

Risk Management

The Risk Management Policy establishes management practices to identify assess and rectify any hazards or risks to the workplace.

Goals:

1. TasCAHRD recognises that risk management is an integral part of good management practice and aims for risk management to become part of the organisation culture.

What is Risk Management?

2. Risk management involves a systemic process for addressing hazards in the workplace. It is the process of:
 - Identification of real and potential hazards which may cause adverse effects on the health of people
 - Assessment of the risk of injury or ill health associated with those hazards
 - Implementation of correction measures to control hazards
 - Evaluating the effectiveness of corrective measures,
 - Consultation and review.

Definitions:

3. A Hazard is anything that has the potential to cause injury or disease to people, damage to the environment, property, plant or equipment. Hazards can be due to:
 - The work environment, for example poor lighting or a slippery floor
 - The work organisation, for example work flow not consistent; carrying heavy loads over distances, inadequate safe working procedures

- The equipment, tools or substances used e.g. chemicals, lack of information, training and supervision, inadequate or unsuitable personal protective equipment (PPE)
4. Risk Assessment is an assessment of the likelihood that a hazard will result in injury, illness, loss or damage to people, the environment, property, plant or equipment and the potential severity that injury, illness, loss or damage
 5. Risk Control is a method of managing the risk. There is a hierarchy of control measures that need to be followed.
 6. Monitor and review is a continuing process, evaluating OHS policies and guidelines, findings of OHS systems audits, and application of OHS objectives.

These steps are an ongoing cycle and each step involves communication and consultation to enable the process.

Quality Management Systems:

7. Management systems should be planned, coordinated and reviewed. Effective implementation includes appropriate resources including people, physical and financial resources, allocation of responsibilities, consultation and communication, training and competence, reporting documentation and contingency preparedness. Advice may be sought from relevant OHS specialists and technical advisors.
8. OHS management planning can cover:
 - Plans to establish or improve an OHS management system
 - Specific plans for the control of hazards and risks to the workplace
 - Contingency plans for emergencies
 - Plans for corrective actions following incidents or other system failures

9. Other areas within the organisation which impact on health and safety are:

- Human resources
- Workplace stress, bullying and harassment and alcohol and other drug misuse
- Industrial relations
- Maintenance
- Information, data and records management
- Finance and auditing
- Environmental management
- Quality management

Responsibilities:

As stated in the Occupational Health and Safety Policy, everyone has a responsibility to find and fix hazards. However, there are specific roles within TasCAHRD.

10. Employees

In terms of risk management, employees have a responsibility to report workplace hazards to the supervisor of the work area, and where possible take corrective action to control those hazards.

11. Supervisors

Supervisors are to facilitate the risk management system by ensuring that hazards are reported in a timely manner, the importance of the risk management is communicated to employees, and that corrective actions/control measures are identified and implemented. Supervisors are the key people responsible for ensuring that the work environment and the work itself are safe. Supervisors also play a role with completion of risk assessments in work areas.

All employees are responsible for the overall implementation of the risk management systems in the work place. This includes:

- Establishment of a systematic process for regular review of hazards within the work area
- Ensure employees are aware of their responsibilities, and are provided with adequate information, instruction and training

- Application of the risk management systems within the work area, considering the range of applications. Examples include:
 - Reporting hazards
 - Documentation of corrective actions following incident or injury
 - Risk assessment prior to the purchase of goods or service which may pose a risk to workplace safety
 - Risk assessment prior to undertaking particular activities
 - Allocation of resources required for corrective action.

Steps in the Risk Management process:

With all stages of risk management process, consultation is required to ensure that management and staff at all levels can make a contribution to the identification, assessment and control of the risks associated with hazards.

Hazards

12. Hazard identification techniques include:

- Complaints and observations
- Consultation
- Workplace inspections/surveys
- Incident investigations
- Injury and illness records
- Health and environmental monitoring
- Job safety analysis
- Safety audits
- Legislation, regulations, codes of practice and Australian Standards
- Manufacturers manuals or instructions

13. Hazard categories:

- Physical
- Mechanical and/or electrical
- Chemical
- Biological
- Radiation
- Psychosocial
- Systemic (e.g. work methods and practices)

Hazards need to be identified and listed to enable them to be controlled. Hazards also need to be evaluated in terms of the individuals or groups of employees who are exposed to them (e.g. their skills, experience, training and physical capabilities).

Risk Assessment

14. Having identified the hazards involved in the activity, the next step is to assess the risks. Risk is the probability of an event which will have an impact (usually adverse) on the activity's objectives. Assessing risk is a process of analysis and evaluation.

The process of risk assessment is:

- Gather information about each hazard identified
- Consider the number of people exposed
- Use the information to assess the consequence and likelihood of each hazard
- Use a risk assessment matrix to work out the risk rating associated with each hazard

15. Assessment must cover:

- All the risks to the health and safety of people in the workplace
- Risk to non-employees such as contractors and member of the public that may be affected
- Whenever work practices are introduced or change the employer must review the original risk assessment

- Where groups of employees are especially at risk, they should be identified (e.g.. young, inexperienced, disabled)

16. OHS risk can be placed into five categories; Catastrophic, Major, Moderate, Minor and Insignificant.

To assess risk the following 3 steps show the process to assess OHS risk:

1. Consider the hazard and assign the appropriate consequence to it.
2. Determine how likely it is that the outcome will be this severe. This is the likelihood.
3. From these two parameters the risk level is determined from the matrix by identifying where the defined consequences and likelihood match up on the chart.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
	1	2	3	4	5
A – ALMOST CERTAIN	M	H	H	VH	VH
B - LIKELY	M	M	H	H	VH
C - POSSIBLE	L	M	H	H	H
D - UNLIKELY	L	L	M	M	H
E - RARE	L	L	M	M	H

Where the risk levels are as follows:

- VH Very High Risk Immediate action is required
- H High Risk Senior management attention is needed
- M Moderate Risk Management responsibility must be specified
- L Low Risk Manage by routine procedures

Risk Control:

17. Risk control should be achieved using a predetermined hierarchy of controls. The primary aim of risk control is to eliminate the risk; the best way of achieving this is to remove the hazard. If this is not possible the risk must be minimised using one or more other control options from the hierarchy. The risk control measure selected must be the highest possible option in the hierarchy to minimise the risk to the lowest level as reasonably practicable.

The hierarchy of controls include:

Order	Control	Example
First	Eliminate	Removing the hazard, e.g. taking a hazardous piece of equipment out of service
Second	Substitute	Replacing a hazardous process with a less hazardous one
Third	Isolation	Isolating the hazard from the person at risk e.g. using a barrier
Fourth	Engineering	Redesign a process or procedure to make it less hazardous
Fifth	Administrative	Adopt safe working practices or providing appropriate training, instruction or information
Sixth	PPE	The use of personal protective equipment could include using, glasses or gloves

In many cases it will be necessary to use more than one control method. Back-up controls, such as personal protective equipment should only be used as a last resort or as a support to other control measures. For any risk the best available control measures should be put in place as soon as possible.

Monitor and Review:

18. Risk management should be an ongoing, constantly improving process. To ensure effectiveness in eliminating or minimising risk the process must be continuously reviewed and steps taken to redress any flaws in a timely manner. A systematic monitoring and review system must be implemented, as there is always the potential for new hazards to be introduced or original hazards may have been overlooked.

The monitoring and review process involves:

- Systematically checking existing risk control measures to assess their effectiveness

- Collecting data on any new hazards which have arisen
- Formulating new control measures

Other related activities should be undertaken periodically as part of the monitoring and review system. These include:

- Scheduled inspections
- Ongoing measurement and testing
- Workplace monitoring where necessary
- Periodic accident/incident analysis

Implementing Risk Management:

19. The data collected from identifying, assessing and controlling risks is to be recorded in the OHS Risks Assessment Register. This includes each occurrence being noted when annual checklists are completed and registers updated.

20. TasCAHRD has in place several tools to ensure that risk management is conducted accordingly and has developed procedures and forms to facilitate the risk management process.

TasCAHRD has a comprehensive OHS Document Index detailing responsibility, review dates and schedules, and is divided into six key areas:

- Policies
- Guidelines
- Manuals
- Registers
- Checklists
- Forms

This policy applies to all business operations and functions, including those situations where employees are required to work off-site.

This policy is to be read together with the Workplace Health and Safety Act 1995, the Workplace Health and Safety Regulations 1998, Australian Standards and applicable codes of practice.

New Policy: 9/10/09

Board Approval: Dec 2009