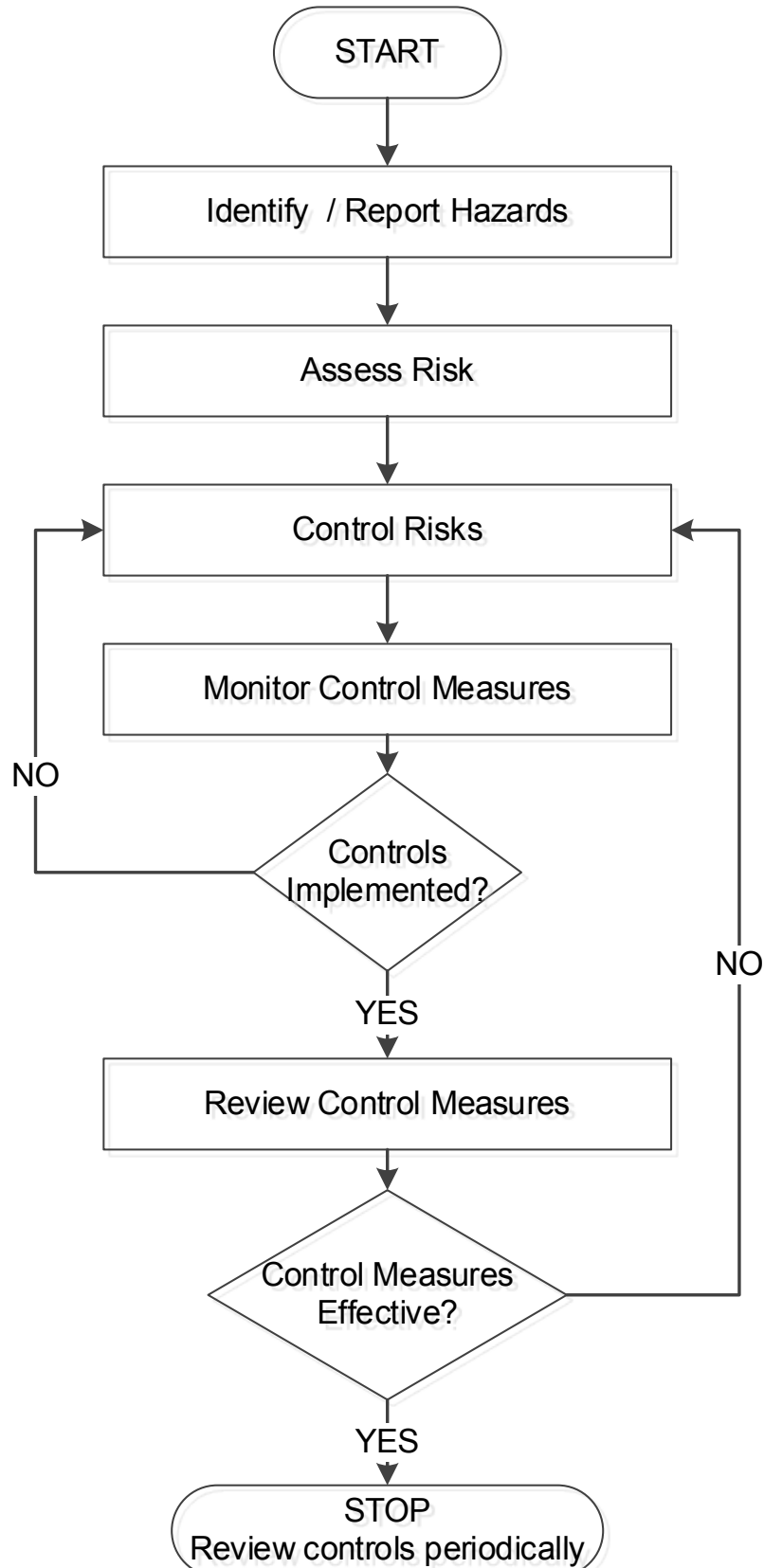


RISK MANAGEMENT

1.0 SUMMARY / FLOWCHART



2.0 RESPONSIBILITIES

Organisational Level	Health and Safety Responsibilities
<p>Level 1 (<i>General Manager, Group Directors</i>)</p>	<p>Provide adequate financial, human and physical resources to ensure that SCC’s risk management methodology is implemented and that all workers are trained in the application and use of this methodology.</p>
	<p>Provide sufficient human, physical and financial resources to ensure that SCC identifies and complies with, as far as is reasonably practicable, relevant health and safety risk management related legislation, Codes of Practice, Australian Standards, Guidelines and Agreements.</p>
	<p>Provide resources to ensure that risk minimisation strategies are implemented.</p>
	<p>Provide leadership to SCC’s workers by co-operating with and participating in risk management activities.</p>
	<p>Provide the necessary resources to ensure hazards are identified, risks assessed and appropriate risk control measures determined and implemented.</p>
<p>Level 2 (<i>Section Manager, Unit Manager / Unit Co-ordinator, Project Manager</i>)</p>	<p>Ensure that SCC’s risk management methodology is implemented within all areas of control and that the implementation is effective.</p>
	<p>Provide leadership to SCC’s workers by co-operating with and participating in risk management activities.</p>
	<p>Monitor the progress of risk management plans and report progress to Management.</p>
	<p>Review effectiveness of risk controls with WHS Risk Unit workers and those who reported the hazard.</p>
	<p>Engage SCC’s WHS Risk Unit workers to assist in the assessment of risk and development of control measures.</p>
<p>Level 3 (<i>Coordinator within a Unit, Team Leader, Supervisor, Ganger or Leading Hand or Operator</i>)</p>	<p>Conduct risk assessments, considering the requirements of legislation, Codes of Practice, Australian Standards, Guidelines, Agreements or other applicable requirements.</p>
	<p>Conduct risk assessments considering emergency situations.</p>
	<p>Conduct risk assessments in consultation with those who may be affected by the hazard.</p>
	<p>Identify control measures in accordance with the hierarchy of controls.</p>

	Identify corrective actions to control hazards and establish timeframes for implementation of hazard controls.
	Communicate outcomes of risk control activities workers affected by the hazard.
Level 4 (<i>Team Member, Operator Attendant, Trainee, Apprentice</i>)	Identify and report hazards in the workplace.
	Participate in risk assessments and the determination of risk control measures.
Level 5 (<i>Volunteer, Contractor, Other</i>)	Maintain the currency of any required “high risk work” licences and certifications.
	Identify and report hazards in the workplace.
	Participate in risk assessments and the determination of risk control measures.
WHS Risk Unit Manager	Establish and maintain SCC’s WHS Risk Registers.
	Ensure necessary resources are provided to maintain risk management processes and corrective action systems.
	Engage subject matter experts to assist in risk assessment and risk management.
	Inform and advise senior management and others of risk issues and preventative strategies.

3.0 PURPOSE & SCOPE

3.1 PURPOSE

- 3.1.1 The Risk Management Procedure documents the processes implemented within Shoalhaven City Council (SCC) for the identification of any foreseeable hazard that has the potential to cause harm to Workers and other persons legally at a SCC managed or controlled workplace.
- 3.1.2 This procedure defines the processes for the assessment of risks associated with or arising from the identified hazards, and the control of these risks to a level “as low as reasonably practicable”.
- 3.1.3 This procedure defines the processes implemented for the monitoring and review of risk control measures to ensure their effectiveness.
- 3.1.4 This procedure documents SCC’s Risk Management, Management of Change and Off-Site Work Procedure.

3.2 SCOPE

- 3.2.1 This document outlines the requirements for the management of workplace health and safety (WHS) risks to as low as reasonably

practicable with the aim of preventing incident and injury in the workplace.

4.0 PROCEDURE

4.1 RISK MANAGEMENT PROCEDURE

4.1.1 SCC will implement a Health and Safety Risk Management Procedure at each workplace that fulfils the following requirements:

Work Health and Safety Risk Management Procedure	
Procedure guiding the procedure	P10 Risk Management Procedure is the primary guiding procedure. Other procedures and forms that guide SCC’s health and safety risk management activities are displayed in SCC’s WHS Management System.
Compliance Requirements	Work Health and Safety Act 2011 Sections 17 – 26 Work Health and Safety Regulation 2017 Chapters 3 – 8 How to manage work health and safety risks – Code of practice 2011 Managing the work environment and facilities – Code of practice 2011 National Self-Insurer OHS Audit Tool 2014 Sub-elements 3.9 – 3.10
Resource Providers	The Human Resources, Governance & Customer Service Manager is responsible for resourcing the WHS Risk Unit to manage the SCC’s Work Health and Safety Risk Management Procedure. Section Managers are responsible for the implementation of the Work Health and Safety Risk Management Procedure.
Physical Resources	Physical resources provided include: <ul style="list-style-type: none"> • Engineering risk control measures including machine guarding and mechanical lifting aids as determined by risk assessments • Personal Protective Equipment as determined by risk assessments.
Human Resources	General Manager, Group Directors, Section Managers, Unit Managers, Co-ordinators and Supervisors required to implement SCC’s Work Health and Safety Risk Management Procedure in their respective areas of control. WHS Risk Unit personnel that manage SCC’s Work Health and Safety Risk Management Procedure.
Competency Requirements	WHS Risk Unit personnel managing the SCC’s Work Health and Safety Risk Management Procedure will have, as a minimum qualification, a Certificate IV in OHS / WHS or equivalent.

Responsibilities	<p>General Manager, Group Directors, Section Managers, Unit Managers, Co-ordinators and Supervisors are responsible for implementing SCC’s Work Health and Safety Risk Management Procedure in their respective areas of control.</p> <p>All Workers are allocated Work Health and Safety Risk Management Procedure responsibilities within the Authorities, Responsibilities, and Accountabilities (ARA) Matrix.</p>
Timetable	<p>Risk control measures are verified at each fixed workplace during Workplace Inspections.</p> <p>The WHS Inspection and Test Register schedules many risk management activities at suitable frequencies in accordance with legal and other requirements.</p>
Reporting and Review	<p>The WHS Risk Unit will arrange internal and external WHS management system and compliance audits to review risk management arrangements in accordance with the Safety Audit Procedure and Audit Schedule.</p>

4.2 IDENTIFY / REPORT HAZARDS

- 4.2.1 This is the most important step in the risk management process. A hazard which is not identified cannot be controlled. Accordingly, it is crucial that this step is as comprehensive as possible. Ideally, hazard identification will be conducted in close consultation with the people performing the activity.
- 4.2.2 SCC has developed this risk management procedure to provide a systematic process to ensure hazards are identified in the workplace and that procedures are in place and are used to identify, assess and control risk.
- 4.2.3 Methods or processes which SCC utilises to identify hazards in the workplace include:
 - 4.2.3.1 Hazard and incident reporting
 - 4.2.3.2 Workplace inspections
 - 4.2.3.3 Inspection and testing
 - 4.2.3.4 Design stage of products, buildings or process (including modification).
- 4.2.4 Other methods of hazard identification include, but are not limited to, the following:
 - 4.2.4.1 Legislation, codes of practice or Australian Standards
 - 4.2.4.2 Workplace surveys
 - 4.2.4.3 Incident analysis
 - 4.2.4.4 Personal observations or complaints
 - 4.2.4.5 Planning or design (including modification) of products, buildings or processes

- 4.2.4.6 Health & safety committee items or discussions
 - 4.2.4.7 Review of documents, reports and risk register
 - 4.2.4.8 Warning labels or signs (including laboratory entry or HAZCHEM placards)
 - 4.2.4.9 Safety data sheets (SDS)
 - 4.2.4.10 Manufacturer’s manuals or instructions
 - 4.2.4.11 Technical journals
 - 4.2.4.12 Consultant’s reports.
- 4.2.5 The following are risk management processes and tools which Managers and Workers will use for identifying hazards under SCC’s Work Health and Safety Risk Management Procedure:

Tools / Process	SCC WHS Management System References
Legal Requirements	<ul style="list-style-type: none"> • P03 Safety Legal Requirements
Task Analysis Process	<ul style="list-style-type: none"> • P10 Risk Management • Safe Work Instructions
Hazardous Chemicals	<ul style="list-style-type: none"> • P05 Procurement of Goods • P06 Contractor and Volunteer Management • P10 Risk Management • P11 Hazardous Chemicals • SWMS • Training and Competency Records
Inspection Process	<ul style="list-style-type: none"> • P20 Inspection, Testing and Monitoring
Plant Maintenance Process	<ul style="list-style-type: none"> • P06 Contractor and Volunteer Management • P10 Risk Management • P12 Managing Plant • Plant records and maintenance schedule • P20 Inspection, Testing, Monitoring and Health Surveillance
Working at Heights	<ul style="list-style-type: none"> • P06 Contractor and Volunteer Management • P10 Risk Management • P13 Working at Height • P20 Inspection, Testing and Monitoring
Noise	<ul style="list-style-type: none"> • P05 Procurement of Goods • P10 Risk Management • P12 Managing Plant • P14 Noise Management • P20 Inspection, Testing and Monitoring • Noise monitoring records

	<ul style="list-style-type: none"> • Audiometric testing records
Materials and Manual Handling	<ul style="list-style-type: none"> • P06 Contractor and Volunteer Management • P10 Risk Management • P15 Materials and Manual Handling • Training and Competency Records
Confined Spaces	<ul style="list-style-type: none"> • P06 Contractor and Volunteer Management • P10 Risk Management • P16 Confined Spaces • Training and Competency Records
Construction and Demolition	<ul style="list-style-type: none"> • P06 Contractor and Volunteer Management • P10 Risk Management • SWMS • P17 Construction and Demolition • Training and Competency Records • P25 Hot Work
Electricity	<ul style="list-style-type: none"> • P28 Energy Isolation Procedure • P05 Procurement of Goods • P06 Contractor and Volunteer Management • P10 Risk Management • P18 Electrical Safety • P20 Inspection, Testing and Monitoring • Electrical equipment testing records
Asbestos	<ul style="list-style-type: none"> • P06 Contractor and Volunteer Management • P10 Risk Management • P17 Construction and Demolition • P19 Asbestos Management • Training and Competency Records
Emergencies	<ul style="list-style-type: none"> • P10 Risk Management • P23 Emergency Preparedness and First Aid • Emergency Plans • Evacuation Drill Records • P20 Inspection, Testing and Monitoring • Emergency equipment inspection records • Training and competency records

4.3 REPORT HAZARD

- 4.3.1 Information regarding the process of reporting a hazard using SCC’s online hazard and incident reporting system is outlined in the Hazard/Incident Report Form.
- 4.3.2 Identified WHS hazards are to be assessed, controlled and reported via the following process:
- 4.3.2.1 If there is an immediate risk of injury or illness, appropriate steps will be taken to ensure the safety of nearby persons
- 4.3.2.2 The appropriate supervisor of the area, equipment or activity is to be notified including information on the hazard, estimated risk and control measures which have been implemented
- 4.3.2.3 Any further actions to prevent illness or injury are to be determined by the supervisor in consultation with employees and implemented accordingly to reduce the level of risk to an acceptable level
- 4.3.2.4 A hazard/incident report form is to be completed by the person who identified the hazard outlining the steps undertaken, proposed corrective actions and submitted to the appropriate supervisor(s).
- 4.3.3 Workplace Safety Inspections -
Workplace safety inspections are a systematic process of visually inspecting the workplace to identify hazards which require control measures to reduce the risk of injury and incident. The frequency of workplace safety inspections is to be determined according to the degree of risk.
- 4.3.4 Inspection and Testing -
P12 Managing Plant outlines the requirements for the implementation of SCC’s inspection and testing procedure for all applicable plant, equipment and facilities.
- 4.3.5 Public Safety Hazards -
SCC will identify all public safety hazards that are associated with activities, processes, products that SCC has control over. Hazards to the general public can be identified through a number of methods including:
- 4.3.5.1 Completion and review of hazard and incident reports or risk assessments.
- 4.3.5.2 Review of implemented emergency procedures such as fire evacuations.
- 4.3.6 Design Stage - Hazards can be identified and ‘designed-out’ in the design phase of buildings, plant/equipment or process. It is important that when designing new buildings, products or process that competent persons are involved to assist with the identification

and verification of specified WHS requirements. Further information is available in P07 Design Control procedure.

4.4 ASSESSING RISK

4.4.1 The Risk Ranking Chart is used for assessing WHS risk at SCC. When assessing the risk of a hazard consideration is to be given to:

4.4.1.1 The effectiveness of existing control measures

4.4.1.2 How the work is actually completed and not just written procedures or manuals

4.4.1.3 Infrequent or irregular situations which have the potential to occur.

4.4.2 High Risk Activities Assessment Tools

4.4.2.1 In some instances other risk assessment tools are required to help assess the risk. This includes:

a) P11.F01 Hazardous Chemical – Risk Assessment Checklist

b) P13.F01 Working at Height – Risk Assessment Checklist

c) P16.F01 Confined Spaces – Permit to Work

d) P18.F01 Working Near Overhead Power Lines – Risk Assessment Checklist

e) P19.F01 Asbestos Management – Risk Assessment Checklist

f) P25.F01 Hot Work – Risk Assessment Checklist

4.5 RISK EVALUATION

4.5.1 Risk evaluation involves comparing the level of risk found during the analysis process. Based on the outcomes of the risk analysis, priorities for controlling the risks can then be identified.

4.6 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.

4.7 OFF-SITE WORK PROCEDURE

4.7.1 SCC will implement an Off-Site Work Procedure at each workplace that fulfils the following requirements:

Off-Site Work Procedure	
Procedure guiding the procedure	P10 Risk Management is the primary guiding procedure. Other procedures and forms that are applicable to SCC’s Off-Site Work Procedure activities are documented in SCC’s WHS Management System.
Compliance Requirements	Work Health and Safety Act 2011 Sections 17 – 26 Work Health and Safety Regulation 2017 Chapters 3 – 8 How to manage work health and safety risks – Code of practice 2011 Managing the work environment and facilities – Code of practice 2011 How to manage and control asbestos in the workplace – Code of practice 2011 First aid in the workplace – Code of practice 2015 AS 3745: 2010 Planning for emergencies in facilities National Self-Insurer OHS Audit Tool 2014 Criterion 3.10.23
Resource Providers	The Human Resources, Governance & Customer Service Manager is responsible for resourcing the WHS Risk Unit to develop, establish and maintain SCC’s WHS Management System, including the Off-Site Work Procedure. Section Managers are responsible for the implementation of the Off-Site Work Procedure.
Physical Resources	Physical resources to be provided are determined by Risk Assessments of the workplace/s at which SCC’s workers undertake work.
Human Resources	General Manager, Group Directors, Section Managers, Unit Managers, Co-ordinators and Supervisors are required to implement SCC’s Off-Site Work Procedure in their respective areas of control. WHS Risk Unit personnel that develop, establish and maintain SCC’s WHS Management System.
Competency Requirements	WHS Risk Unit personnel managing the SCC’s Work Health and Safety Risk Management Procedure will have, as a minimum qualification, a Certificate IV in OHS / WHS or equivalent.
Responsibilities	General Manager, Group Directors, Section Managers, Unit Managers, Co-ordinators and Supervisors are responsible for implementing SCC’s Off-Site Work Procedure in their respective areas of control. All relevant workers are allocated Off-Site Work Procedure responsibilities within the Authorities, Responsibilities, and Accountabilities (ARA) Matrix.
Timetable	The hazards and risks arising from the requirement for SCC workers to undertake work in a workplace under the management or control of another PCBU. The hazards and risks associated

	with the work and the characteristics of the workplace will be documented using the risk management tools provided within the WHS Management System. Risks identified will be eliminated or controlled, as far as reasonably practicable, in consultation and co-operation with the other PCBU prior to the work commencing.
Reporting and Review	The WHS Risk Unit will arrange internal and external WHS management system and compliance audits to review risk management arrangements in accordance with P22 Safety Audit Procedure.

4.8 MONITOR AND REVIEW

- 4.8.1 Risk management is an ongoing process of review and improvement to ensure that new hazards, as well as any not identified in the original exercise, are identified and controlled to minimise risk to as low as reasonably practicable.
- 4.8.2 A risk assessment will be reviewed, and any measures adopted to control the risk, whenever:
 - 4.8.2.1 There is evidence that the risk assessment is no longer valid, or
 - 4.8.2.2 Injury or illness results from exposure to a hazard to which the risk assessment relates, or
 - 4.8.2.3 A significant change is proposed in the place of work or in work practices or procedures to which the risk assessment relates.
- 4.8.3 The monitoring and review process involves:
 - 4.8.3.1 Systematically evaluating existing risk control measures to assess their effectiveness
 - 4.8.3.2 Identifying new hazards which may have arisen from new control measures
 - 4.8.3.3 Formulating additional risk control measures.

4.9 RISK REGISTER

- 4.9.1 The data collected from identifying, assessing and controlling risks is to be recorded in the Incident / hazard recording system this acts as SCC's WHS risk register as this includes information regarding hazard and incident reports, risk assessments and safe work procedures. The risk register can be used to profile the risks recorded by location, hazard type and level of risk.

4.10 MANAGEMENT OF CHANGE PROCEDURE

- 4.10.1 Where there is change in the workplace which affects the health and safety of employees or visitors the risk assessment process is

- required to be implemented to identify the hazards, assess their risk and either eliminate or control the risk associated with the hazards.
- 4.10.2 Examples of change in the workplace where health and safety may be adversely affected include the following:
- 4.10.2.1 Changes to systems of work (either temporary or permanent)
 - 4.10.2.2 Movement of personnel to new or different tasks
 - 4.10.2.3 Training for new or modified processes and equipment
 - 4.10.2.4 Introduction of new or different materials and equipment
 - 4.10.2.5 Increased use of contractors during an installation or overhaul
 - 4.10.2.6 Preparing revised documents, work procedures, work instructions
 - 4.10.2.7 Business continuity provisions, e.g. following a fire or a critical event.
- 4.10.3 Any hazards or corrective actions required to maintain adequate levels of health and safety identified as a result of change in the workplace or corrective actions required to maintain adequate levels of health and safety are to be recorded in the risk assessment, hazard and incident note or other relevant document. The implementation of corrective actions will be reviewed to ensure effectiveness.
- 4.10.4 Change in the workplace which effects health and safety is to be communicated to and consulted with those directly involved or alternatively via the WHS Consultation arrangements e.g. WHS Committees.

Health And Safety Change Management Procedure	
Procedure guiding the procedure	P10 Risk Management Procedure is the primary guiding procedure. Other procedures and forms that guide SCC's health and safety risk management activities are displayed in SCC's WHS Safety System.
Compliance Requirements	<p>Work Health and Safety Act 2011 Sections 17 – 26</p> <p>Work Health and Safety Regulation 2017 Chapters 3 – 8</p> <p>How to manage work health and safety risks – Code of practice 2011</p> <p>Managing the work environment and facilities – Code of practice 2011</p> <p>Managing the risks of plant in the workplace – Code of practice 2014</p> <p>Managing risks of hazardous chemicals in the workplace – Code of practice 2014</p> <p>Confined Spaces – Code of practice 2011</p> <p>How to manage and control asbestos in the workplace – Code of</p>

	<p>practice 2011</p> <p>First Aid in the workplace – Code of practice 2014</p> <p>AS 3745: 2010 Planning for emergencies in facilities</p> <p>National Self-Insurer OHS Audit Tool 2014 Sub-elements 3.9.8</p>
Resource Providers	<p>The Human Resources, Governance & Customer Service Manager is responsible for resourcing the WHS Risk Unit to manage the SCC’s Work Health and Safety Change Management Procedure.</p> <p>Section Managers are responsible for the implementation of the Work Health and Safety Change Management Procedure.</p>
Physical Resources	<p>Physical resources to be provided are determined by Risk Assessments of the proposed changes using Risk Assessment Template or WHS Pre - Purchase Checklist, Plant & Equipment Risk Assessments.</p>
Human Resources	<p>General Manager, Group Directors, Section Managers, Unit Managers, Co-ordinators and Supervisors required to implement SCC’s Work Health and Safety Change Management Procedure in their respective areas of control.</p> <p>WHS Risk Unit personnel that manage SCC’s Work Health and Safety Change Management Procedure.</p>
Competency Requirements	<p>WHS Risk Unit personnel managing the SCC’s Work Health and Safety Risk Management Procedure will have, as a minimum qualification, a Certificate IV in OHS / WHS or equivalent.</p>
Responsibilities	<p>General Manager, Group Directors, Section Managers, Unit Managers, Co-ordinators and Supervisors are responsible for implementing SCC’s Work Health and Safety Change Management Procedure in their respective areas of control.</p> <p>All Workers are allocated Work Health and Safety Change Management Procedure responsibilities within the Authorities, Responsibilities, and Accountabilities (ARA) Matrix.</p>
Timetable	<p>The hazards and risks arising from potential changes will be identified and assessed prior to implementing the change.</p> <p>Risk control arrangements are verified at each fixed workplace planned Workplace Inspections.</p>
Reporting and Review	<p>The WHS Risk Unit will arrange internal and external WHS management system and compliance audits to review risk management arrangements in accordance with Safety Audit Procedure and Audit Schedule.</p>

- 4.10.5 SCC will identify hazards, assess risks and implement risk controls when a significant change is proposed within the organisation or at a site level.
- 4.10.6 Change within a workplace can expose workers and SCC to significant risk which will be managed effectively in order to minimise incidents and injuries.
- 4.10.7 Managers will consult relevant workers or their health and safety members regarding proposed changes to the work environment, processes or practices and purchasing decisions that could affect their health and safety.
- 4.10.8 Managers will arrange for an assessment of the change to be undertaken by a competent person and follow the risk management processes in this procedure.
- 4.10.9 Examples of when Managers will apply risk management processes to proposed workplace changes in accordance with SCC's Health and Safety Change Management Procedure include:
 - 4.10.9.1 Changes to legal and compliance requirements will be managed in accordance with P03 Safety Legal Requirements.
 - 4.10.9.2 Movement of workers to new or different tasks or positions requiring training to be provided in accordance with P09 Safety Training procedure.
 - 4.10.9.3 Variations to consultation arrangements will be managed in accordance with P08 WHS Consultation and Communication.
 - 4.10.9.4 Introduction of new plant, equipment or machinery will be managed in accordance with P12 Managing Plant.
 - 4.10.9.5 Purchase of new goods will be managed in accordance with P05 Procurement of Goods.
 - 4.10.9.6 Changes to hazardous chemicals, including the introduction of new chemicals to sites, will be managed in accordance with P11 Hazardous Chemicals.
 - 4.10.9.7 New or modified designs of work premises, plant and processes will be managed in accordance with P07 Design Control.
 - 4.10.9.8 Increased use of contractors will be managed in accordance with P06 Contractor and Volunteer Management.
 - 4.10.9.9 Changes to work tasks that increase manual handling requirements will be managed in accordance with P15 Manual Handling.
 - 4.10.9.10 Changes to confined spaces will be managed in accordance with P16 Confined Spaces.

- 4.10.9.11 Modifications to work areas that involve asbestos containing materials will be managed in accordance with P19 Asbestos Management.
- 4.10.9.12 Workplace changes that affect site first aid arrangements will be managed in accordance with P23 Emergency Preparedness and First Aid
- 4.10.9.13 Variations to personal protective equipment requirements will be managed in accordance with P05 Procurement of Goods and / or P12 Managing Plant.
- 4.10.9.14 Workplace changes that affect site emergency management arrangements will be managed in accordance with P23 Emergency Preparedness and First Aid.
- 4.10.9.15 Changes to traffic and pedestrian arrangements will be managed in accordance with P25 Materials Handling and / or P12 Managing Plant.
- 4.10.9.16 Variations to machinery or processes that increase exposure to workplace noise will be managed in accordance with P14 Noise Management.
- 4.10.9.17 Changes that may increase health monitoring requirements will be managed in Medical Assessment Procedure.
- 4.10.9.18 Additional pressure on managers and workers to maintain productivity during restructures, staffing level changes, and when modifying and implementing new documents, procedures and processes will be considered when applying P01 Responsibility and Supervision, P04 Document Control and Safety Records, and P02 Reporting, Planning and Review Procedure.

5.0 REFERENCES & ASSOCIATED DOCUMENTS

- 5.1** Work Health and Safety Act 2011
- 5.2** Work Health and Safety Regulation 2017
- 5.3** How to manage work health and safety risks – Code of practice 2011
- 5.4** Managing the work environment and facilities – Code of practice 2011
- 5.5** How to manage and control asbestos in the workplace – Code of practice 2011
- 5.6** First aid in the workplace – Code of practice 2015
- 5.7** AS 3745: 2010 Planning for emergencies in facilities
- 5.8** P10.F01 Assess Risk Control Checklist Template
- 5.9** P10.F02 Site Specific Risk Assessment Checklist

APPENDIX 1 - DEFINITIONS

Act	Work Health and Safety Act 2011
Change	A change in the workplace includes unexpected situations, poorly considered changes to systems of work (either temporary or permanent), movement of workers to new or different tasks, training that lags behind the development of new processes/equipment, introduction of new or different materials and equipment, increased use of contractors during an installation or overhaul, additional pressure on supervisors to maintain outputs and time delays in preparing such things as revised documents, work procedures, or work instructions.
Competent Person	A person who has acquired, through training, qualifications or experience (or a combination of these) the knowledge and skills enabling that person to perform the task required. The relevant knowledge and skills will be defined and documented.
Consequence	Outcome or impact of an event.
Consultation	The sharing of information and the exchange of views between duty holders and the persons that will be consulted and the genuine opportunity for them to contribute effectively to any decision-making process that impacts on health and safety.
Control Measure	Action taken to eliminate or reduce the risk of harm or injury from identified hazards.
Hazard	A source or a situation with a potential for harm in terms of injury or illness, damage to property, damage to the environment, or a combination of these.
Hazard Identification	The process of recognising that a hazard exists and defining its characteristics.
Likelihood	Used as a general description of probability or frequency. NOTE: Can be expressed qualitatively or quantitatively.
Person Conducting a Business or Undertaking (PCBU)	<ul style="list-style-type: none"> • A person conducts a business or undertaking: <ul style="list-style-type: none"> – whether the person conducts the business or undertaking alone or with others, and – whether or not the business or undertaking is conducted for profit or gain • A business or undertaking conducted by a person includes a business or undertaking conducted by a partnership or an unincorporated association. • If a business or undertaking is conducted by a partnership (other than an incorporated partnership), is a reference in the Work Health and Safety Act (WHS) to a person conducting the business or undertaking is to be read as a reference to each partner in the partnership.

	<ul style="list-style-type: none"> • A person does not conduct a business or undertaking to the extent that the person is engaged solely as a worker in, or as an officer of, that business or undertaking. • An elected member of a local authority does not in that capacity conduct a business or undertaking. • The regulations may specify the circumstances in which a person may be taken not to be a person who conducts a business or undertaking for the purposes of the WHS Act or any provision of WHS Act. • A volunteer association does not conduct a business or undertaking for the purposes of this WHS Act. • Volunteer association means a group of volunteers working together for one or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.
Risk	The combination of the frequency, or probability of occurrence, and consequence of a specified hazardous event.
Risk Assessment	The process of identifying hazards, assessing the level of risk, prioritising the order in which hazards will be controlled and determining appropriate control measures.
Risk Management	The culture, processes and structures that are directed towards realising potential opportunities whilst managing adverse effects.
Structure	Anything that is constructed, whether fixed or moveable, temporary or permanent, and includes: <ul style="list-style-type: none"> • Buildings, masts, towers, framework, pipelines, transport infrastructure and underground works (shafts or tunnels), and • Any component of a structure, and • Part of a structure.
Worker	A person is a Worker if the person carries out work in any capacity for a person conducting a business or undertaking, including work as: <ul style="list-style-type: none"> • An employee • A contractor or sub-contractor • An employee of a sub-contractor • An employee of a labour-hire company who has been assigned to work in the organisation an outworker • An apprentice or trainee • A student gaining work experience • A volunteer • A person of a prescribed class

Workplace	<ul style="list-style-type: none">• A workplace is a place where work is carried out for a business or undertaking and includes any place where a Worker goes, or is likely to be, while at work.• In this section, place includes:<ul style="list-style-type: none">– A vehicle, vessel, aircraft or other mobile structure, and– Any waters and any installation on land, on the bed of any waters or floating on any waters
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