the Risk Management Process i.e. during consideration of context, as are means to measure these criteria, however both will be continually reconsidered as part of the review process as internal and external context themselves are not static.

Now read the (Hyperlink) and consider its proposed audit plan as a tool for review of a Safety and Health Management System.

Once you have completed your reading of the WorkSafe Plan workbook you are ready to attempt (Hyperlink)