Risk Assessment Policy

SEPTEMBER 2023

1 Coverage

This policy applies at workplaces where Coates has any duties or obligations as an employer or as a head contractor, including any premises our Workers (including employees, labour hire workers, interns, and contractors) are required to attend to perform their duties for Coates or other work-related activities or events.

2 Purpose

This policy has been developed by Coates to identify, assess, and control hazards in the workplace as part of its obligations to provide, so far as is reasonably practicable, a safe and healthy work environment for its Workers. This procedure forms part of Coates' work health and safety management system and should be read in conjunction with other Coates policies and procedures.

3 Definitions

Hazard means a situation or thing that has the potential to harm a person. Hazards at work may include noisy machinery, a moving forklift, chemicals, electricity, working at heights.

Risk is the possibility that harm (death, injury, or illness) might occur when exposed to a hazard.

Risk control means taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable. Eliminating a hazard will also eliminate any risks associated with that hazard.

4 Risk Management Procedure

Risk management procedures are an important tool to in providing information about risk so that Coates and its Workers can exercise their duty of care in relation to work, health and safety. In many instances, straightforward measures can readily control risks, for example ensuring spillages are cleaned up promptly so employees do not slip, or cupboard drawers are kept closed to ensure employees do not trip.

For most risks, that means simple, inexpensive, and effective measures can be implemented. We can't eliminate all risks, but as a business we need to ensure we protect our Workers as far as reasonably practicable. The risk management process defined by Safe Work Australia's How to manage work health and safety risks code of practice (COPRM) is how Coates manages risks in the workplace (shown in the figure below).

The risk management procedure will be performed by the members of the Workplace Health and Safety Committee in conjunction with People and Culture.

5 When Should a Risk Management Approach Be Used?

A risk management approach should be used when:

- There is uncertainty about how a hazard could result in injury or illness.
- The work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks.
- There are changes in the workplace in relation to work practices, procedures or the work environment that may impact upon the effectiveness of control measures or may require new control measures such as the introduction of a new piece of equipment.
- New information about workplace risks becomes available.
- In response to workplace incidents (even if they have caused no injury) and/or concerns raised by employees, health and safety representatives or others at the workplace.
- As required by the WHS regulations for specific hazards

In some circumstances, a risk assessment will assist to:

- identify which Workers are at risk of exposure.
- determine what sources and processes are causing the risk.
- identify if and what kind of control measures should be implemented, and
- check the effectiveness of existing control measures.

A risk assessment is mandatory under the WHS Regulations for certain activities that are high risk such as, but not limited to, high risk construction work, entry into confined spaces and live electrical work.

Some hazards that have exposure standards, such as noise and airborne contaminants, may require scientific testing or measurement by a competent person to accurately assess the risk and to check that the relevant exposure standard is not being exceeded (for example, by using noise meters to measure noise levels and using gas detectors to analyse oxygen levels in confined spaces).

A risk assessment may be appropriate to reuse in situations where all the hazards, tasks, Workers, or circumstances are the same and no Worker or other person will be exposed to greater, additional, or different risks. However, as stated above, if there are any changes at the workplace, a new risk assessment should be performed.

A risk assessment is not necessary in the following situations where:

- Legislation requires some hazards or risks to be controlled in a specific way. These requirements must be complied with.
- A code of practice or other guideline sets out a way of controlling a hazard or risk that is applicable to your situation and you choose to use the recommended controls. In these instances, the code of practice or guidelines can be followed; or
- There are well-known and effective controls that are in use in the particular industry, that are suited to the circumstances in your workplace. These controls can simply be implemented.

6 Procedure

Step 1 Identify Hazards

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:

- physical work environment
- equipment, materials, and substances used.
- work tasks and how they are performed.
- work design and management

At Coates there are several methods we employ to identify hazards, there are:

- Informal: General observation by walking around workplace. Observing how things are done or what could go wrong.
- Consultation: Employees invited to raise concerns
- Incident Reporting: An analysis of records i.e., workplace incidents, near misses, worker complaints, sick leave etc.

Step 2 Assess the Risk

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment determines:

- how severe a risk is.
- whether any existing control measures are effective
- what action you should take to control the risk
- how urgently the action needs to be taken.

Risks can be identified systematically through different classifications. Risks can be:

- Physical – noise, slip/trip/falls, heat/cold, electrical, lighting;
- Vehicle/Equipment/Plant - entrapment, sharp edges, moving parts, other vehicles/drivers;
- Chemical – cleaning products, fumes, poisons, drugs;
- Ergonomics – manual handling, repetitive movements, insufficient space;
- Biological – infectious body substances, viruses, insects/pests;
- Psychological – trauma, harassment, violence;
- Radiation – sunlight, x-rays; and
- Social, organisational, or environmental – damage of organisational reputation, deterioration of natural conditions.

Once the risk has been classified, the risk needs to be analysed. Risk analysis is about estimating the likelihood of an incident/injury occurring and the consequence of an incident, injury or illness that may occur, and then prioritising/rating the risks with the objective of separating the minor acceptable risks from the extreme and moderate risks. Risks classified as moderate, major, and catastrophic, the Coates Risk Committee must be notified of the risks and controls.

The following table provides a Risk Rating once the Likelihood and Consequence are determined:

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	Low	High	Very High	Extreme	Extreme
	Likely Strong Possibility	Low	Medium	High	Very High	Extreme
	Possible Once a Year	Low	Medium	Medium	High	Very High
	Unlikely Once in 3 years	Low	Low	Medium	High	Very High
	Highly Unlikely	Low	Low	Low	Medium	High

Below are some suggested action timelines:

- Extreme Risk – immediate action required.
- Very High Risk – prioritised action within a month
- High Risk – prioritised action within three months
- Medium Risk – planned action required.
- Low Risk – manage with current procedures.

Step 3 Control the Risks

After the risk is analysed (the likelihood and consequence of the risk, and the level of the risk), the appropriate measures must be taken to eliminate or control the risk. The current controls need to be assessed to see whether they are adequate, appropriate, and efficient or not, and why.

Based on the assessment of current controls, determine the best option for risk treatment.

The options are risk avoidance, risk acceptance, reduction of likelihood of occurrence, reduction of severity of the consequence, transfer of risk, retention of risk, maintenance of the current risk management strategy. Determine risk control measures required for the chosen option above.

Hierarchy of Risk Control

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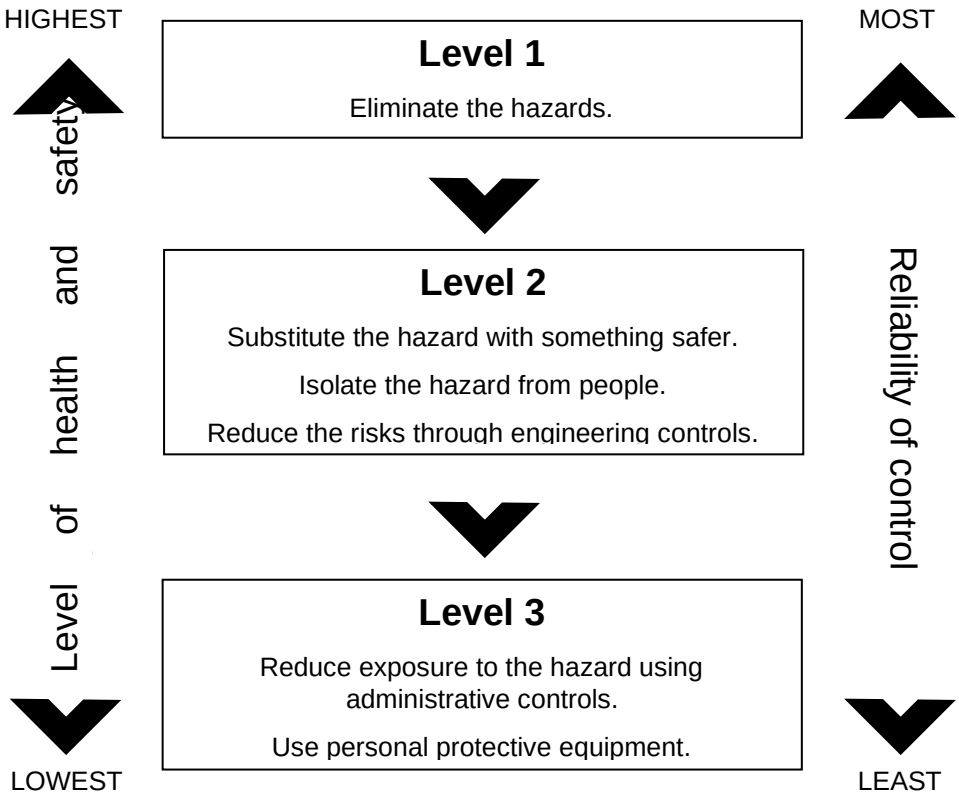

combination of the above measures is required to be taken to minimise the risk to the lowest level reasonably practicable if no single measure is sufficient for that purpose.

Step 4 Review Control Measures

People and Culture must review a risk assessment, and any measures adopted to control the risk, whenever:

- there is evidence that the risk assessment is no longer valid;

- injury or illness results from exposure to a hazard to which the risk assessment relates;
- a significant change is proposed in the place of work or in work practices or procedures to which the risk assessment relates; or
- when a request is received by the Workplace Health and Safety Committee or a member of that Committee

People and Culture must consult with Worker and the WHS committee when the assessments of health and safety risks arising from work are reviewed.

While the control measure is being implemented, continual monitoring must occur with ongoing risk assessments to be undertaken to ensure its ongoing feasibility. These risk assessments may be formal or dynamic with the findings recorded on the risk register.

7 Record Keeping

After the workplace risk assessment has been undertaken, People and Culture must review the assessment and sign the form.

People and Culture must then ensure the risk assessment is registered on the local risk register and a copy of the completed form must be sent to the relevant WHS Committee chairperson.

People and Culture will:

- monitor, collate and analyse completed risk assessment forms received, to assist with risk management and injury prevention; and
- monitor local risk registers and ensure risk assessments with an organisational impact are escalated to the appropriate level of senior management.

The relevant WHS Committee will monitor, collate, and analyse completed hazard reports.

8 Amendments

Coates reserves the right to change, vary or revoke this procedure at any time. Coates will keep you informed of any changes to this procedure.

9 Questions

Please contact the People and Culture team if you have any questions about this policy.