

# Procedure

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## Hazard Management Procedure

### Summary

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Related Policies, Procedures, Guidelines, Standards, Frameworks	Work Health Safety and Injury Management Policy
Replaces	Hazard Management Procedure
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## 1. TITLE

Hazard Management Procedure

## 2. PURPOSE

The purpose of this procedure is to provide a process that, so far as is reasonably practicable, incorporates the identification, reporting and investigation of foreseeable hazards related to work activities of Department for Education and Child Development (DECD) workplace and, in consultation with workers, the timely elimination or minimisation of risks to health and safety using the Hierarchy of Risk Control.

The objectives of this procedure are to ensure DECD, its officers and workers comply with all relevant legislation, Australian Standards, approved Codes of Practice and DECD policies, procedures and guidelines relating to the management of hazards by ensuring:

- Timely reporting, investigation and analysis of hazard reports that enables a risk management approach to corrective actions using the Hierarchy of Risk Control within required timeframes.
- Accountabilities and responsibilities for the management of hazards including reporting, investigation, corrective action and resolution are assigned to DECD officers, site managers, DECD workers and other persons where appropriate.
- Consultation occurs with DECD workers, health and safety representatives (HSRs), health and safety committees (HSCs) and other persons as part of the hazard management process.
- Consultation, cooperation and coordination occur with other duty holders with whom DECD shares a duty regarding the management of hazards.
- Adequate information, training and instruction is provided to all DECD workers on the management of hazards.

Hazard management is an integral part of DECD's Work Health Safety and Injury Management System (WHS&IM System) and this procedure supports the [Work Health Safety and Injury Management Policy](#).

For incidents involving an injury or illness, refer to the [Injury Incident Reporting and Investigation Procedure](#).

For non-WHS related risks, please refer to the [DECD Risk Management Policy](#) and [Risk Management Framework](#).

## 3. SCOPE

This procedure applies to all workers, students, children and young people who are employed by DECD or engaged in activities or services provided at a DECD workplace.

## 4. PROCEDURE DETAIL

### 4.1 Management of hazards

4.1.1 Work health and safety hazards and their associated risks can be triggered when any changes affect work activities. This includes but is not limited to the following:

- Changes to work practices, procedures or the work environment.
- Purchase, hire, lease, commissioning/decommissioning, erection, dismantling of new or used plant, structures and equipment.
- Purchase of new substance and products.
- Planning to improve productivity or reduce costs.

- New information about workplace risks becoming available.
- Responding to workplace hazard and injury incidents (even if they have caused no injury).
- Responding to concerns raised by workers, HSRs or others at the workplace.

4.1.2 DECD uses a 4 step risk management process where thought needs to be applied to what can go wrong in the workplace and what the consequences could be.

Step 1 – ‘Identifying hazards’ by finding out what could cause harm. Refer to Appendix 1 - Hazard Report Form, Appendix 2 – Work Health and Safety (WHS) General Risk Assessment Tool and Workplace Inspection Procedure.

Step 2 – ‘Assessing risks’ if necessary by understanding the nature of harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening. Refer to Appendix 3 – Risk Assessment Matrix for WHS General Risks.

Step 3 – ‘Controlling risks’ by implementing the most effective risk control that is reasonably practicable in the circumstances. Refer to the Appendix 4 - Hierarchy of Risk Control, Appendix 5 – Risk Prioritisation Schedule and Appendix 6 - Site Corrective Action Log.

Step 4 – ‘Reviewing risk controls’ to ensure they are working as planned. Refer to Appendix 7 – Site Risk Register.

## 4.2 Consultation

4.2.1 The site manager must consult with affected workers during all stages of the risk management process. Where workers are represented by a HSR who has been elected to represent a work group, the site manager must ensure consultation involves the HSR.

4.2.2 Where a Level 1 HSC has been established, consultation must occur with that HSC.

4.2.3 Site managers must ensure consultation, cooperation and coordination of activities occurs with other persons conducting a business or undertaking (PCBUs) where a shared duty in relation to the same matter exists e.g. labour hire companies, school governing councils, other government agencies, principal contractors of companies undertaking construction work. This will ensure any risks associated with an activity or work process are identified, appropriately managed and communicated to those who will be affected.

## 4.3 How to identify hazards

4.3.1 Hazards generally arise from the following aspects of work and their interaction. This includes the:

- Physical work environment.
- Equipment, materials and substances used.
- Work activity/tasks/processes and how they are performed.

4.3.2 Hazards can also be identified when new information becomes available due to:

- Hazard and injury incident reports.
- Consultation with workers or others.
- Complaints from workers or others.
- Health monitoring or surveillance findings.
- Workplace inspections.
- Internal/external audit findings.
- Workplace changes relating to plant, structures, equipment and substances.
- Staff surveys.
- Changes to legislation, industry standards and technological advances.

4.3.3 Hazard Report Form has been developed to assist workers in the reporting of hazards found in the workplace. Refer to section 4.4 Reporting Hazards and Appendix 1 - Hazard Report Form.

4.3.4 Workplace Inspection Checklists have been developed to assist site managers to identify workplace hazards while activities are being performed. Refer to the Workplace Inspection Procedure.

#### 4.4 Reporting Hazards

4.4.1 Where a hazard has been identified by a worker at a DECD site, the worker must:

- (a) Resolve the hazard if able to do so safely. If the hazard cannot be resolved immediately, make the area safe and alert others.
- (b) Complete the Worker section on the Hazard Report Form as soon as possible but within **12 hours of discovery of the hazard** and forward the form to the site manager immediately for investigation and resolution.

4.4.2 Within **24 hours of receipt of the Hazard Report Form**, the site manager must:

- (a) Eliminate or minimise the hazard immediately.
- (b) If the hazard cannot be resolved immediately undertake an investigation and conduct a risk assessment in accordance with this procedure.
- (c) Using the Site Corrective Action Log, determine and implement risk controls in accordance with the Hierarchy of Risk Control and the Risk Prioritisation Schedule.
- (d) Ensure any hazard with a residual risk rating of **HIGH** and **EXTREME** is escalated to the relevant Level 2 HSC for inclusion on the Level 2 HSC Risk Register for additional reporting, monitoring and review.
- (e) Ensure any hazard with a residual risk rating of **MEDIUM and HIGH** are included in the Site Risk Register for monitoring and review.

#### 4.5 How to assess risks

4.5.1 DECD requires that a risk assessment is mandatory for activities involving plant, hazardous chemicals, manual tasks, infection control and inclement weather. Refer to the relevant procedure for specific risk assessment requirements and/or templates:

[Inclement Weather Procedure](#)

[Infection Control Procedure](#)

[Hazardous Chemicals Procedure](#)

[Hazardous Manual Tasks Procedure](#)

[Plant Management Procedure](#)

4.5.2 The WHS General Risk Assessment Tool (Appendix 2) must be used when assessing:

- (a) Extreme and high risk activities e.g. work that has the potential for falls, working at heights, live electrical work.
- (b) All other activities where a hazard has been identified e.g. long distance driving, working in isolation, one-off activities where:
  - i. There is uncertainty about how a hazard may result in injury or illness.
  - ii. The work activity involves a number of different hazards and there is lack of understanding about how the hazards may interact with each other to produce new or greater risks.
  - iii. Changes at the workplace may impact on the effectiveness of current risk controls.

4.5.3 A risk assessment is not required in situations where:

- (a) Legislation requires a particular hazard or risk to be controlled in a specific way and the site complies with these requirements.
- (b) A code of practice or other guidance such as an Australian Standard set out a way of controlling a hazard or risk and the recommended risk controls are implemented at the site.
- (c) Industry specific risk controls which are well known and effective are currently in place.

4.5.4 A risk assessment involves considering what could happen if a person is exposed to a hazard and the likelihood of it happening. A risk assessment can help determine:

- How severe a risk is.
- Whether existing risk controls are effective.
- What action or additional action should be taken to control the risk.
- How urgently the action needs to be taken.

4.5.5 Using the Appendix 3 - Risk Assessment Matrix for WHS General Risks, to evaluate the likelihood that someone will be harmed can be estimated by considering the following questions:

- How often is the task done – does this make the harm more or less likely?
- How often are people exposed to the hazard? How close do people get to it?
- Has it ever happened before, either in the workplace or somewhere else? How often?

Note: the level of risk will increase as the likelihood of harm and its severity increases.

4.5.6 To evaluate the consequence or severity of harm that could result from a hazard, the following should be considered:

- The type of harm that could occur e.g. muscular strain, burn, laceration, illness.
- The severity of the harm e.g. death, serious injuries, illness or only minor injuries requiring first aid.
- The factors that may influence the severity of harm e.g. distance someone might fall, the molarity of a hazardous chemical or the weight of the item to be lifted.
- How many people are exposed to the hazard and how many could be harmed e.g. release of hazardous chemical, fire.
- The possibility that one failure could lead to other failures e.g. plant malfunction can lead to total site disruption to electrical supply.
- The possibility a small event may escalate to a much larger event with more serious consequences e.g. a minor fire can quickly escalate in the presence of large amounts of combustible materials.

4.5.7 In situations where the level of risk cannot be determined because elements of likelihood, consequence and severity of harm cannot be estimated, the hazard must be determined and treated as **HIGH** risk.

#### 4.6 How to control risks

4.6.1 Some hazards and associated risks can be fixed easily and should be done immediately while others may need more effort and planning to resolve. The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest. This ranking is known as the Hierarchy of Risk Control. Refer to Appendix 4 - Hierarchy of Risk Control.

4.6.2 The tolerable level of residual risk DECD will accept is **HIGH**. This means elimination of the hazard is the only risk control suitable for hazards with a residual risk rating of **EXTREME**. For all other levels of residual risk, eliminating the hazard should always be the objective and achieved wherever reasonably practicable. However if this is not possible, the risk must be minimised through the use of other

alternatives in the Hierarchy of Risk Control. This may involve a single risk control or a combination of different risk controls that work together to provide the highest level of protection that is reasonably practicable.

4.6.3 Level 1 risk control involves eliminating the hazard and associated risk by not introducing the hazard into the workplace. Eliminating hazards is often more cost effective and practical at the design or planning stage of a product or process. If the hazard cannot be eliminated then eliminate as many of the risks associated with the hazard as possible.

4.6.4 Level 2 risk control may involve one or more of the following approaches

- Substituting the hazard with something safer e.g. replacing solvent-based paints with water-based ones.
- Isolate the hazard from people e.g. using safe work zones and barriers, installing guard rails around exposed edges of stairs, storing chemicals in fume cupboards.
- Use engineering controls e.g. trolleys or hoists to move heavy loads, place guards around moving parts of plant.

4.6.5 Level 3 risk control rely on human behaviour and do not control the hazard at the source and should only be used if no other practical risk controls are available, as an interim or temporary risk control, until a more effective way of controlling the risks can be used or to supplement a higher level risk control. They tend to be the least effective in minimising risks and involve:

- Administrative risk controls such as procedures, safe operating procedures, signage to warn others.
- Personal Protective Equipment (PPE) which limits exposure to harmful effects of a hazard. These are only effective if worn and used correctly such as ear muffs, face masks, gloves and eye wear.

4.6.6 PPE must be worn by a worker or other person where a DECD safe operating procedure or a risk assessment has determined the use of appropriate PPE as a risk control.

4.6.7 The WHS Regulations include specific requirements if PPE is to be used as a risk control. PPE must be:

- Selected to minimise risk to health and safety.
- Suitable for the nature of the work and any hazard associated with the work.
- A suitable size and fit and reasonably comfortable for the person wearing it.
- Maintained, repaired or replaced so it continues to minimise the risk.
- Used or worn by the worker, so far as is reasonably practicable.

#### 4.7 How to develop and implement risk control options

4.7.1 The cost of controlling hazards and associated risks may be taken into account in determining what is 'reasonably practicable' particularly where the cost may be grossly disproportionate to the risk e.g. using expensive risk controls may not be required to minimise a low risk hazard. However costs cannot be used as a reason for doing nothing or adopting risk controls that rely exclusively on changing people's behaviour or actions when more effective risk controls are available. Refer to Safe Work Australia Guide - [How to determine what is reasonably practicable to meet a health and safety duty](#).

4.7.2 Generally the greater the likelihood of a hazard occurring and/or the greater the harm that would result if the hazard or risk occurred, the site manager should give less weight to the cost of controlling the hazard or risk. Refer to the Risk Prioritisation Schedule to determine which risk controls are required for the level of risk.

4.7.3 Site managers can obtain information on how to control common hazards and risks from:

- Codes of practice and guidance material such as Australian Standards.



- Manufacturers or suppliers of plant, substances and structures.
- Health and Safety Services on **8226 7555**.
- Asset Support Centre on **1800 810 076**.
- Families SA sites - Property Group (Division Services) on **8226 6152**.
- Facilities management contractor (where relevant).
- SafeWork SA on **1300 365 255**.
- Industry associations and unions.
- EAP provider.

- 4.7.4 The risk controls put in place will usually require changes to the way work is carried out due to a new or modified piece of plant or processes, new or different chemicals or new PPE. Therefore it is necessary to support the risk control with:
- Local work procedures that describes the tasks, identifies the hazards and documents how the task is to be performed to minimise the risks.
  - Training, instruction and information where workers receive information and training in the work procedure to ensure they are able to perform the task safely. In some situations information and instruction may also need to be provided to other people who enter the workplace such as students, children, young people and visitors. Training, instruction and information must be provided in a form that can be understood by individuals.
  - Supervision which will depend on the level of risk and the experience of workers and other people involved in the activity. High levels of supervision are necessary where inexperienced workers are expected to follow new procedures or carry out difficult or critical tasks.
- 4.7.5 Plant/machinery guidance documents such as standards, risk assessments, safe operating procedures (SOPS) to control hazards and associated risks with high risk plant and machinery are available and can be accessed on the Health and Safety Services website for specific plant and machinery in Design and Technology and Agriculture Studies: <http://www.decd.sa.gov.au/hrhealthsafety/pages/hazards/plant/> for site implementation, monitoring and review.
- 4.7.6 For other hazards, the site manager is required to develop and implement site specific procedures to manage hazards and associated risks at the site in consultation with workers, the HSR and the Level 1 Health and Safety Committee (HSC).
- 4.7.7 To ensure risk controls will be effective in reducing the risk and does not introduce a new hazard into the workplace, the site manager must determine if any residual risks remain by following the steps outlined in section 4.5 above. This is referred to as the residual risk rating.
- 4.7.8 The Site Corrective Action Log Template has been developed to enable sites to track the implementation of risk controls (corrective action) that need to be implemented to minimise risk. It captures details such as the hazard, the risk rating, the details of the risk controls, residual risks, who is responsible for implementation and the expected due date of implementation. It is a useful reporting tool for consulting with workers, HSRs and the Level 1 HSC on status and progress. Site managers are required to hold and keep current the Site Corrective Action Log as part of the hazard management process. Refer to Appendix 6 – Site Corrective Action Log Template.
- 4.7.9 After the successful implementation of ‘reasonably practicable’ risk controls, the site manager must move any hazard whose residual risk rating has been assessed as **MEDIUM** or **HIGH** from the Site’s Corrective Action Log to the Site’s Risk Register for further monitoring and review. Refer to Appendix 7 – Site Risk Register Template.
- 4.7.10 The site manager must ensure any hazard with a residual risk rating of **HIGH** and **EXTREME** is escalated to the Level 2 HSC for inclusion on the Level 2 HSC Risk Register for additional reporting, monitoring and review. However control of the hazard will remain the responsibility of the site manager.

## 4.8 How to review risk controls

4.8.1 In relation to hazards and risks associated with high risk activities involving infection control, hazardous chemicals, hazardous manual tasks and plant, DECD requires site managers to review risk assessments and risk controls (including SOPs) at least once every five (5) years or earlier under certain circumstances. For further details refer to:

[Infection Control Procedure](#)

[Hazardous Chemicals Procedure](#)

[Hazardous Manual Tasks Procedure](#)

[Plant Management Procedure](#)

4.8.2 In relation to all other **MEDIUM** and **HIGH** risks identified at the site level, the site manager must ensure a review is conducted regularly on risk controls that have been put in place, to ensure they work as planned and are effective. A review will be required:

- When it becomes evident the control is not effective in controlling the risk.
- Before a change at the workplace that is likely to introduce a new or different risk that the current risk controls may not effectively control.
- If a new hazard or risk is identified.
- If a HSR requests a review.

4.8.3 A review will require the site manager to consult with workers and their HSR when considering the following:

- Are the risk controls working effectively in both their design and operation?
- Have the risk controls introduced new problems?
- Have all hazards been identified?
- Have new work processes, new equipment or chemicals made the job safer?
- Are safe operating procedures being followed?
- Has instruction, information and training provided to workers on how to work safely been successful?
- Is the level of supervision afforded appropriate for the task being performed?
- Are workers actively involved in identifying hazards and possible risk controls?
- Are they openly raising health and safety concerns and reporting problems promptly?
- Are the frequency and severity of injury incidents reducing over time?
- If new legislation or information becomes available - does it indicate current controls may no longer be the most effective?

4.8.4 If problems are found, the site manager is to use the risk assessment process outlined in section 4.5 above to review information and make further decisions about additional risk controls.

## 4.9 Records management

4.9.1 The WHS Regulations require a site manager to retain records for a specified period of time for plant and hazardous chemicals. For further details refer to:

[Hazardous Chemicals Procedure](#)

[Plant Management Procedure](#)

4.9.2 The site manager must ensure the following records are retained in accordance with the General Disposal Schedule No. 15:

- (a) Risk assessments.
- (b) Site specific and safe operating procedures.
- (c) Details on training, information and instruction given to workers and other persons on the management of an identified hazard.

- (d) Details on consultation with workers, the HSR and Level 1 HSC in the form of minutes of meetings.
- (e) Site Corrective Action Log.
- (f) Site Risk Register.

## 5. ROLES AND RESPONSIBILITIES

### 5.1 Work Health and Safety Duties

Refer to 6.1.1 of the [Work Health Safety and Injury Management Policy](#).

### 5.2 Responsibilities

Role	Authority/Responsibility for
Contractors	<p>Must as part of their contract:</p> <ul style="list-style-type: none"> <li>• Comply with the WHS legislative requirements in regards to the management of hazards and their associated risks.</li> <li>• Consult, cooperate and coordinate with DECD and/or site managers on any activities that may affect the health and safety of DECD workers and other persons while conducting work within any DECD workplace.</li> </ul>
Health and Safety Committee (HSC)	<p>In accordance with s.77 of the WHS Act, the functions of a health and safety committee are:</p> <ul style="list-style-type: none"> <li>• To facilitate co-operation between DECD and workers in instigating, developing and carrying out measures designed to ensure the workers' health and safety at work.</li> <li>• To assist in developing standards, rules and procedures relating to health and safety to be followed or complied with at the workplace.</li> <li>• Any other health and safety related functions prescribed by the regulations or agreed between DECD and the committee.</li> </ul> <p>In relation to this procedure HSCs may also make recommendations on alternative corrective action to the site manager where necessary. All action is to be recorded in HSC minutes of meeting, Site Corrective Action Log and Site Risk Register.</p>

Health and Safety Representatives (HSRs)	<p>In accordance with s.68 of the WHS Act, HSR have powers and functions. They are to:</p> <ul style="list-style-type: none"> <li>• Represent the workers in the work group in matters relating to work health and safety.</li> <li>• Monitor the measures taken by DECD in compliance with the WHS Act in relation to workers in the work group.</li> <li>• Investigate complaints from members of the work group relating to work health and safety.</li> <li>• Inquire into anything that appears to be a risk to the health or safety of workers in the work group, arising from the conduct of DECD.</li> <li>• Accompany an inspector during an inspection of the workplace or part of the workplace at which a worker in the work group works.</li> </ul> <p>It is the responsibility of the HSR to consult with the site manager:</p> <ul style="list-style-type: none"> <li>• When they believe that a person is in breach of the <i>Work Health and Safety Act 2012</i> or Regulations;</li> <li>• Before inspecting the workplace.</li> <li>• Before accompanying a consultant in an inspection of the workplace.</li> <li>• Before taking time-off for training purposes.</li> <li>• Regarding conducting an investigation of the workplace and report the outcome of any such investigation.</li> <li>• Before issuing a provisional improvement notice.</li> <li>• When there is an immediate threat to the safety of any worker.</li> <li>• Before, or as soon as practicable after, ordering work to cease.</li> </ul>
Health and Safety Services	<p>Health and Safety Services will:</p> <ul style="list-style-type: none"> <li>• Provide information, support and advice to site managers, HSRs and HSCs on the management and control of DECD hazards and associated risks.</li> <li>• Maintain the DECD Risk Profile Register for reporting, monitoring and review by WHS Governance Committee and WHS Consultative Committee.</li> <li>• Consult with internal and external stakeholders regarding matters affecting the work health and safety of workers.</li> <li>• Provide quarterly reporting to Level 2 and 3 HSCs on HIGH and EXTREME risks.</li> <li>• Consult with Level 3 HSC on Health and Safety 'Infocus' topics.</li> </ul>
Officers	<p>Ensure reasonable steps are taken to comply with due diligence requirements under s.27 of the WHS Act in relation to hazard management. This includes taking reasonable steps to:</p> <ul style="list-style-type: none"> <li>• Gain an understanding of the hazards and risks associated with the operations of the business or undertaking, and</li> <li>• Ensure that the business or undertaking has and uses appropriate resources and processes to eliminate or minimize risks to health and safety.</li> </ul>
Other persons	<p>While at a DECD workplace, other persons must:</p> <ul style="list-style-type: none"> <li>• Take reasonable care for his or her own health and safety; and</li> <li>• Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and</li> <li>• Comply, so far as the person is reasonably able, with any reasonable instruction that is given by any officer or worker of DECD to allow DECD to comply with the WHS Act.</li> </ul> <p>In relation to this procedure others persons must also:</p> <ul style="list-style-type: none"> <li>• Report all hazard and injury incidents to the site manager <u>as soon as possible but within 12 hours of the event.</u></li> <li>• Wear appropriate PPE where a DECD safe operating procedure or a risk assessment has determined the use of appropriate PPE as a risk control</li> </ul>

Residual Risk	Means the risk that remains after the implementation of risk controls to eliminate or mitigate risks associated with an identified hazard.
Site Managers	<p>It is the responsibility of site managers, who has management or control of the workplace, to ensure hazard management is a fundamental element of work health and safety management within their workplace by:</p> <ul style="list-style-type: none"> <li>• Complying with all requirements of this procedure.</li> <li>• Consulting with: <ul style="list-style-type: none"> <li>- Affected workers during all stages of the hazard management process.</li> <li>- The work group HSR where one has been elected.</li> <li>- The Level 1 HSC where one has been has been established.</li> </ul> </li> <li>• Ensuring consultation, cooperation and coordination of activities occurs with other persons conducting a business or undertaking (PCBUs) where a shared duty in relation to the management of a hazard exists.</li> <li>• Ensuring a hazard is resolved immediately within 24 hours of receipt of the Hazard Report Form from a worker or undertaking an investigation and risk assessment in accordance with this procedure where a hazard cannot be resolved immediately.</li> <li>• Ensuring a mandatory risk assessment is undertaken for activities involving plant, hazardous chemicals, manual tasks, infection control and inclement weather as required.</li> <li>• Using the WHS General Risk Assessment Tool when assessing: <ul style="list-style-type: none"> <li>- Extreme and high risk activities e.g. work that has the potential for falls, working at heights, live electrical work.</li> <li>- Other activities where a hazard has been identified e.g. long distance driving, working in isolation, one-off activities where:</li> </ul> </li> <li>• Determining and implementing 'reasonably practicable' risk controls in accordance with the Hierarchy of Risk Control and the Risk Prioritisation Schedule using the Site Corrective Action Log.</li> <li>• Ensuring any hazard with a residual risk rating of <b>MEDIUM</b> or <b>HIGH</b> are included in the Site Risk Register for continuous monitoring and are regularly reviewed for effectiveness.</li> <li>• Escalating any hazard with a residual risk rating of <b>HIGH</b> and <b>EXTREME</b> to the Level 2 HSC for inclusion on the Level 2 HSC Risk Register for additional monitoring, review and reporting.</li> <li>• Ensuring appropriate PPE is worn by a worker or other person where a DECD safe operating procedure or a risk assessment has determined the use of appropriate PPE as a risk control.</li> <li>• Ensuring records such as risk assessments, safe operating procedures, training, information and instruction details to workers and other persons, minutes of meetings with HSRs and HSC, Site Corrective Action Log and Site Risk Register retained in accordance with the General Disposal Schedule No. 15 as required.</li> </ul>

Workers	<p>It is the responsibility of workers to be involved in hazard management by:</p> <ul style="list-style-type: none"> <li>• Reporting all hazard and injury incidents to the site manager <u>as soon as possible but within 12 hours of the event.</u></li> <li>• Participating in the development, implementation and review of WHS&amp;IM policies and procedures for hazard identification, risk assessment and control of hazards and risks within their workplace.</li> <li>• Attending meetings, training and information sessions regarding the management of any identified workplace hazard, as required.</li> <li>• Complying with any reasonable instructions provided by the site manager in relation to WHS.</li> <li>• Ensuring appropriate PPE is worn where a DECD safe operating procedure or a risk assessment has determined the use of appropriate PPE as a risk control.</li> </ul>
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## 6. MONITORING, EVALUATION AND REVIEW

- 6.1 This procedure will be subject to review every three (3) years by Health and Safety Services, in consultation with the DECD Work Health and Safety Governance Committee and DECD State WHS Consultative Committee or earlier if there has been a change in any legislation, Australian Standards or DECD specifications.
- 6.2 Site managers must review and evaluate the effectiveness of hazard management processes every 12 months. This requirement will be monitored by Health and Safety Services through the WHS Business Manager System. Compliance outcomes will be reported to the DECD Work Health and Safety Governance Committee and DECD State WHS Consultative Committee as part of the WHS&IM Management Review process.
- 6.4 The effectiveness of this procedure will be evaluated and reviewed through regular internal audit processes. Compliance outcomes will be reported to the DECD Work Health and Safety Governance Committee and DECD State WHS Consultative Committee as part of the WHS&IM Management Review process.

## 7. DEFINITIONS AND ABBREVIATIONS

Term	Meaning
Consultation	Consultation is a two-way process between management and workers where the parties talk to each other, listen to concerns of the other party, seek and share information, and consider all the issues before a decision is made. It involves a genuine opportunity for all parties to actively contribute to any decision-making process to eliminate or control risks. Consultation with other duty holders is also required by the Work Health and Safety Act 2012.
Corrective Action Log	A record established by a site to effectively track and monitor the identification, implementation of corrective action to eliminate or minimise risks to health and safety

Dangerous Incident	<p>In accordance with s.37 of the <i>Work Health and Safety Act 2012</i>, a dangerous incident means an incident in relation to a workplace that exposes a worker or any other person to a serious risk to a person's health or safety emanating from an immediate or imminent exposure to:</p> <ul style="list-style-type: none"> <li>• An uncontrolled escape, spillage or leakage of a substance.</li> <li>• An uncontrolled implosion, explosion or fire.</li> <li>• An uncontrolled escape of gas or steam.</li> <li>• An uncontrolled escape of a pressurised substance.</li> <li>• Electric shock.</li> <li>• The fall or release from a height of any plant, substance or thing.</li> <li>• The collapse, overturning, failure or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with the regulations.</li> <li>• The collapse or partial collapse of a structure.</li> <li>• The collapse or failure of an excavation or of any shoring supporting an excavation.</li> <li>• The inrush of water, mud or gas in workings, in an underground excavation or tunnel.</li> <li>• The interruption of the main system of ventilation in an underground excavation or tunnel.</li> <li>• Any other event prescribed by the regulations but does not include an incident of a prescribed kind.</li> </ul>
DECD	The Department for Education and Child Development
Due Diligence	<p>In accordance with s.27 (5) of the <i>Work Health and Safety Act 2012</i>, due diligence includes taking reasonable steps :</p> <ol style="list-style-type: none"> <li>(a) to acquire and keep up-to-date knowledge of work health and safety matters; and</li> <li>(b) to gain an understanding of the nature of the operations of the business or undertaking of the person conducting the business or undertaking and generally of the hazards and risks associated with those operations; and</li> <li>(c) to ensure that the person conducting the business or undertaking has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and</li> <li>(d) to ensure that the person conducting the business or undertaking has appropriate processes for receiving and considering information regarding incidents, hazards and risks and responding in a timely way to that information; and</li> <li>(e) to ensure that the person conducting the business or undertaking has, and implements, processes for complying with any duty or obligation of the person conducting the business or undertaking under this Act; and</li> <li>(f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).</li> </ol>
Formal consultation	<p>Formal consultation occurs through an established Health and Safety Committee (HSC) and a work group. HSCs are registered with Health and Safety Services. They consider WHS&amp;IM policy and procedural matters and assist in the resolution of work health and safety matters.</p>
Guideline	<p>A guideline is a recommended course of action based on evidence-based best practice. Guidelines provide specific detail on matters which are the subject of legislation, regulation, policy or decision by agency executive and are discretionary. A guideline should demonstrate:</p> <ul style="list-style-type: none"> <li>• Evidence-based best practice to promote accountability</li> <li>• Reference to related legislation, policy, decision by agency executive or operational need</li> </ul>

Hazard	Means a situation or thing that has the potential to harm a people, property or the environment.  For the purpose of this procedure, near miss is included in the definition of 'hazard'.
Hazardous Chemical	A substance, mixture or article that satisfies the criteria for a hazard class in the GHS (including a classification referred to in Schedule 6 of the WHS Regulations), but does not include a substance, mixture or article that satisfies the criteria solely for one of the following hazard classes: (a) acute toxicity—oral—category 5; (b) acute toxicity—dermal—category 5; (c) acute toxicity—inhalation—category 5; (d) skin corrosion/irritation—category 3; (e) serious eye damage/eye irritation— category 2B; (f) aspiration hazard—category 2; (g) flammable gas—category 2; (h) acute hazard to the aquatic environment—category 1, 2 or 3; (i) chronic hazard to the aquatic environment—category 1, 2, 3 or 4; (j) hazardous to the ozone layer.
Hazardous Manual Task	Means a task that requires a person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person, animal or thing involving one or more of the following: <ul style="list-style-type: none"> <li>• repetitive or sustained force</li> <li>• high or sudden force</li> <li>• repetitive movement</li> <li>• sustained or awkward posture</li> <li>• exposure to vibration.</li> </ul> These factors (known as characteristics of a hazardous manual task) directly stress the body and can lead to injury.
Health and Safety Representative (HSR)	Is a person elected as the Health and Safety Representative for the work group of which the worker is a member.
Hierarchy of Risk Control	A formal process of applying risk controls to achieve the most effective control of risks. The controls within the hierarchy must be applied in order, and as far as is reasonably practicable at each level of the hierarchy. The classifications of controls within the hierarchy are: <ul style="list-style-type: none"> <li>• Elimination</li> <li>• Substitution</li> <li>• Isolation</li> <li>• Engineering Controls</li> <li>• Administrative Controls</li> <li>• Personal Protective Equipment</li> </ul>
Incident	An occurrence or event that has caused or could cause harm and includes all injury, illness, hazard and property damage.
Informal consultation	At DECD informal consultation occurs between a worker and their manager through discussion and input. Specific health and safety issues can often be resolved when workers, and/or their HSR and manager talk or consult with one another.
Injury	Means damage or harm done to or suffered by a person or thing.
Investigation	A systematic examination of an event and its cause/contributing factors to persons, plant, material or the environment.
Must / Will	Indicates that a process or statement is a legislative, Australian Standard or a DECD specification requirement.
May	Indicates an optional course of action.



Officer	In accordance with s.4 of the <i>Work Health and Safety Act 2012</i> an officer means: (a) an officer within the meaning of s.9 of the <i>Corporations Act 2001</i> of the Commonwealth other than a partner in a partnership; or (b) an officer of the Crown within the meaning of s.247; or (c) an officer of a public authority within the meaning of s.252.
Other Persons	Other persons who attend a DECD workplace include the following: <ul style="list-style-type: none"> <li>• Student.</li> <li>• Young person.</li> <li>• Child.</li> <li>• Parent/Carer.</li> <li>• Any other person who attends a DECD workplace from time to time.</li> <li>• Staff employed by School Governing Councils</li> </ul>
PCBU	Person conducting a business or undertaking and is defined in s. 5 of the <i>Work Health and Safety Act 2012</i> .
Plant	Includes any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, computers, machinery, conveyors, forklifts, vehicles, power tools and amusement devices. Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand, for example a screw driver, is not covered by the WHS Regulations. The general duty of care under the WHS Act applies to this type of plant.
Policy	A policy is a concise, definitive statement of direction which is mandated and provides a framework for decision-making. Policies state WHAT the agency's position is on a specific topic or issue, WHY it has adopted that position and to WHOM it applies. A policy should demonstrate: <ul style="list-style-type: none"> <li>• Legislative compliance and strategic alignment</li> <li>• Clear direction, accountability and transparency</li> </ul>
Procedure	A procedure is a series of mandatory step-by-step instructions that states how a policy or decision by agency executive must be implemented. Procedures state WHO is responsible, WHAT they must do and HOW and WHEN they must do it. A procedure should demonstrate: <ul style="list-style-type: none"> <li>• Mandatory operational actions to be followed</li> <li>• Reference to related legislation, policy or decisions by agency executive</li> </ul>
Reasonably Practicable	In accordance with s.18 of the <i>Work Health and Safety Act 2012</i> :  'reasonably practicable, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including— (a) the likelihood of the hazard or the risk concerned occurring; and (b) the degree of harm that might result from the hazard or the risk; and (c) that the person concerned knows, or ought reasonably to know, about— (i) the hazard or the risk; and (ii) ways of eliminating or minimising the risk; and (d) the availability and suitability of ways to eliminate or minimise the risk; and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.'
Risk	Is the possibility that harm (death, injury or illness) might occur when exposed to a hazard.

Risk control	Means taking action to eliminate health and safety risks, so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.
Risk register	A repository where strategic, business or operational risks are identified and risk controls are detailed. There are 3 levels of risk registers in DECD, Site, Office and Strategic.
Should/Shall	Indicates a recommended course of action. If this recommendation is not adopted then an equivalent or higher standard of health and safety shall be provided by another method.
Site Manager	Any person who has the responsibility, management or control of a DECD workplace or work unit. This includes but is not limited to Executive Directors, Education Directors, Directors, Principals, Pre-school Directors, Managers and Supervisors.
WHS	Means work health and safety.
WHS Act	<i>Work Health and Safety Act 2012.</i>
WHS Regulations	Work Health and Safety Regulations 2012.
Worker	S.7 of the <i>Work Health and Safety Act 2012</i> states: 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— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer; or (i) a person of a prescribed class.
Work group	A work group represented by a Health and Safety Representative, may be determined by physical location (site), type of work (social work, administrative, teaching and non-teaching), the time they undertake their work (e.g. representatives for each shift), or a combination of these factors.
Workplace	Is defined in s.8 of the Work Health and Safety Act 2012 as: (1) 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. (2) In this section— <i>place</i> includes— (a) a vehicle, vessel, aircraft or other mobile structure; and (b) any waters and any installation on land, on the bed of any waters or floating on any waters.
Workplace inspections	Workplace inspections are a systematic way of monitoring the workplace to help identify potential hazards, assess their risks and implement corrective risk controls.

## 8. SUPPORTING DOCUMENTS

## 9. REFERENCES

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[Work Health and Safety Consultation, Cooperation and Coordination Code of Practice](#)

[How to Manage Work Health and Safety Risks Code of Practice](#)

[Managing the Work Environment and Facilities Code of Practice](#)  
[How to Determine What Is Reasonably Practicable to Meet a Health and Safety Duty](#)  
[Work Health Safety and Injury Management Policy](#)  
[DECD Risk Management Policy](#)  
[Risk Management Framework](#)  
[Hazard Management Procedure](#)  
[Plant Management Procedure](#)  
[Hazardous Chemicals Procedure](#)  
[Hazardous Manual Tasks Procedure](#)  
[Infection Control Procedure](#)  
[Inclement Weather Procedure](#)  
Resolution of WHS Issues Procedure  
WHS Consultation and Communication Procedure  
Workplace Inspection Procedure  
WHS Internal Audit Procedure

## APPENDIX

Appendix 1 – Hazard Report Form  
Appendix 2 – Work Health and Safety (WHS) General Risk Assessment Tool  
Appendix 3 – Risk Assessment Matrix for Work Health and Safety (WHS) General Risks  
Appendix 4 – Hierarchy of Risk Control  
Appendix 5 – Risk Prioritisation Schedule  
Appendix 6 – Corrective Action Log Template  
Appendix 7 – Site Risk Register Template

## Appendix 1 – Hazard Report Form

To access the Hazard Report Form click the following path:

<http://www.decd.sa.gov.au/hrhealthsafety/files/pages/appendices/hazardreportform.docx>



### HAZARD REPORT FORM

Worker to Complete

Name of person reporting hazard:  Phone No:

Email address of person reporting hazard:

Date of hazard:  Time(24hr clock):  Date first Reported:

Site name:  Location No:

Site address:

Name of Site Manager:

Location of hazard:

Name of Health & Safety Representative:

Description of hazard:

What caused the hazard:

What immediate action has been taken to control the hazard:

Have others been advised of the hazard:  YES  NO Has the Hazard been resolved  YES  NO

Name of witness:

---

Site Manager to Complete

Name of Person conducting the investigation:  Date of Investigation:

Hazard Type (refer over page for further details):

Biological  Body Stressing  Chemicals  Environmental  Mental Stress

Other  Physical  Sound & Pressure  Vehicle

Use the WHS General Risk Matrix over page for risk assessment

Consequence:  Likelihood:  Risk Rating:

Risk controls must be implemented in accordance with the Risk Prioritisation Schedule (refer over page)

What Hierarchy of Risk Controls has been implemented?

Elimination  Substitution  Isolation  Engineering  Administrative  Personal Protective Equipment

Details of Corrective Action taken:

Ensure Action is included on the Site's Corrective Action Log until it is resolved or contained.

Does the hazard need Asset Services to attend?  YES  NO

What Date will Corrective Action be taken?  Date Corrective Action was taken?

To ensure the implemented corrective action does not introduce a further hazard, a further risk assessment is required.

Consequence:  Likelihood:  Residual Risk Rating:

If the hazard is a HIGH OR EXTREME risk, ensure hazard is included on the Site's Risk Register for monitoring and review

Has the Hazard been resolved?  YES  NO

If not, explain why:

Has the Health & Safety Representative been notified of the outcome?  YES  NO Date Consulted:

If no, why not?

Has feedback been provided to the person reporting the hazard?  YES  NO Date Consulted:

Site Manager Signature Health & Safety Representative Signature

## Appendix 2 – Work Health and Safety (WHS) General Risk Assessment Tool

To access General Risk Assessment Tool click the following path:

<http://www.decd.sa.gov.au/hrhealthsafety/files/pages/appendices/generalriskassessment.doc>

### Work Health and Safety (WHS) General Risk Assessment Tool

This Risk Assessment tool is to be completed by the site manager in consultation with affected workers to determine the risk control/s required to manage general work health and safety risks.

Use this document to identify the level of risk and help to prioritise the implementation of risk controls. Using the Risk Assessment Matrix for Work Health and Safety (WHS) Risks over the page, consider the **consequences** and **likelihood** for each identified hazard to determine the risk rating. After the identification of risk control/s reassess the risk to determine the residual risk level.

Refer to the Hazard Management Procedure for further details.

Site					Date of Assessment	Review Date
Describe the Activity and Location						
Risk Assessment Team	Name	Position	Contact No.	Signature	Date	

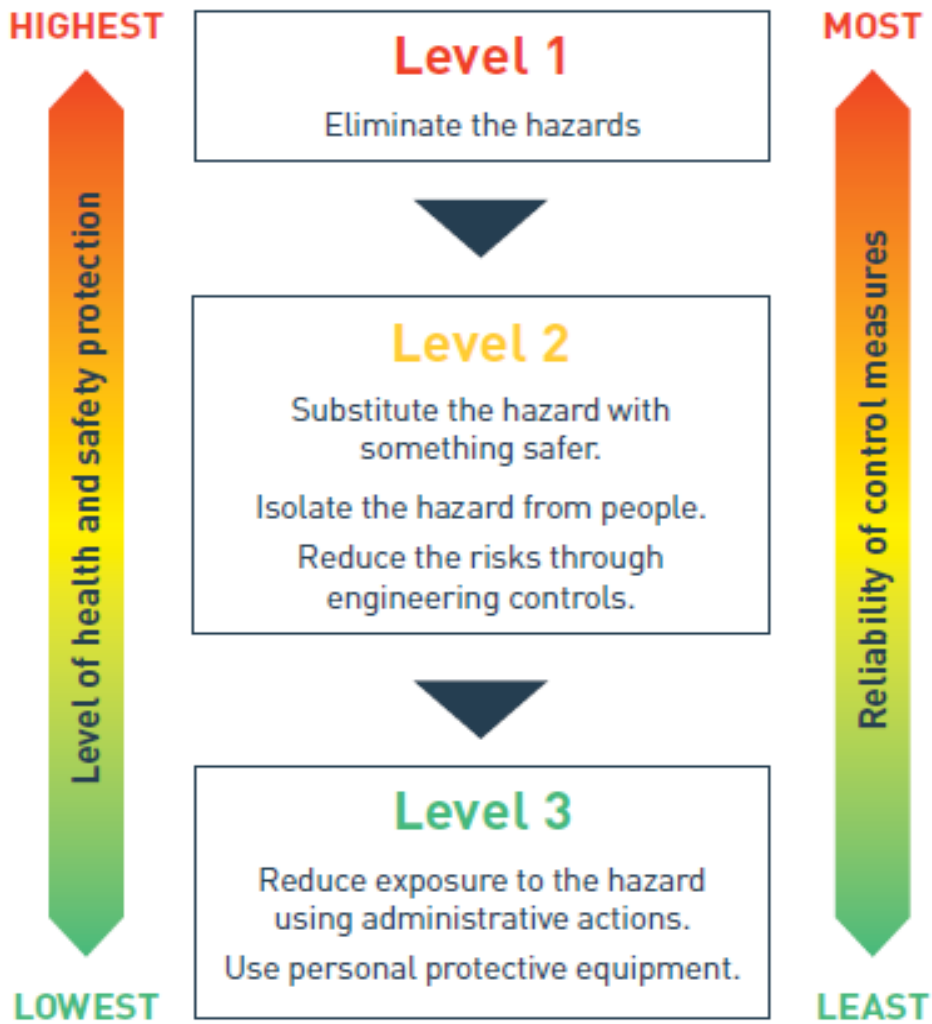
### Hazard Identification and Risk Assessment

Hazard Type	Hazard Description	Risk Assessment			Existing Risk Controls in place	Hierarchy of Risk Controls	Risk Controls to be Implemented	Residual Risk Assessment		
		Likelihood	Consequence	Risk Rating				Likelihood	Consequence	Risk Rating

## Appendix 3 – Risk Assessment Matrix for Work Health and Safety (WHS) General Risks

		Consequences					
		1 - Insignificant In-house first aid treatment	2 - Minor Treatment by medical professional/hospital outpatient, etc	3 - Moderate Serious non-permanent injury. Overnight hospitalisation	4 - Major Extensive permanent injury Extended hospitalisation	5 - Catastrophic Death, permanent disabling injury	
Likelihood	A	Almost <b>certain</b> to occur in most circumstances	High	High	High	Extreme	Extreme
	B	Likely to occur frequently	Medium	High	High	Extreme	Extreme
	C	Possible and likely to occur at some time	Low	Medium	High	Extreme	Extreme
	D	Unlikely to occur but could happen	Low	Low	Medium	High	Extreme
	E	May occur but only in <b>rare</b> and exceptional circumstances	Low	Low	Medium	High	High

## Appendix 4 - Hierarchy of Risk Control



## Appendix 5 – Risk Prioritisation Schedule

Once the level of risk has been determined the following table may be of use in determining what to do and when to implement risk controls.

<b>Extreme</b>	<p><b>Stop the activity.</b></p> <p>Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 24 hours. An identified extreme risk does not allow for the use of administrative controls or personal protective equipment, even in the short term.</p> <p>Escalate to Health and Safety Services within 12 hours for case management.</p> <p>Report to Chief Executive and relevant Deputy Chief Executive within 24 hours.</p> <p>Briefing to Minister within 72 hours.</p> <p>Record on site and Health and Safety Services' Risk Register and Corrective Action Log.</p>
<b>High</b>	<p><b>Act immediately to eliminate, substitute, isolate the risk or implement engineering controls within 72 hours.</b></p> <p>Escalate to Health and Safety Services within 24 hours for inclusion in the Risk Register and Corrective Action Log.</p> <p>Report to relevant Senior Executive within 72 hours.</p> <p>Record on site and Level 2 Health and Safety Committee Risk Register.</p> <p>Manage and monitor by Level 2 Health and Safety Committee.</p>
<b>Medium</b>	<p><b>Take reasonably practicable steps to minimise the risk until elimination, substitution, isolation or engineering controls can be implemented within 7 days.</b></p> <p>Temporary administrative and/or personal protective equipment controls may be used but must not be considered permanent solutions.</p> <p>Report to site manager.</p> <p>Manage and monitor by the site Level 1 Health and Safety Committee.</p>
<b>Low</b>	<p><b>Take reasonably practicable steps to minimise and monitor the risk by establishing permanent controls within 30 days.</b></p> <p>Permanent controls may be administrative and /or personal protective equipment controls.</p> <p>Manage and monitor by site Level 1 Health and Safety Committee.</p>



## Appendix 6 – Site Risk Register Template

To access Risk Register Template spread sheet click the following path:

<http://www.decd.sa.gov.au/hrhealthsafety/files/pages/appendices/siteriskregister.xlsx>

### Risk Register

Name of Site

Date of Entry	Hazard ID	Hazard Type	Hazard Description	Location	Job/Task/Role	Residual Risk Assessment			Risk Control/s
						Likelihood	Consequence	Risk Rating	

## Appendix 7 – Site Corrective Action Log Template

To access Site Corrective Action Log Template spread sheet click the following path:

<http://www.decd.sa.gov.au/hrhealthsafety/files/pages/appendices/sitecorrectiveaction.xlsx>

### Corrective Action Log

Name of Site

Hazard Type	Hazard Description	Location	Risk Rating	What are the suggested Risk Controls	Risk Controls Implemented at Site	Residual Risk Rating	How will risk controls be implemented			Status Update or Comments
							Responsible Person	Due Date	Actual Completion Date	