

Risk Management Procedure

1. Procedures for Ongoing Hazard Identification, Assessment, and Control of Associated Risks:

a. Hazard Identification:

Conduct regular workplace inspections to identify potential hazards.
Encourage employees to report any observed hazards or unsafe practices.
Review incident and accident reports to identify recurring issues or patterns.

b. Hazard Assessment:

Evaluate the potential severity and likelihood of each identified hazard.
Prioritize hazards based on their potential impact on health and safety.

c. Control of Associated Risks:

Implement appropriate control measures to mitigate identified hazards.
Regularly review and update control measures to ensure their effectiveness.

2. Hazard Identification at Planning, Design, and Evaluation Stages:

Planning Stage: Before implementing any workplace change, conduct a thorough risk assessment to identify potential hazards.

Design Stage: Ensure that the design of any new process, equipment, or workplace layout does not introduce new hazards. If potential hazards are identified, redesign to eliminate or minimize them.

Evaluation Stage: After implementing a workplace change, evaluate its impact on health and safety. Ensure that no new hazards have been introduced and that existing hazards remain controlled.

3. Procedures for Selecting and Implementing Risk Controls:

a. Hierarchy of Control Measures:

Elimination: Remove the hazard completely from the workplace.
Substitution: Replace a hazardous process or material with a less hazardous one.
Engineering Controls: Use machinery or equipment to reduce the risk.
Administrative Controls: Change work practices or procedures to reduce risk.
Personal Protective Equipment (PPE): Use protective gear to reduce exposure to the hazard.

b. WHS Legislative Requirements:

Ensure that all control measures comply with WHS laws and regulations.

Regularly review WHS legislative updates to ensure ongoing compliance.

4. Addressing Inadequacies in Existing Risk Controls:

Regularly review and evaluate the effectiveness of existing control measures.

If a control measure is found to be inadequate, prioritize its improvement or replacement.

Allocate necessary resources promptly to implement new or improved control measures.

5. Expert WHS Advice:

If a situation arises where internal expertise is insufficient, seek external expert WHS advice.

Maintain a list of qualified WHS consultants or organizations to contact when needed.

Ensure that any external advice obtained aligns with organizational procedures and WHS legislative requirements.

Conclusion: This Risk Management Procedure provides a structured approach to identifying, assessing, and controlling workplace hazards. By following this procedure, the organization can ensure a safe working environment that complies with WHS legislative requirements. Regular reviews and updates of this procedure are essential to address changing workplace conditions and legislative updates.