



WHS Risk Assessment Procedure

The Hut management has a responsibility to ensure that any activities performed in the workplace are:-

- **identified,**
- **assessed and**
- **controlled.**

This Procedure is to provide guidelines to support Hut management in fulfilling that responsibility.

Communication and Consultation

The WHS Act requires the Hut to consult, so far as reasonably practicable, with workers of the Hut whose health and safety is, or is likely to be, directly affected from work conducted by the Hut. Adding to this the Hut is required to consult, co-operate and co-ordinate activities with other Organisations who are involved in the same activities or who operate as a Hut controlled facility.

Communication and consultation is required to take place during all stages of the risk management process. A consultative approach can:

- help establish the context appropriately
- ensure that all hazards are adequately identified
- bring different areas of expertise together for analysing risks, and
- enhance appropriate change management during the risk management process.

Work, Health & Safety Committee and Risk Assessment Teams (RAT)

As it is not feasible to maintain risk assessment training for all officers responsible for each program/service, The Hut will have a Work, Health & Safety Committee comprising, as a minimum) the Executive Officer (EO), the Community Development Manager (CDM), a Volunteer representative and the Maintenance Team Leader. One of this Team will conduct the Risk Assessments (RA) for a program/service in conjunction with the Officer responsible for the activity and several of its staff or participants (RAT). This is a form of on-the-job risk assessment training by involving and consulting with others in identifying and proposing how best to minimise risks.

Appendix 1 "*Risk Assessment Team Form*" is to record members of the WHS Committee, The RAT and RA, to be complete for each Hut activity and venue.

Identifying the Hazards

The identification of the risks to be managed is achieved by generating a comprehensive list of hazards that might compromise safety. Comprehensive identification is critical, because a risk not identified at this stage may be excluded from further analysis.

There are a number of methods by which hazards can be identified. These include:

- Consultation with staff and peers
- Work process evaluation - examine the manner in which tasks are performed to determine if they could they lead to increased risks
- Walk-through inspection
- Near-miss, incident, accident, injury and illness records and data
- Consultation with health and safety representatives, as well as specialist practitioners, representatives of industry associations etc.
- Safety Data Sheets, Product Labels and manufacturers specifications

Examples of Common Hazards

Hazard	Potential harm
Manual tasks	Overexertion or repetitive movement can cause muscular strain
Gravity	Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
Electricity	Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
Extreme temperatures	Heat can cause burns, heat stroke or fatigue Cold can cause hypothermia or frost bite
Noise	Exposure to loud noise can cause permanent hearing damage
Radiation	Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness
Biological	Micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies
Psychosocial hazards	Effects of work-related stress, bullying, violence and work-related fatigue

To assist with hazard identification refers to **Appendix 2**, *Workplace Inspection Checklist*.

Hazard Inspections

Workplace hazard inspections are a systematic process of visually inspecting the workplace to identify hazards which require control measures to reduce the risk of injury.

Hazard Inspections are conducted using checklists to prompt the person(s) conducting the inspection to identify hazards. Workplace safety inspections are to seek input and involvement from personnel who are required to undertake the area or task being inspected.

The frequency of hazard inspections will vary depending on the risk level of the tasks, equipment and substances used.

Assessing the Risk

Risk assessment is the overall process of risk identification, risk analysis and risk evaluation. Risk assessment involves the determination of the potential effects of the hazard and how the hazard occurs. To determine the potential effects, it may be necessary to consult any or all of the following:

- Safety Data Sheet (SDS) for a substance
- the manufacturer
- relevant literature
- other like workplaces
- industry associations.

When a risk assessment is required

The identification of hazards and the assessment of associated risks must be undertaken:

- if it has not been done before
- when a hazard has been identified
- after an incident, accident or workplace illness
- at regularly scheduled times appropriate to the workplace
- before the introduction of any equipment or substance
- before the introduction of a new work practice or procedure, and
- before changing a workplace or a work practice, or an activity or process, where the change may give rise to a risk to health or safety.
- where the Hut provides services or goods to others e.g. a project where a health and safety requirement or risk has been identified.

A risk assessment must be completed for any high risk activities as stipulated within the WHS Act or Regulation. This includes but is not limited to entry into a confined space and live electrical work.

When a risk assessment may not be required

A risk assessment may not be necessary if:

- legislation requires that a hazard is to be controlled in a specific way
- guidance material, such as a code of practice, establishes a method of controlling a hazard that is applicable to work environment and a decision is made to adopt this method
- a decision is made to implement well known industry specific best practice controls which are suited to the circumstance.

The risk assessment process is to be completed using the risk assessment form at **Appendix 3, Assessment and Control of WHS Risk** or **Appendix 4, Hazardous Substance Risk Assessment and Control**.

Assessment of the risks occurs after the hazards for the activity, process, equipment etc. have all been identified. Assessing risk is a two-step process requiring analysis of consequences and likelihood.

Consider the consequences

For each hazard or task/activity use the following table to rate the consequences associated with each of them by comparing with the possible consequences given in Table 1 below.

Table 1: Consequence

Rating	Consequence
Severe	Death or multiple life threatening injuries.
Major	Life threatening injury or multiple serious injuries causing hospitalisation.
Moderate	Serious injury causing hospitalisation.
Minor	Minor injury requiring medical treatment and / or lost time from the workplace.
Negligible	Ailments requiring first aid treatment - minor cuts, bruises, bumps.

Consider the likelihood

For each hazard or task/activity, use Table 2 to rate the likelihood of an incident that will lead to the consequences that you have determined. Consider all of the options for each rating and use the most likely rating that is possible for the defined consequences.

Remember that likelihood is related to exposure and exposure depends upon duration and frequency of exposure (or operation) as well as on the number of people exposed. For example, exposing eight people to a moving machinery hazard for one hour each is theoretically equivalent to exposing four people for two hours each.

Table 2: Likelihood

Likelihood	Description	Frequency
Almost certain	Expected to occur in most circumstances	Likely to occur more than once per year
Likely	Probably occur in most circumstances	Likely to occur approximately once per year
Possible	Could occur at sometime	Likely to occur approximately once every five years
Unlikely	Not expected to occur	Likely to occur approximately once every five to ten years
Rare	Exceptional circumstances only	Likely to occur with less frequency than once every ten years

Risk Level

A risk matrix can be used to plot the consequence against the likelihood and determine the level of risk associated with each hazard or task/activity. Table 3 below shows the level of risk associated with each combination of consequence and likelihood. The risk rating could be Very High, High, Moderate or Low.

Table 3: Huts Risk Matrix – Determination of Level of Risk

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Severe
Almost certain	Low	Medium	High	Very High	Very High
Likely	Low	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

At the Hut, WHS risks can be placed in one of four categories: very high, high, medium or low as outlined below:

Very High	Dangerous level of risk which is unacceptable and required to be controlled immediately. Access and exposure to the hazard is to be restricted until the risk can be lowered to an acceptable level. A hazardous task must not be undertaken if rated as extreme until review and approval by the Manager
High	Unacceptable level of risk which must be controlled immediately. Control measures would involve eliminating, substituting, isolating or engineering out the source of the risk from the activity or equipment. The timeframe for the completion of at least one control to reduce the risk to low or negligible is within 24 hours. Hazardous tasks or activities rated as high require review and approval by Manager before being undertaken.
Medium	Unacceptable level of risk. The timeframe for the completion of risk controls to lower the risk to a low or negligible level is within 14 days.
Low	These risks are considered acceptable. Accordingly, no further action is necessary. However, if there are controls which can be initiated that are easy and inexpensive they can still be administered. The timeframe for the completion of controls associated with this level of risk is within 28 days.

Risk Control

The primary aim of risk control is to eliminate the risk by removing the hazard. When this is not possible the risk must be minimised using one or more of the options from the hierarchy of controls. The risk control measure selected must be the highest possible option in the hierarchy to minimise the risk to the lowest level that is reasonably practicable.

Step 1: Eliminate the risk by removing the hazard, e.g. removing a broken chair from the workplace.

Step 2: If elimination of the risk by removing the hazard is not reasonably practicable then the hierarchy of controls must be followed to minimise the risk:

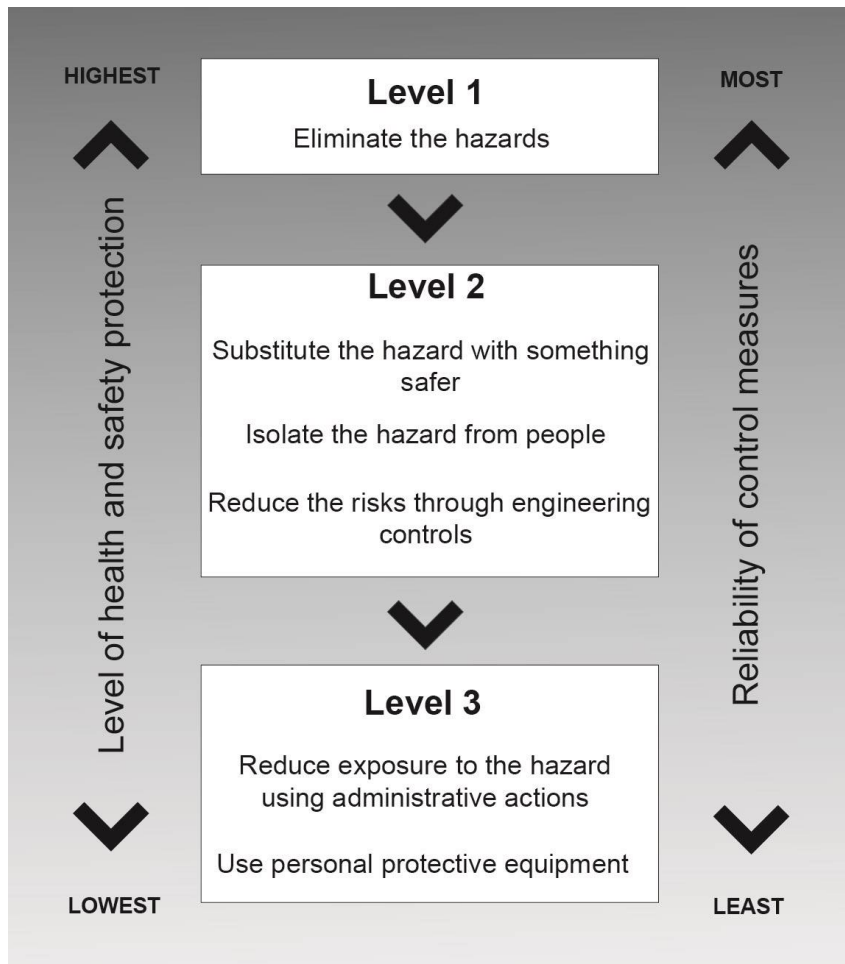


Fig.: From How to Manage Work Health and Safety Risks Code of Practice 2011

It is a mandatory requirement of the WHS legislation that risks should be controlled using the hierarchy of control:

Control	Example
Eliminate the hazard	Remove trip hazards on the floor of a corridor, disposing of unwanted chemicals, etc.
Substitute with something that is safer	Use smaller packages to reduce the weight of items that have to be manually handled, use a less toxic chemical, use scaffolding instead of ladders to reduce the risk of falls.
Isolate the hazard	Use sound proof barriers to reduce noise levels, use an enclosed spray booth for spray painting, and use remote control systems to operate machinery, store chemicals in a fume cabinet.
Modify tools, equipment or systems of work (engineering controls)	Use trolleys or hoists to move heavy loads, place guards around moving parts of machinery or fit cut-out switches, install residual current devices (electrical safety switches).
Use administrative control measures	Use Safe Work Method Statements (SWMS)/Job Safety Analysis (JSA's), permit-to-work systems for hazardous work, provide training and supervision, regular maintenance of machinery and equipment, limit exposure time by introducing job rotation.
Use personal protective	Gloves, hard hats, hearing and eye protection, safety

equipment (PPE)	<p>harnesses, high visibility clothing.</p> <p>PPE should be the last resort. PPE protects the worker's body from hazards, e.g. It is the least reliable form of protection. In most cases, it should only be used in the short term until you have got a better method of control. If you are providing PPE, ensure that:</p> <ul style="list-style-type: none"> • The right type of PPE is selected for the job. • PPE fits properly and is comfortable under working conditions. • Staff are properly trained in the need for PPE, its use and maintenance.
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Depending on the risk of the hazard, at least one risk control is required to be implemented to reduce the risk to low within the specified corrective action time frame as listed below. Other risk controls may be implemented concurrently which may further reduce the level of risk from the hazard.

Risk Level	Corrective Action Time Frame
Very High	Immediately
High	As soon as possible but not longer than 24 hours
Medium	14 days
Low	28 days

To assist in determining a risk control action plan refer to **Appendix 5, Risk Control Action Plan**.

Monitor and Review

A time frame should be designated at the time of the risk assessment for the control measure to be implemented and a review to ensure that solutions to workplace hazards are achieving the desired result.

Control measures must be reviewed:

- when the control measure is not effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary, and
- if a health and safety representative requests a review.

The same methods as in the initial hazard identification step to check controls can be used.

The WHS Risk Register

The risk assessment data collected from identifying, assessing and controlling risks is to be sent to The Executive Officer who will manage the information as a centralised risk register for The Hut and will report on them, as appropriate, to the WHS Committee which is to monitor that the schedule of assessments and inspections is met. The risk register holds a list of the key risks that need to be monitored and managed for each program area.

The risk register is to be managed by each program area, which should be notified if new hazards are identified and controls implemented so that the risk register can be amended.

Refer to **Appendix 6**, *Work Health and Safety Risk Register*.

Risk assessment will be reviewed at least annually (together with a review of the extent to which WHS systems are being adhered to at the program level).

Risk assessments will be the basis for the development of Safety Improvement and Equipment Check-lists to be used periodically, and at least quarterly in high-risk environments (e.g. Community Shed) to ensure that:

- risk/hazard controls are being implemented and are effective
- 'housekeeping' standards developed by program/service members in consultation with their responsible Officer are being kept and
- incidents/accidents are being comprehensively reported and dealt with in accordance with the Incident and Accident Reporting Policy and Procedures.

Related Documents

The Work Health and Safety Act (SA) 2012

The Work Health and Safety Regulations(SA) 2012

The Work Health and Safety Act (Cth) 2011

Work Health and Safety Regulations (Cth) 2011

Work Health and Safety Code of Practice 2012, How to Manage Work and Safety Risks

AS/NZS ISO 31000: 2009 Risk management - Principles and guidelines

Appendix 1



RISK ASSESSMENT TEAM

Location	
Description of Activity:	
Risk Assessment No.:	

Names Of Members of Risk Assessment Team	
1.	
2.	
3.	
4.	
5.	

Date:-	
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Appendix 2



WHS Workplace Inspection Checklist

Project/Area/Event		Date.... /.... /....		
	Item	YES	NO	N/A
1	Fire			
	- Extinguishers are in place			
	- Are clearly marked			
	- Have been serviced in the past 6 months			
	- Area around extinguisher is clear for a 1 meter radius			
	- Fire exit signs are in working order			
	- Exit doors are not blocked			
	- Exit doors can easily be opened			
	- Fire alarm is in working order			
	- Emergency plan is displayed			
	- Emergency drill carried out within the last 6 months			
2	Electrical			
	- No broken plugs, sockets or switches			
	- No frayed or damaged leads			
	- Portable power tools in good condition			
	- No temporary leads on the floor			
	- Testing and tagging of electrical items has been attended within the last 12 months			
3	General Lighting			
	- There is adequate illumination in working areas			
	- There is good natural lighting			
	- There is no direct or reflected glare			
	- Light fittings are in good working condition and are clean			
	- Emergency lighting is operations			
4	Walkways			
	- No oil or grease			
	- Walkways are clearly marked			
	- Walkways are clear of obstructions			
	- There is unobstructed vision at intersections			
	- Stairs not blocked and are in good conditions			
5	Rubbish			
	- Bins are located at suitable points			
	- Bins are not overflowing			
	- Bins are emptied regularly			
6	Work Benches			
	- Clear of rubbish			
	- Tools are stored properly			
	- Adequate work heights			
	- No sharp edges			
7	Storage			
	- Materials stored in racks in a safe manner			
	- Pallets are in good condition (no broken wood)			
	- Floor around racking is clear of rubbish or obstacles			
	- Racking is in good condition, no damaged uprights, beams etc.			

Project/Area/Event		Date.... /.... /....		
8	Chemicals			

	- SDS for all chemicals			
	- SDS register is available and up to date			
	- Containers are clearly and accurately labelled			
	- All chemicals are stored in accordance with the SDS			
9	First Aid			
	- First aid kits and contents clean, orderly and stocked as per schedule			
	- Easy access to first aid kits			
	- All employees are aware of location of first aid kits			
	- At least one worker on site with current Senior First Aid Certificate			
10	Floors			
	- Even surface with no large cracks, holes or trip hazards			
	- Floors are not obstructed			
	- Floors are free from grease, oil etc.			
11	Office			
	- No exposed leads			
	- Air conditioning working adequately			
	- Filing cabinets are stable and in good repair			
	- Workers chairs at correct height (knees at right angles, feet flat)			
	- Workers monitors correct distance (arms length away when seated)			
	- Workers mouse located beside keyboard (allows relaxed arms and wrists)			
12	Machines			
	- Power equipment maintenance carried out			
	- Power equipment clean			
	- All guarding in place and interlocks working			
13	Display Material			
	- WHS policy statement signed by EO and displayed on notice boards			
	- "No smoking signs" are displayed			
	- "Report that Hazard" poster displayed			
	- "Manual Handling" poster is displayed			
	- "Staff only" or "Restricted area" signs are displayed in relevant areas			
	- Safety notice board is available and up to date			
13	WHS Information			
	- WHS manual available to workers			
	- Incident report form available			
	- Hazard report forms available			
	- Emergency evacuation plan displayed			
	- Training records up to date			
Additional comments or actions required:-				
Signed:		Date: /... /...		Copies sent to:

Appendix 3



Assessment and Control of WHS Risks							REF No.							
Site:					Location:					Date:				
Risk assessment undertaken by:														
Name:					Job Title:					Signature				
1 Hazard/ Item No	2 Description of specific hazard/task/ activity	3 Potential effects of the hazard (what can hap- pen)	4 Causes (What can cause it/how can it happen)	5 Existing Controls	6 Risk Rating			7 Proposed Controls	8 Risk Rating with Proposed Controls			9 By whom and when	10 Actions Completed	
					Likelihood	Consequences	Risk Level		Likelihood	Consequences	Residual Risk			

Appendix 4



HAZARDOUS SUBSTANCES RISK ASSESSMENT CONTROLS

SUBSTANCE DETAILS PROPOSED CONTROL METHODS		
Substance Name:		Storage Restrictions (quantities/locations):
Primary Usage/Purpose:		
Assessment Results		
Risk Score:		Usage Precautions (environment/PE):
Primary Exposure Routes:		
Likely Health Effects:		
ASSESSOR DETAILS		CONTROL METHOD IMPLEMENTATION
Name:		Expected Completion Date:
Signature:		If date exceeded, give reason:
Name:		
Signature:		
Name:		
Signature:		Actual Completion Date:



RISK CONTROL ACTION PLAN

Workplace:..... Plan/Ref No:

Date: ____ / ____ / ____

Compiled by: _____

Consequence

Likelihood	Consequence				
	Negligible	Minor	Moderate	Major	Severe
Almost certain	Low	Medium	High	Very High	Very High
Likely	Low	Medium	High	High	Very High
Possible	Low	Medium	Medium	High	High
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Estimated Risk Grading	Hazard Identified	Person Responsible	Date Planned for Action	Date Action Completed	New Risk Rating
Very High					
High					
Medium					
Low					
Are all hazards identified and remedial action complete?		Date Completed	Signature for final sign off when all action complete:		
Yes/No		.../.../....			

RISK CONTROL ACTION PLAN Continued: (For actions requiring a formal action plan)

WORKPLACE/LOCATION:				Page: of			
Item: Current Risk Rating Action Plan/ Reference No:							
Hazard Identified							
Summary – Recommended response and impact:							
<u>Action Plan</u>							
1. Proposed Action:							
2. Resource Requirements:							
3. Responsibilities:							
4. Timing:							
5. Reporting and monitoring required:							
Revised risk rating achieved post action		Revised Consequence		Revised Likelihood		New Risk Rating	
=		=		=		=	
Compiler: Date: / / Reviewer: Date: / /							

WORKPLACE/LOCATION: (if different to above)							
Item: Current Risk Rating Action Plan/ Reference No:							
Hazard identified:							
Summary – Recommended response and impact:							
<u>Action Plan</u>							
1. Proposed Action:							
2. Resource Requirements:							
3. Responsibilities:							
4. Timing:							
5. Reporting and monitoring required:							
Revised risk rating achieved post action		Revised Consequence		Revised Likelihood		New Risk Rating	
=		=		=		=	
Compiler: Date: / / Reviewer: Date: / /							



Work Health and Safety Risk Register

Risk Assessment No.		R.A.T. Names		Date Assessed	.../.../....
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Location	Job / Task	Hazard(s)	Risk Control Measures	Consequence Rating

Instructions for completing the WHS Risk Register

Field	Description
Location	Please provide the location in which the hazardous job / task is performed.
Job / task	Please provide a description of the hazardous job / task.
Hazard	<p>Hazard is the potential for harm, or adverse effect on an employee's health. Anything which may cause injury or ill health to anyone at or near a workplace is a hazard.</p> <p>Please identify the hazards associated with the job / task. Where multiple hazards exist for the same job / task, please list them in the one cell.</p>
Risk Control Measures	<p>The primary aim of risk control is to eliminate the risk and the best way of achieving this is to remove the hazard. If this is not possible the risk must be reduced by using one or more of other control options including:</p> <ul style="list-style-type: none"> • replacing a hazardous substance or process with a less hazardous one • restricting access to plant and equipment or in the case of substances locking them away under strict controls • redesigning a process or piece of equipment to make it less hazardous or isolating the hazard from the person at risk • adopting standard operating procedures (e.g. following handling procedures) or safe work practices or providing appropriate training, instruction or information • using personal protective equipment e.g. gloves, glasses, earmuffs, aprons, safety footwear, dust masks <p>Please identify the risk control measures that are currently in place <u>and</u> working effectively.</p>
Consequence rating	<p>Please rate the consequence of the hazards associated with the job / task from the following list of possible consequences that could eventuate from the hazards:</p> <ul style="list-style-type: none"> • Severe - Death or multiple life threatening injuries • Major - Life threatening injury or multiple serious injuries causing hospitalisation • Moderate - Serious injury causing hospitalisation • Minor - Minor injury requiring medical treatment and / or lost time from the workplace • Negligible - Ailments requiring first aid treatment - minor cuts, bruises, bumps

Procedure Approved (Board Chair)		Date...../...../2016
Signature		
Date for review...../...../.....	Responsibility	
To be reviews every 3 years		