

Coffs Harbour Regional Landcare (CHRL) Risk Management Policy

Introduction

Risk management is the key process in ensuring a safe and healthy workplace. In health and safety terms, risk management is the process of identifying situations which have the potential to cause harm to people or property. Once hazards in the workplace have been identified and the risks assessed, priorities can be set to determine what action is to be taken to eliminate or control the risk of injury and illness to workers.

The Organisation has a duty to undertake risk management activities to ensure the health and safety of its workers, visitors and others in the workplace. The Organisation will ensure, so far as is reasonably practicable, that the workplace is free from hazards that could cause injury or illness to workers or damage to plant and equipment.

The control of a risk takes a variety of forms depending on the nature of the hazard and must be based on the hierarchy of control measures emphasising the elimination of the hazard at its source.

As an underpinning principle of safe systems of work, all policies, procedures and supporting documents developed and implemented by the Organisation will be implemented and reviewed in accordance with this policy.

CHRL Responsibilities

The Organisation will:

- identify hazards by conducting regular workplace inspections, reviewing hazard reports and reviewing injury or illness records
- assess the risk related to the hazard in terms of its potential to do harm (i.e. likelihood and consequence)
- identify and implement control measures to eliminate or minimise/reduce the risks monitor, maintain, review and as necessary revise the effectiveness of the control measures.

Where necessary, the Organisation will implement a safe work procedure to ensure the risk of the hazard causing harm is controlled.

The Risk Management Process

The risk management process consists of four well-defined steps.

Step 1: Identifying - Identifying the problem that could cause harm, this is known as hazard identification.

Step 2: Assessing - Determining how serious a problem it is, based on the likelihood of an incident occurring and the consequence and potential severity, this is known as risk assessment.

Step 3: Controlling - Deciding what needs to be done to solve the problem, this is known as risk elimination or control.

Step 4: Monitoring and reviewing - This involves reviewing the actions taken to determine the effectiveness of the implemented control measures.

Hazard Identification

Hazard identification aims to determine what hazards exist (or could foreseeably exist), so that control measures can be implemented to address the hazard before it causes any harm.

Hazard identification activities will include:

- conducting workplace inspections to identify hazards
- regularly observing work area and discussions with workers identifying and assessing hazards on an ongoing basis
- assessing products and services prior to purchasing to identify potential risks
- undertaking incident and injury investigations and reviewing past incident and accidents data
- talking to workers performing the task to find out what they consider as safety issues reviewing any information already available, for example safety data sheets,
- manufacturer's specifications and instructions and safe work procedure to see what hazards have already been identified and how these are controlled
- thinking creatively about what could happen if something went wrong.

Identified hazards will be recorded on a [Hazard and Incident Report Form](#) or electronically on BrightSafe, which will be used in conjunction with the monitoring and review of identified hazards and implemented controls.

Risk Assessment

Once a hazard has been identified and recorded, the Organisation, in consultation with workers, will conduct a risk assessment using the [Risk Assessment Form](#) or on BrightSafe to determine how likely it is that someone may be harmed by the hazard and how serious the injury or illness could be.

The risk assessment will provide the Organisation knowledge to make informed decisions about controlling risks in the workplace. In doing so, the Organisation will consider:

- the effectiveness of existing control measures in controlling all types of harm how work is actually undertaken
- situations that may occur infrequently or would be considered abnormal any harm that may be caused during maintenance and cleaning
- any harm that may be caused during breakdowns of plant or equipment or failures of health and safety control measures.

To estimate the severity or degree of harm that could result from each hazard the Organisation will consider all factors that may impact upon the severity of the injury or illness, such as:

- the type of harm that may be caused
- the factors that may influence the severity of harm that occurs

- the number of persons exposed to the hazard or activities undertaken by the Organisation that may cause harm
- potential emergency situations that may occur.

If a hazard is obvious and the risk of injury or illness is high, action will be taken immediately to control the risk, even if only as an interim measure. Where a control is implemented as an interim measure, a thorough risk assessment will be conducted to decide on more permanent control measures.

When assessing the risk of injury or illness the following information regarding the hazard will be reviewed where relevant:

- any hazard information supplied with a product or substance, such as safety data sheets
- workers experience with similar hazards or from incident/injury data
- guidance materials available from government health and safety bodies/regulators in relation to particular hazards, processes or work tasks
- industry codes of practice
- relevant Australian Standards
- the working environment, including the layout and condition of the premises and equipment and the materials used in the workplace
- the capability, skill, experience and age of people ordinarily undertaking the work the training, supervision and work procedures being used
- any reasonably foreseeable changes in the working conditions and environment.

Once the above information has been considered, an initial risk ranking can be applied to the hazard and recorded to enable the Organisation to set priorities for control measures. The likelihood that a hazard will cause harm, and the potential consequence or severity of the harm will influence decisions about the control measures required.

As such, the risk ranking matrix will be used to help provide a priority list for control actions. The Organisation will rate the likelihood of a hazard causing harm as one of the following:

- almost certain – expected to occur in most circumstances
- likely – has occurred before and will probably occur in most circumstances possible – might occur occasionally and could happen
- unlikely – could possibly happen at some time
- rare – is practically impossible but may happen in exceptional circumstances.

The Organisation will rate the seriousness/consequence of the injury or illness that the hazard can cause as one of the following:

- severe – extensive damage to property or fatality
- major – major damage to property or hospitalisation with potential to result in permanent impairment
- moderate – moderate damage to property or multiple injuries and person unable to resume normal duties in the short-medium term
- minor – minor damage to property or first aid treatment or precautionary medical attention only and person likely to immediately resume normal duties

- marginal – no injury or minor first aid treatment only or consequences that can be dealt with by routine operations.

In consultation with the relevant workers, the Organisation will confirm the risk rating and the control measures to be implemented, and actions will be recorded using the [Risk Assessment Form](#) or on BrightSafe.

Hazard elimination or risk control

Once the hazards in the workplace have been identified and assessed, priorities will be set determining what action is to be taken to eliminate or control the hazard. Control of risk takes a variety of forms depending on the nature of the hazard and will be based on the hierarchy of control measures emphasising the elimination of the hazard at its source, or if this is not reasonably practicable, then minimising or reducing the risks to the worker or other. The hierarchy of control measures will be applied when determining control measures for each identified hazard in the workplace.

Where a hazard is identified, the Organisation will use the below hierarchy to determine the most effective and appropriate control measure:

- Level 1 controls provide the highest level of health and safety protection and are the most reliable in preventing harm. They involve eliminating the hazard from the workplace, for example, removing trip hazards on the floor
- Level 2 controls provide a medium level of health and safety protection and will only be used if a Level 1 control is not reasonably practicable. Level 2 controls may involve:
 - substituting (either wholly or partly) the hazard from the workplace with something that presents a lesser risk. For example, substituting a non-toxic, organic cleaner for a toxic cleaner
 - isolating the hazard so that no person is exposed to it. For example, blocking access to an area of the workplace deemed hazardous
 - implementing engineering solutions that reduce the risk of the hazard impacting the worker. For example, using a mechanical device to move heavy loads instead of handling it manually
- Level 3 controls provide the lowest level of health and safety protection and will only be used if a Level 1 or Level 2 control is not reasonably practicable. These controls will be used in conjunction with a Level 2 control to minimise or reduce the risk to an acceptable level. This may involve:
 - implementing administrative controls to reduce the exposure of workers to the remaining risk. For example, training everyone to work safely, writing a safe procedure, rotating the work or managing the time workers are exposed to the risk
 - providing PPE in conjunction with other Level 2 and Level 3 controls. For example, gloves when cleaning

Agreed control measures should not introduce any new hazards or risks to the workplace. The implemented controls are recorded on the Risk Assessment Form or electronically on BrightSafe. Periodic review of control measures must be undertaken to determine their effectiveness.

Any risks which have not been eliminated and/or still require a control measure, should be updated on a Risk Register, which will be used to assist in the monitoring and review process.

Management of the Organisation will ensure that controls are being appropriately and consistently applied throughout the workplace.

Monitor and review

The risk management process requires regular monitoring and review to ensure that the actions taken are effective and the control measures implemented are appropriate. The review may include reviewing related policies, procedures, risk assessments and control measures and will be undertaken whenever:

- the control measure is not effective in controlling the risk
- 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, for example a new process or procedure
- a new hazard or risk is identified
- the results of consultation indicate that a review is necessary a review has been requested
- there is an incident in a related area of work

Worker Responsibilities

The overall success of our risk management program is very much dependent upon the active participation of workers who will be given the opportunity to express their views and contribute in a timely manner to the resolution of health and safety issues that affect them.

These views will be valued and taken into consideration by those making decisions. To this end, in addition to their overall health and safety responsibilities, workers are responsible for:

- identifying any hazards that could present a risk to the health and safety of themselves, their colleagues or others and where it is safe to do so, immediately take steps to prevent the hazard from posing a health or safety risk
- reporting any hazards to management that they may identify
- actively participating in the risk management program, including workplace inspections, risk assessments and the development and review of controls and procedures designed
- to eliminate or minimise work related risks
- actively participating in the defined consultation and issue resolution forums to help to continuously improve our management and control of workplace risks.

Adopted by CHRL Executive

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