Overview/Introduction:

BizOps Enterprise’s main office that fronts a main road is about to undergo a major refurbishment. Before any work can commence, a work health and safety management system (WHSMS) that meets legislative requirements needs to be established.

Our current WHS policies and procedures will need to be evaluate. Other procedures and a record-keeping system may need to be developed, and they must ensure the work area (and therefore the organisation) complies with WHS legislation. Throughout the life of the project, maintaining and evaluating the WHSMS will be a major task. Please refer to the project background, provided below, for more information.

Background/Issue to be addressed:

Due to growth at BizOps Enterprises, we have decided to look at how we can expand our head office by refurbishing and fitting out the front building.

We will need to employ workers across a range of occupations and trades, including engineers, plumbers, electricians, carpenters, cabinet-makers, and painters. Nail guns, jackhammers, power tools, elevated work platforms, scaffolding and a range of other building and construction equipment will be extensively used.

The building being renovated fronts a busy street; construction activities will need to ensure vehicle and pedestrian traffic is safe and uninterrupted.

Implementation plan:

Conduct a Risk Assessment

**Step 1:** Identify the Consequences – or how severely could it hurt someone

**Step 2:** Identify the Likelihood – or how likely is it for an injury to occur

**Step 3:** Identify the Risk Priority Score – to prioritise your actions

**Step 4:** Controlling the risks – the hierarchy of control

**Step 5:** Apply the hierarchy of hazard control

**Step 6:** Identify who, how and when the effectiveness of controls will be checked and reviewed

Identification and analysis

**Step 1: Identify the Consequences - or how severely could it hurt someone**

|  |  |  |
| --- | --- | --- |
| Risk likelihood legend | Grade | Level of likelihood |
| A | Rare (may occur but in limited situations) |
| B | Unlikely (it’s Improbable that will occur) |
| C | Possible (could occur) |
| D | Likely (will occur at some stage) |
| E | Highly likely (will occur regularly) |

**Step 2: Identify the Likelihood - or how likely is it for an injury to occur**

|  |  |  |
| --- | --- | --- |
| Risk impact/ consequence legend | Grade | Level of impact |
| 1 | Insignificant |
| 2 | Minor |
| 3 | Medium |
| 4 | Major |
| 5 | Severe |

Risk priority score

**Step 3: Identify the Risk Priority Score - to prioritise your actions**

Risk categorisation matrix

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Level of likelihood | Level of impact | | | | |
| 1 (Insignificant) | 2 (Minor) | 3 (Medium) | 4 (Major) | 5 (Severe) |
| A (Highly likely) | High **1A** | High **2A** | Very-High **3A** | Extreme **4A** | Extreme **5A** |
| B (Likely) | Moderate **1B** | High **2B** | High **3B** | Very-High **4B** | Extreme **5B** |
| C (Possible) | Moderate **1C** | Moderate **2C** | Moderate **3C** | High **4C** | Very-High **5C** |
| D (Unlikely) | Low **1D** | Low **2D** | Moderate **3D** | Moderate **4D** | High **5D** |
| E (Rare) | Low **1E** | Low **2E** | Low **3E** | Moderate **4E** | Moderate **5E** |

Risk categorisation table

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority | Risk | Likelihood | Impact | Level of risk |
| Low | Council rejects application | E | 2 | 2E |
| Low | Delays in Council approvals | C | 1 | 1C |
| Low | Budget shortfalls | C | 4 | 2C |
| Low | Financial | D | 1 | 1D |
| High | Construction delays | C | 4 | 4C |
| High | Disruption to services | C | 4 | 4C |
| High | Unanticipated additional works | C | 4 | 4C |

Risk control/treatment

**Step 4: Controlling the risks – the hierarchy of control**

Once the risk assessment process has been completed, those identified as being a VERY HIGH RISK or HIGH RISK should be addressed as a matter of priority. In considering options for controlling the identified risks, the hierarchy of controls helps to ensure that the most effective controls are implemented.

|  |  |
| --- | --- |
| Risk Control Hierarchy | |
| **Elimination:** this is the best control measure. E.g. remove a trip hazard. | |
| **Substitution:** e.g. substitute a hazardous chemical with a less hazardous substance. | |
| **Isolation:** e.g. barricade off the area where the hazard is present. | |
| **Engineering**: e.g. re-design of tools and equipment, provision of load shifting equipment (trolleys etc). | |
| **Administrative:** e.g. written procedures, training, warning signs | |
| **Personal Protective Equipment (PPE):** Introduce PPE only when other control measures cannot be implemented or as a supplement. | |
| **Risk = Action and Response** | |
| 1. **Extreme** | Stop the activity – immediate action is required to ensure safety – safety measures applied must be cleared by the Station Manager before any activity recommences  Proceed with caution – immediate reporting of emerging or ongoing risk exposure at this level to the Station Manager for decision is mandatory |
| 1. **High** |
| 1. **Substantial Risk** | Be aware – action required as soon as possible to prevent injury or illness  Report these risks to the responsible Manager during the current shift or before the next shift |
| 1. **Moderate Risk** |
| 1. **Low Risk** | These risks should be recorded, monitored and controlled by the responsible Manager |
| 1. **Acceptable Risk** | Do something when possible. Manage by routine procedures. |

Action and response

**Step 5: Apply the hierarchy of hazard control**

|  |  |  |  |
| --- | --- | --- | --- |
| Activity: Traffic control during building renovation | | | |
| Risks | Disruption of services:  Vehicles and pedestrians traffic. | | |
| Control measures/ treatments | Control measure | Strength | Weakness |
| Barricades | The use of barricades limits and/or prevents the traffic in the construction site. | It might create traffic issues relating to the narrowing of the road. |
| Safety cones | The use of barricades limits and/or prevents the traffic in the construction site. | It might create traffic issues relating to the narrowing of the road. |
| “Lollipop” officers/temporary traffic lights | Very high traffic control and management. | Issues caused by human error. Absence of staff. |
| Detours | Probably the best control measure because it takes the traffic away from the construction site (elimination) | It might create traffic issues elsewhere. |
| Impact of risk/s on areas outside your responsibility | Low-medium impact | | |
| Personnel involved | Traffic control sub-contractors | | |
| Expected outcomes of risk treatment plan | Eliminate public traffic and related risks from the construction site. | | |

**Step 6: Identify who, how and when the effectiveness of controls will be checked and reviewed**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Workplace location: | | | BizOps Renovation Construction site | | | | | | |
| Name and position of person/s conducting assessment: | | | Andrew Brown – WHS Officer | | | | | | |
| Date | | | 22/5/2019 | | | | | | |
| Hazard Identification | | **Risk Assessment** | | | **Risk Control** | | | **Review** | |
| What is the Hazard? | What injury, illness or consequence could occur? | List any Control Measures already implemented | | Risk level | Describe what can be done to reduce the harm further | Whom responsible | When by | Are the Controls Effective? (Revised Risk Score\*) | Date Finalised |
| Object falling from heights | Bad injuries, death | PPEs (hard hats), tools lanyards, no tool boxes on scaffolding. | | 4D | Restrain the area below scaffolding (barricades, cones), first aid on site | Site supervisor | 30/5/2019 | Yes / 2D | 15/6/2019 |
| Falling from heights | Bad injuries, death | Licenced and trained staff only, no ladders, scaffolding/EWPs, PPEs | | 4E | Restrain the area below scaffolding and EWPs (barricades, cones), harnesses must be worn, first aid on site | Site supervisor | 30/5/2019 | Yes / 2E | 15/6/2019 |
| Fire (from welding and grinding) | Intoxications, burns, death | Hot work permits, alerts and evacuation procedures, inductions | | 5E | Surround the cutting or welding area with shields, fire extinguishers next to operator, fire wardens on site, first aid on site | Site supervisor | 30/5/2019 | Yes / 2E | 15/6/2019 |
| Electric work | Electrical shock, burns, death | Licenced and trained staff only, safety tags, PPEs | | 4D | Work permits, personal lock tags | Site supervisor | 30/5/2019 | Yes / 2D | 15/6/2019 |
| Construction site traffic | Bad injuries, death | PPEs, Barricades, Safety cones, road signs | | 3D | Flashing beams on vehicles, speed limits, one way traffic, pedestrians paths | Site supervisor | 30/5/2019 | Yes / 1D | 15/6/2019 |
| Weather | Illness, Bad injuries, death | PPEs (long sleeves, long pants, sun safety glasses, etc.) | | 3D | Sun screen and water provided, procedures, morning/evening work time, staff rostering | Site supervisor | 30/5/2019 | Yes / 2D | 15/6/2019 |

References

Australian Government.Comcare.(2016).Comcare: Work Health and Safety (WHS) Management Plan Template

Retrieved from: <https://www.comcare.gov.au/__data/assets/pdf_file/0008/145286/WHS_123a_04706_May17_v1fill-b66aa8587c8c4523af9505ce097736d4.pdf>