



OHS Risk Management Procedure

Review due by: 1 June, 2016

- **Version:** 1
- **Approval Authority:** RTO Manager
- **Approved on:** 1 June, 2015
- **Effective date:** June 28, 2015
- **Status:** Published

GOVERNING POLICY

This procedure is made under the Occupational Health and Safety Policy.

SCOPE

This procedure applies to all staff, students, contractors and other personnel at workplaces under the management or control of Civil Force Training is a division of Macquarie Commercial College Ltd (ABN 99 005 582 767) (CFT).

This procedure describes CFT's methodology for:

- identification of occupational health and safety (OHS) hazards
- identification of significant environmental impacts
- risk assessment
- development of risk controls
- review of effectiveness of risk controls.

PROCEDURE

1. OHS risk management

1.1 CFT will, so far as is reasonably practicable:

- identify OHS hazards, including public safety hazards, that are associated with the activities, processes, products and services under the management and control of CFT
- assess the OHS risks involved
- implement suitable control measures to ensure OHS risks are eliminated, or else controlled and monitored, in accordance with the hierarchy of risk control and legal requirements.

2. Risk assessments



2.1 OHS risk assessments must be carried out:

- before new or altered systems of work are established
- before new plant and equipment or regulated plant is acquired
- before new chemicals and substances are acquired
- before plant and equipment and regulated plant are manufactured
- before buildings are acquired or leased
- before businesses or operational entities are established or acquired
- when hazards are identified in the workplace, including when incidents have occurred
- when work environment is altered (for instance: refurbishment or new building)
- when new information about workplace risks becomes available
- when responding to concerns raised by workers, health and safety representatives (HSRs) or others at the workplace
- when required by legislation for specific hazards.

3. Methodology and tools

3.1 CFT employees and students carrying out risk assessment and control processes must use the OHS risk assessment, methodology. CFT employees and students performing these tasks must be competent in the use of the methodology.

3.2 CFT employees and students responsible for carrying out hazard identification, OHS risk assessments and risk control processes should consult with HSRs and affected employees where reasonably practicable.

3.3 The RTO Manager will develop and publish a suite of risk management tools and templates consistent with the OHS risk assessment methodology, specifically to address:

- plant and equipment
- regulated plant
- chemicals and substances
- systems of work
- buildings, structures and work environments.

3.4 OHS risk assessments and risk control plans are documented in:

- OHS risk registers
- completed risk assessment forms and templates (including SWMS)
- incident investigation reports
- other reports.

4. OHS risk registers

4.1 The RTO Manager is responsible for maintaining and publishing the CFT OHS risk register.



5. Workplace hazard identification and assessment

5.1 Supervisors and managers must encourage all personnel, including CFT employees, students, contractors and visitors, to report any hazards they identify.

5.2 Where reasonably practicable, supervisors and managers must consult with HSRs and CFT employees on hazard identification, risk assessment and control processes.

5.3 Supervisors/managers must proactively identify hazards in their workplace, including through the use of:

- workplace inspections
- hazard reports Incident Report forms
- audit reports (internal or external)
- formal risk assessment reports.

5.4 When a hazard is identified, the supervisor/ manager must assess the risk and implement a control plan using the OHS risk assessment methodology. Where reasonably practicable, this should be completed in consultation with HSRs and affected CFT employees.

5.5 The supervisor or manager must ensure that the controls implemented are reviewed and their effectiveness monitored.

5.6 The supervisor or manager must ensure that a record of the identification, assessment and control process is maintained.

RELATED DOCUMENTS

- [Occupational Health and Safety Act 2004 \(Vic\)](#)
- [Occupational Health and Safety Regulations 2007 \(Vic\)](#)
- AS/NZS 4801: Occupational health and safety management systems – Specifications with guidance for use
- HB 205: OHS risk management handbook
- OHS risk assessment methodology [pending]
- OHS risk management for acquiring, leasing, designing and refurbishing buildings or acquiring operational entities [pending]
- OHS risk management for acquisition and manufacture of plant and equipment [pending]
- OHS risk management for high consequence operations [pending]
- [Further hazard-specific risk management procedures](#)
- [Safety website: workplace inspection](#)



DEFINITIONS

Term	Definition
Hazard	A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these. (AS 4801)
Hazard identification	The process of recognising that a hazard exists and defining its characteristics. (AS 4801)
Incident	Any unplanned event resulting in, or having a potential for injury, ill-health, damage or other loss. (AS 4801)
Risk	In the context of this procedure, the likelihood and consequence of injury or harm occurring. (AS 4801)
Risk control	<p>In the context of this procedure, risk control includes risk reduction and risk avoidance.</p> <p>Risk avoidance reduces the risk to zero. Normally this can only be achieved by eliminating the hazard or ceasing the activity.</p> <p>Risk reduction may involve reducing the likelihood of harm occurring or reducing the consequence if an unwanted event does occur. (HB 205)</p>
Risk control plan	An action plan that sets out how the OHS risks identified in a risk assessment will be eliminated or controlled.
Risk register	A list of hazards, associated risks (pre- and post-control) and controls, sorted in order of the highest to lowest risk.
Hierarchy of risk control	<p>A sequence of risk control categories listed in order of effectiveness, and arranged in three levels:</p> <p>Level 1: Elimination of the hazard or risk.</p> <p>Level 2: Substitution controls.</p> <p style="padding-left: 40px;">Isolation controls.</p> <p style="padding-left: 40px;">Engineering controls.</p> <p>Level 3: Administrative controls.</p> <p style="padding-left: 40px;">Personal protective equipment.</p>
Safe work method statement (SWMS)	<p>A written assessment of a work task or activity that:</p> <ul style="list-style-type: none"> • identifies the activity • specifies hazards relating to the activity and risks to health and safety associated with those hazards • describes measures to control the risks



Term	Definition
	<ul style="list-style-type: none"> describes how the control measures are to be implemented, monitored and reviewed.
Job safety analysis (JSA)	Refer to safe work method statement
Health and safety representative (HSR)	An employee elected by members of a designated work group (DWG) to represent them in health and safety matters. Employee HSRs have powers under the <i>Occupational Health and Safety Act 2004</i> (Vic).
Near miss	An event that could have resulted in human injury or damage to property, process or the environment, but did not.
Risk management	The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects. (HB 205)

RESPONSIBLE OFFICER

RTO Manager is responsible for the development, compliance monitoring and review of this procedure and any associated guidelines.

REVIEW

This procedure is to be reviewed by 1 June 2016.

VERSION HISTORY

Version	Approved By	Approval Date	Effective Date	Sections Modified
- 1	RTO Manager	1 June 2015	1 June 2015	-