

*Risk Management Code of Practice  
2007 Supplement 3 - Control,  
implement, monitor and review*

Workplace Health and Safety Queensland

Department of Justice and Attorney-General



# *Risk Management Code of Practice 2007 Supplement 3 - Control, implement, monitor and review*

## Important information about the code and supplement 3

- The code replaces the *Risk Management Advisory Standard Code of Practice 2000*.
- The code was made on 3 June 2007.
- The code first commenced on 15 June 2007.
- The code was amended on 5 December 2008.
- The code expires 10 years after it first commenced.

## What is this supplement about?

Supplement 3 of the *Risk Management Code of Practice* describes steps 3, 4 and 5 in the five step risk management process – **how to manage the risks that can arise from workplace hazards (including those from electrical hazards)**.

The risk management process is illustrated in Figure 1.

**Note:** There may be additional risks in the workplace, which have not been specifically addressed in this supplement. It is a requirement under the *Workplace Health and Safety Act 1995* and the *Electrical Safety Act 2002* to assess these risks and ensure that control measures are implemented and reviewed to prevent or minimise exposure to these risks.

Supplement 3 should be read in conjunction with the *Risk Management Code of Practice* and supplements 1 and 2, as well as the *Workplace Health and Safety Act 1995* (the Act) and the *Electrical Safety Act 2002* (the ES Act) and other relevant codes of practice. Where applicable, codes of practice are referred to in the text.

**References to legislation, Australian Standards and other documents in this code of practice are current at the time of printing. It is the responsibility of the user to check whether these documents are current at the time of reading.**

Hard copies of Workplace Health and Safety Queensland (WHSQ) and Electrical Safety Office (ESO) legislation and codes of practice are available from SDS Publications. To obtain copies, please call (07) 3118 6900.

Further information is available on the Department of Employment and Industrial Relations website [www.worksafe.qld.gov.au](http://www.worksafe.qld.gov.au) or call Infoline on 1300 369 915.

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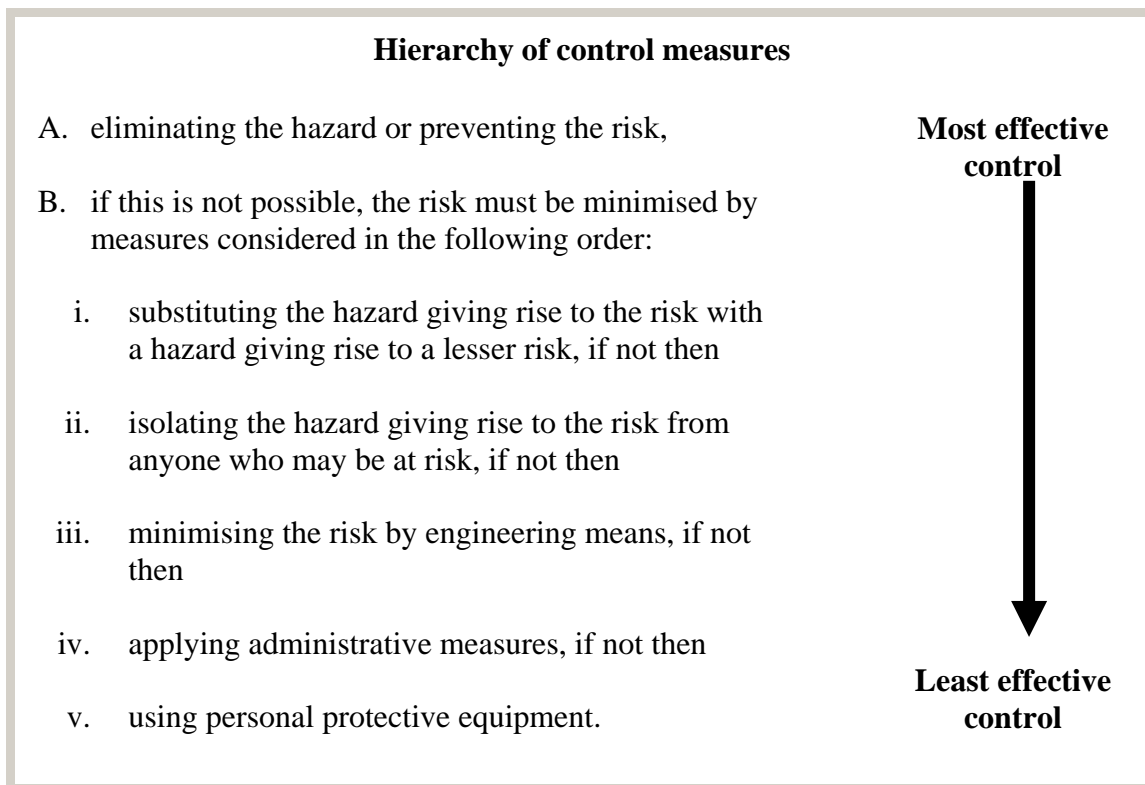
# 1. Step 3 - Decide on control measures

## 1.1 Introduction

The aim of this supplement is to give detailed and practical advice about how to select control measures, and implement, monitor and review their effectiveness. Step 3 of the risk management process is about deciding how to control the hazards and risks that have been identified. The hierarchy of control measures is set out in s27A of the act.

## 1.2 The hierarchy of control measures

Under the Act, an obligation holder must decide on the appropriateness of control measures. To assist with this task, the Act sets out the following hierarchy of control measures. Obligation holders must start at the top of the hierarchy and select control measures from the highest order possible.



The control measures can be divided into three levels:

- the highest level includes measures that address the hazard at the source, or where it comes from (i.e. elimination, substitution)
- the second level measures intervene in the hazard's course between the source and a worker (i.e. isolation or engineering)
- the third and lowest level measures are implemented at the point of the worker (i.e. administrative controls, personal protective equipment).

In many cases, it will be necessary to use a combination of measures to appropriately manage exposure to a risk. For example, to minimise exposure to a risk involving a chemical, the toxic

chemical could be replaced with a less hazardous one (substitution), safer work procedures (administrative measures) introduced and personal protective equipment provided for workers to use.

**Table 1: Control measures and examples of use**

<b>Control measure</b>	<b>Comment</b>	<b>Examples of use</b>
Elimination	Control the hazard at the source. This is the most effective control measure and removes the risk by removing the hazard or changing the work processes.	Contract tasks out to specialists who have appropriate facilities; remove welding fumes by ventilation.
Substitution	Replace the hazard (e.g. plant or substance) with another that has a lower risk.	Use a machine with better guarding; use a less hazardous chemical that does the same job.
Isolation	Remove or separate people from the source of the hazard.	Use rubber mats to lift workers off a concrete floor; segregating work processes.
Minimise by engineering means	Change the physical characteristics of the plant or workplace to remove or reduce the risk.	Modify a machine so it can be used by remote control.
Administrative measures	Use policies, procedures, signs and training to control risk.	Review systems of work so that nobody works alone at night; train workers in safe lifting techniques.
Personal protective equipment (PPE)	Provide equipment or clothing designed to protect the worker.	Provide hats and long shirts to protect outdoor workers against the sun.

## 1.3 Consultation

Consultation with workers and others who may be affected by the risks in the workplace is essential at all stages of the risk management process, but particularly in step 3, as the workers and others may be able to suggest ways to effectively manage the risks and allow them to operate efficiently in their jobs.

## 1.4 Selecting the most appropriate control measures

When selecting the most appropriate control measures, there are a number of factors that will influence the decision, including workers' opinions, but it is important to keep in mind that the objectives of the Act and the ES act are to prevent people dying, being injured or becoming ill as a result of exposure to hazards at their workplaces.

When selecting a control measure, it is important to be able to justify why that particular control measure was chosen, rather than a higher level measure. For example, there must be a good reason why administrative measures were chosen to control the risk of falling from a mezzanine floor instead of choosing a method that eliminates substitutes, isolates or engineers out the risk.



Eliminating the hazard completely is the most effective control and must always be attempted first when deciding on control measures. This may mean discontinuing dangerous work practices, removing dangerous substances, or introducing new equipment (e.g. purchasing a machine to do a repetitive manual task).

## 2.1 Safe design

One of the ways to eliminate a hazard at the source is by addressing safety issues during the design stage of equipment, structures and processes. For example, determining lay-out or set-up of a work area at the design stage of the construction of a workplace can eliminate hazards and reduce the risks of workers being injured in that workplace or other negative effects on the environment and people outside the workplace.

## 2.2 Policies and procedures

A high percentage of hazards can be eliminated or minimised at the source through sound policies and procedures relating to purchasing, installing and commissioning plant, materials and facilities. For example, if a compressor or generator is designed and purchased with a sound proofing unit, a noise hazard is not introduced into the workplace.

# 3. Prevent or minimise exposure to the risk

If a hazard cannot be eliminated, there are a number of control measures that can be used alone, or in combination with other measures, to prevent or minimise exposure to the risk.

**Substitution** involves replacing the hazard with one that presents a lower and more manageable risk.

Examples of substitution include:

- replacing a hazardous substance with a less hazardous one, such as substituting a solvent-based paint with a water-based paint
- using less dangerous chemicals, such as substituting a flammable solvent with a water-based solvent or replacing a toxic solvent with a detergent
- replacing a pedestal fan with a ceiling fan in a restaurant kitchen
- replacing an existing machine with one that has better guarding to make the same product.

**Isolation** refers to isolating or separating the hazard from the person, or the person from the hazard.

Examples of isolation include:

- installing screens or barriers around hazardous areas
- enclosing or guarding dangerous equipment
- using remote handling equipment for hazardous substances or procedures
- installing acoustic booths around noisy equipment
- isolating the electricity supply from electrical equipment.

**Engineering measures (redesign)** involves changing the design of the workplace, equipment or work process. It requires thinking about ways the work could be done differently to make the workplace safer.

Examples of engineering measures include:

- rearranging aspects of the workplace, such as moving the storage area for the photocopy paper adjacent to the machine to minimise manual handling of cartons
- modifying equipment, such as fitting a frame to a tractor for rollover protection or modifying exhaust systems to reduce noise
- combining tasks, such as using an elevated work platform and spray-painting
- changing procedures to minimise hazardous tasks, such as installing lifting equipment to reduce manual tasks
- changing the sequence of tasks in a job and/or reducing the frequency of performing a dangerous task
- using insulated tools and equipment to perform electrical work
- controlling chemicals through improved ventilation.

### 3.1 When exposure to the risk cannot be minimised by other means

Administrative controls and the use of personal protective equipment are lowest on the list of control measures. Controls developed at this level should NOT be relied on as the primary means of risk control until the options higher in the list of control measures have been exhausted. These controls require enforcement and commitment by the organisation's management, together with behaviour modification of workers. They are dependent on proper training and appropriate human behaviour to work effectively and therefore, tend to be less successful.

Generally, administrative controls and personal protective equipment should only be used

- when there are no other practical control measures available (as a last resort)
- to supplement other controls (i.e. as back-up).

**Administrative controls** involve using procedures or instructions to minimise exposure to a risk. It is often necessary to use these controls in conjunction with other measures.

Examples of administrative controls include:

- job rotation to reduce exposure (i.e. arranging work hours to reduce a person's exposure to a hazard)
- limited entry to or limited time spent in hazardous areas
- adequate supervision
- training in safe work procedures, such as training in lifting techniques
- development of safe work procedures or safe systems of work and subsequent instruction and training of workers in these procedures
- preventive maintenance and housekeeping procedures
- warning signs.

**Personal protective equipment (PPE)** is often used in combination with other control measures as a final barrier between the worker and the hazard. This measure does not control the hazard at the source.

The success of this control depends on the personal protective equipment being:

- chosen correctly (i.e. what will it be used for and the comfort and requirements of the user)
- worn correctly at all times when issued
- used correctly within limitations
- maintained in good condition.

Personal protective equipment is often an expensive option in the long term when the costs of maintenance, supervision and (potentially more) injuries are taken into account.

Examples of personal protective equipment include:

- hearing protective devices, such as ear muffs and ear plugs
- respirators, face masks, air supplied head covers
- protective eyewear, such as goggles, safety glasses and face shields
- electrical insulating gloves
- safety helmets and wide brim sun hats
- fire resistant clothing, aprons, boots and gloves.

## 4. Summary

Deciding on the appropriate control measure to use to prevent or minimise risks is step 3 of the risk management process.

The hierarchy of control measures in the Act sets out the order that these measures must be considered in, with elimination of the hazard the most effective. Several control measures can be used in combination to eliminate or minimise a risk.

There must be good reasons for having selected a particular control measure. For example, that the control measure manages exposure to the risks, that it does not create another hazard and workers can continue their work without discomfort.

Simply following the hierarchy of control does not necessarily mean compliance with the act.

# 5. Step 4 Implement control measures

## 5.1 Introduction

The aim of step 4 of supplement 3 is to give advice on how to implement the selected control measures decided on in step 3, and how the control measures will improve safety in the workplace.

## 5.2 Implementation plans

After the most appropriate control measures available to control the hazards and prevent or minimise risks in the workplace have been identified, the next step is to put these controls in place. This involves undertaking those activities necessary to allow the selected measures to function or operate effectively.

Effective implementation usually involves the development of an implementation plan. The plan should:

- specify the preferred control options
- set out the steps that need to be taken to implement the control measures
- identify and allocate the resources necessary to implement the control measures (i.e. time and expenses)
- allocate responsibilities and accountabilities (i.e. who does what and when)
- set the timeframe for implementation (i.e. when it is to be completed by)
- set a date for reviewing the control measures.

An implementation plan could also include:

- the process for documenting and reporting progress in achieving implementation, including who will monitor the progress
- procedures to be used for consultation and communication of health and safety information, including any new control measures, to workers and other relevant people
- emergency plans and procedures.

## 5.3 Additional steps for implementation

The following steps will also make the implementation of control measures more effective.

### 5.3.1 Develop safe work procedures

Written safe work procedures should be developed to ensure that both existing and new control measures are effective.

Management, supervisor and worker responsibilities should be clearly defined in the safe work procedures. These procedures should also include emergency and contingency procedures, which should be tested regularly, and make provision for health and safety monitoring.

For example, a safe work procedure for the addition of a guard to a machine would include detailing:

- the supervisor's actions to ensure appropriate guarding is purchased and installed correctly
- the procedures for ensuring machines are handed over to operators with the guarding fitted correctly, especially after tooling changes and long periods of non-use
- the pre-operational inspections to be carried out by operators
- workers' roles when using the machine with guarding in place as instructed
- other workers' action when involved in the maintenance of the machine and the guarding.

### 5.3.2 Communicate with workers about implementation

Management should inform workers and others about the types of control measures that will be implemented, how they will be implemented and who will be involved in the implementation. It is also important to explain the reasons for the changes, how they will benefit the workers' safety and the consequences if they fail to follow the control measures.

### 5.3.3 Provide workers with training and instruction

It is important to provide training and instruction for the workers, supervisors and others in relation to any new control measures and the application of any safe work procedure that has been introduced. Supervisors are responsible for developing training programs for workers to ensure they have the necessary expertise to carry out their jobs. Managers and supervisors should ensure workers who are returning to work after being absent during the implementation stage, receive training and instruction about the controls or procedures that have been implemented.

### 5.3.4 Supervise workers using control measures

Supervisors should be responsible for:

- making sure new workers are aware of the control measures
- ensuring that new control measures are being implemented and used as planned and correcting behaviour where necessary
- ensuring that the safe work procedures are being followed by the workers.

Generally supervisors provide ongoing guidance, coaching and assistance to workers, which is important when new control measures are implemented or existing measures are changed.

### 5.3.5 Enforce control measures

It is important for management to develop enforcement procedures to ensure work procedures are followed and control measures are used appropriately. These should detail the consequences for workers who do not follow the procedures, such as wearing their PPE correctly.

Enforcement should be integrated into the organisation's HR/IR processes and should be both formal (recorded/planned) and informal (e.g. supervisors routinely checking and enforcing).

### 5.3.6 Record the processes

The *Workplace Health and Safety Regulation 2008* requires a workplace to keep certain records for a specified period of time. Other records ensuring health and safety at a workplace should be kept as part of the risk management process and it is important that everyone in the workplace is

aware of record keeping requirements, which records are accessible and where they are kept. Record keeping is a good work practice and should increase the effectiveness of the workplace.

### 5.3.7 Set out maintenance requirements

Work procedures should specify maintenance requirements to ensure the ongoing effectiveness of the new and existing control measures.

Maintenance is the activity involved in:

- keeping something in good working order
- keeping a machine or a system functioning or in operation
- making sure that the control measures are validated.

### 5.3.8 Consultation on the implementation process

Consultation between workers, supervisors and managers will allow feedback to be given on whether:

- control measures have been implemented according to the plan
- the control measures are effective
- any new problems have been caused by the new control measures.

The process may then need to be re-evaluated and improved, or more effective control measures considered.

## 6. Summary

Implementing the control measures (decided on in step 3) is the fourth step of the risk management process. An implementation plan that outlines which controls will be applied and details how they will be implemented, the resources that are needed, the people responsible for implementation and timeframes will assist in this step.

The plan should be supported by consultation and communication with workers, the development of safe procedures, provision of training and supervision, and enforcement of the measures.

## 7. Step 5 Monitor and review

### 7.1 Introduction

The aim of step 5 in the risk management process is to monitor and review the effectiveness of the control measures that have been implemented to prevent or minimise the risks. When monitoring and reviewing the effectiveness of a control measure, it is important to weigh up whether the chosen controls are actually doing the job, or they need some modification.

When monitoring and reviewing the risk process, consider all the relevant circumstances of the particular case before reaching a decision, including a review of previous records of risk assessments. All relevant circumstances could mean for a particular risk or it could mean for the entire risk management process.

## 7.2 Monitoring the effectiveness of control measures

When monitoring the effectiveness of control measures, it may be helpful to ask the following questions:

- **Have the chosen control measures been implemented as planned?**
  - Are the chosen control measures in place?
  - Are the measures being used?
  - Are the measures being used correctly?
- **Are the chosen control measures working?**
  - Have any the changes made to manage exposure to the assessed risks resulted in what was intended?
  - Has exposure to the assessed risks been eliminated or adequately reduced?
- **Are there any new problems?**
  - Have the implemented control measures introduced any new problems?
  - Have the implemented control measures resulted in the worsening of any existing problems?

To answer these questions:

- consult with workers, supervisors and health and safety representatives
- measure people's exposure (e.g. taking noise measurements in the case of isolation of a noise source)
- consult and monitor incident reports
- review safety committee meeting minutes where possible.

## 7.3 Reviewing the risk management process

Set a date for the review of the risk management process. When reviewing, check if:

- the process that is currently in place is still valid
- things have changed that could make the operating processes or system outdated
- technological or other changes have affected the current workplace
- a different system should be used altogether.

The review process may be more critical for some businesses than for others. For example, industries that rely heavily on technology, such as hospitals, security firms and those involved in handling and storage of dangerous goods, will need to review their risk management process more often to keep up with technology development.

## 8. Summary

The final step in the risk management process involves critically monitoring and reviewing the effectiveness of the control measures that have been implemented to prevent or minimise the risks. The monitoring process will identify whether control measures are being implemented according to the plan, whether they are working as intended and whether any new problems have arisen. Consider whether there is any gap between what was planned and what is actually happening in the workplace.

The review process requires a critical evaluation of whether the current control measures are enough to satisfy the obligations under the Act, or whether something else could be done to minimise the risks further.

The risk management process is a common sense approach that should answer the question:

**Is my workplace a healthy and safe workplace for all who work there and for all who come in contact with it?**

The following pages contain steps 3, 4 and 5 of the risk management process relating to the case study.

## 9. Applied case study – Control, monitor and review.

Following the risk assessment, each risk has to be eliminated or controlled. Control measures should be selected from the hierarchy of controls. Once the preferred controls have been decided, an implementation plan is developed. This example uses form A2 and focuses on only one of the selected risks.



Workplace area or grouping: Bakery, XYZ Retail Pty Ltd	Reference no: 1/06
Form completed by: C Bloggs (print name)	(sign)
Date form completed: 26/06/06	
<b>Hazard identification</b>	
<b>Hazard: Id 2:</b> Mixer is not guarded – access to mixing bowl and mixer blade when machine is operating.	
<b>Associated risk:</b> The person operating the mixer could be injured by the moving parts if their hand slipped in while the machine was operating. Hand could be cut or could even lose a finger.	
<b>Specific circumstances relating to the risk:</b> This machine is used several times a day. Two of the workers are not very experienced in using this equipment.	
<b>Persons at risk:</b> All three workers in the bakery who operate the machine.	
<b>Risk assessment</b>	
<b>Existing control measures (if any):</b> Staff follow policy and operating instructions to use the mixer safely.	
Likelihood: (tick)	Almost certain <input type="checkbox"/> Likely <input type="checkbox"/> Possible <input type="checkbox"/> Unlikely <input type="checkbox"/> Rare <input type="checkbox"/>
Consequences: (tick)	Catastrophic <input type="checkbox"/> Major <input type="checkbox"/> Moderate <input type="checkbox"/> Minor <input type="checkbox"/> Insignificant <input type="checkbox"/>
<b>Risk rating:</b> Likely x Major = <b>A</b>	
<b>Risk control</b>	
This risk must be controlled immediately. The mixer must not be used again until the risk has been eliminated.	
<b>Possible control options:</b>	
<b>Elimination:</b> Eliminating the use of the mixer completely will mean that business can not continue to sell bread and doughnuts as the dough can not be mixed. Business revenue will suffer dramatically.	
<b>Substitution:</b> Use of the mixer could be substituted by hand mixing the dough. One day's production will be lost in the change over. This method can only be considered an interim option as it is not sustainable for more than a day or two with present staff. However, part time staff could be hired to mix the dough. Business income would be reduced and might impact too much on revenue.	
<b>Isolation or engineering:</b> The mixer could be modified by adding an interlocking guard. A new mixer could be installed for the period the old mixer is in for repairs. One day's production will be lost in this option. The modified repairs are estimated to cost \$1600. Other costs included in this option are: one day lost production + hire of substitute machine for approx. 10 working days + transport. Estimated costs less than \$6000. Total costs less	

than \$8000.

**Administrative or personal protective equipment:** All staff to be told to keep hands away from the mixing bowl while it is in use. Only the head baker is to operate the mixer, as the others have less experience.

**Preferred control options (and why):** Eliminate the use of the unguarded mixer immediately and arrange for a safer model to be hired while the old mixer is being repaired. Mixing to be done by hand while waiting for replacement mixer to arrive. The costs involved are outweighed by worker safety and this option eliminates the risk of injury.

#### Implementation plan

Control option	Associated activities	Resources required	Person(s) responsible	Proposed implementation date	Sign off and date	Scheduled review date
Elimination and engineering	Cease using old mixer and send away for modification.	\$1600	Store Manager	26 June 2006	26/06/06  Store Manager	1 Aug 2006
Substitution	New mixer to be hired while old mixer is away. Mixing to be done by hand while waiting for new mixer. May require staff working more hours.	Less than \$6000	Store manager	27 June 2006	26/06/06  Store Manager	1 Aug 2006
			Tim, head baker, to arrange	27 June 2006	Store Manager	1 Aug 2006

#### Review – 1 August 2006

Are control measures in place?

- Yes – Mixer has been fitted with guard and returned. No production was lost while modification was taking place.
- ~~No, Comment (why not):~~

Are controls preventing or minimising the risk?


- Yes – The new guard prevents people putting their hand in the mixing bowl while the machine is operating.
- ~~No, Comment (why not):~~

Are there any new problems with the risk?

- No
- ~~Yes, Comment (what are they):~~

### Form 3: Hazard and associated risk register

Fill in this form for each workplace area.

Form completed by: <u>C Bloggs (WHSO)</u> (print) _____ (sign) 							
Date form completed: 27/06/06							
Ref. no	Hazard	Associated risk	Risk rating	Control measures	Control measure implemented?		Review date
					Yes	No	
1	Unguarded mixer	Crush injury, laceration or amputation of limb	A	Eliminate use of mixer immediately. Modify mixer by adding guard. Substitute mixer while being repaired by hand mixing and temporary replacement.	Yes Yes	No	1 Aug 06
2	Slippery floors – spilt flour in mixing room	Worker could slip, resulting in musculoskeletal injury	H	Clean floors immediately. Purchase and install rubber mats. Develop new method for transferring flour to reduce spillage.	Yes	No No	1 Aug 06
3	Poor lighting in flour storage area (due to flour build up on light fittings)	Workers could trip due to poor visibility	M	Clean light fittings and replace tubes. Ensure lighting complies with requirements of Australian Standard 1680. Clean and maintain lights at regular intervals – every 6 months.		No No No	1 Aug 06
4	Heavy bags of flour – poor access	Musculoskeletal injury from handling heavy loads and awkward postures	A	Order flour in smaller quantity – 10 kg bags. Find new storage location that is easier to access.		No No	1 Aug 06
5	Restricted access to courtyard due to boxes	Workers tripping over boxes	M	Move empty boxes immediately. New system of collapsing empty boxes and taking them to the recycling bin straight away. Supervisor to ensure walkways are kept clear.	Yes Yes Yes		Weekly review by bakery supervisor
6	Plug in electrical equipment	Electrical shock from faulty equipment	H	Safety switch is installed, which reduces risk.  Continue yearly testing and inspection of all electrical equipment.	Yes		Test every 3 months
7	Low overhead powerlines outside shop	Delivery truck or other striking powerlines and receiving shock	A	Install underground powerlines. Develop a safe system of work to ensure an exclusion zone around the powerlines is not breached – worker to assist delivery drivers to avoid the lines.		No No	1 Aug 06

8	Cleaning by hosing around electrical equipment	Water damage to electrical equipment, causing shock and damage to equipment	A	Avoid hosing where possible – use mops to minimise splashing water around electrical equipment. Develop a safe system of work for hosing down.	Yes	No	Every week by supervisor 1 Aug 06
<p>Comments: (Are controls preventing or minimising the risks? Have any new problems been introduced?)</p> <p>Ref. no. 1</p> <p>Ref. no. 2</p> <p>Ref. no. 3: Cleaning light fittings – new risk of electric shock when removing light tube. Need to develop a safe system of work and ensure only authorised and trained people carry out the work, using adequate safety equipment and insulated tools.</p> <p>Ref. no. 4</p> <p>Ref. no. 5</p> <p>Ref. no. 6</p> <p>Ref. no. 7</p> <p>Ref. no. 8</p>							

# References and sources of further information

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# Appendix A

The following forms are provided as suggestions on how to record details of the risk management process being carried out.

The forms are provided as **samples only**.

These forms may be modified to meet the organisation's requirements. It may be useful to enlarge the forms to allow more space for writing.

**Two alternate sets of forms are provided.  
Select one set only.**

**Set A: Forms A1 to A3**

**OR**

**Set B: Forms B1 to B6**

### Form A1: Hazard identification and register

Workplace area or grouping: _____	Ref. no: _____
Form completed by: _____ (print name)	_____ (sign)
Date form completed: / /	

Ref. no.	Identified hazards	Date	Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

## Form A2: Risk assessment and control

Fill in one form for each hazard identified at the workplace.

Workplace area or grouping: _____		Ref. no: _____				
Form completed by: _____ (print name)		_____ (sign)				
Date form completed: / /						
<b>Hazard identification</b>						
Hazard:						
Associated risk:						
Specific circumstances relating to the risk:						
Persons at risk:						
<b>Risk assessment</b>						
Existing control measures (if any):						
Likelihood: ( <i>tick</i> )	Almost certain	<input type="checkbox"/>	Likely	<input type="checkbox"/>	Possible	<input type="checkbox"/>
Consequences: ( <i>tick</i> )	Catastrophic	<input type="checkbox"/>	Major	<input type="checkbox"/>	Moderate	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	Unlikely	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	Minor	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	Rare	<input type="checkbox"/>
		<input type="checkbox"/>		<input type="checkbox"/>	Insignificant	<input type="checkbox"/>
Risk rating:						
<b>Risk control</b>						
Possible control options:						
Elimination:						
Substitution, Isolation or Engineering:						
Administrative or personal protective equipment:						
Preferred control options (and why):						
<b>Implementation plan</b>						
Control option	Associated activities	Resources required	Person(s) responsible	Proposed implementation date	Sign off and date	Scheduled review date
<b>Review</b>						
Are control measures in place?						
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No, comment (why not):</li> </ul>						
Are controls preventing or minimising the risk?						
<ul style="list-style-type: none"> <li>• Yes</li> <li>• No, comment (why not):</li> </ul>						
Are there any new problems with the risk?						
<ul style="list-style-type: none"> <li>• No</li> <li>• Yes, comment (what are they):</li> </ul>						

### Form A3: Hazard and associated risk register

Fill in this form for each workplace area.

Form completed by: _____ (print name) _____ (sign)							
Date form completed:    /    /							
Ref. no.	Hazard	Associated risk	Risk rating	Control measures	Control measure implemented?		Review date
					Yes	No	
Comments: (Are controls preventing or minimising the risks? Have any new problems been introduced?) Ref. no. 1 Ref. no. 2 Ref. no. 3 Ref. no. 4 Ref. no. 5							

### Risk priority chart (risk score and statement)

LIKELIHOOD  How likely is it to happen?	CONSEQUENCES: How severely it hurts someone (if it happens)?				
	Insignificant (no injuries)	Minor (first aid treatment, spillage contained at site)	Moderate (medical treatment; spillage contained but with outside help)	Major (extensive injuries, loss of production)	Catastrophic (death, toxic release of chemicals)
Almost certain - expected in most circumstances	<b>3</b> <b>H</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>
Likely – will probably occur in most circumstances	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>
Possible – might occur at some time	<b>1</b> <b>L</b>	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>
Unlikely – could occur at some time	<b>1</b> <b>L</b>	<b>1</b> <b>L</b>	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>
Rare - may occur, only in exceptional circumstances	<b>1</b> <b>L</b>	<b>1</b> <b>L</b>	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>3</b> <b>H</b>

### Risk score and statement

Score and statement	Action
<b>4</b> <b>A: Acute</b>	<b>ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.</b>
<b>3</b> <b>H: High</b>	<b>Highest management decision is required urgently.</b>
<b>2</b> <b>M: Moderate</b>	<b>Follow management instructions.</b>
<b>1</b> <b>L: Low</b>	<b>OK for now. Record and review if any equipment/ people/ materials/ work methods or procedures change.</b>

### Form B1: Hazard identification

Fill in one form for each workplace area or grouping.

Workplace area or grouping:	Form completed by: _____ (print name) _____ (sign)	Date form completed: / /
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Identify the task or activity	What are the hazards for each activity? (and Ref. no.)	Date	Initials

**Form B2: Risk identification**

Fill in one form for each workplace area or grouping.

Workplace area or grouping:	Form completed by: _____ (print name) _____ (sign)	Date form completed: / /
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What are the hazards for each activity (and Ref. no.)	What are the associated risks? * (and Ref. no.)	Who is at risk?	Specific circumstances relating to the risk	Description of risk

\* Note: There may be more than one risk associated with each hazard.

**Form B3: Risk assessment**

Fill in one form for each workplace area or grouping.

Workplace area or grouping:	Form completed by: _____ (print name) _____ (sign)	Date form completed: / /
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Task/Activity	Hazard Ref. no	Associated risk Ref. no	Existing controls (if any)	Estimated likelihood	Estimated severity of consequences	Risk rating
Comments:						

### Risk priority chart (risk score and statement)

LIKELIHOOD  How likely is it to happen?	CONSEQUENCES: How severely it hurts someone (if it happens)?				
	Insignificant (no injuries)	Minor (first aid treatment, spillage contained at site)	Moderate (medical treatment; spillage contained but with outside help)	Major (extensive injuries, loss of production)	Catastrophic (death, toxic release of chemicals)
Almost certain - expected in most circumstances	<b>3</b> <b>H</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>
Likely – will probably occur in most circumstances	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>
Possible – might occur at some time	<b>1</b> <b>L</b>	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>	<b>4</b> <b>A</b>
Unlikely – could occur at some time	<b>1</b> <b>L</b>	<b>1</b> <b>L</b>	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>4</b> <b>A</b>
Rare - may occur, only in exceptional circumstances	<b>1</b> <b>L</b>	<b>1</b> <b>L</b>	<b>2</b> <b>M</b>	<b>3</b> <b>H</b>	<b>3</b> <b>H</b>

### Risk score and statement

Score and statement	Action
<b>4</b> <b>A: Acute</b>	<b>ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.</b>
<b>3</b> <b>H: High</b>	<b>Highest management decision is required urgently.</b>
<b>2</b> <b>M: Moderate</b>	<b>Follow management instructions.</b>
<b>1</b> <b>L: Low</b>	<b>OK for now. Record and review if any equipment/ people/ materials/ work methods or procedures change.</b>

### Form B4: Risk control measures

Fill in one form for each risk.

Workplace area or grouping:  Hazard: (Ref. no.) Risk: (Ref. no.)	Form completed by: _____ (print name)  _____ (sign)	Date form completed: / /
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Risk Ref. no.	Risk rating <i>(from Form B2)</i>	Possible control option(s) and how it will control the risk	Preferred control option(s) and why
		Elimination:	
		Substitution:	
		Isolation:	
		Engineering:	
		Administrative:	
		Personal protective equipment:	
Comments:			

### Form B5: Risk control implementation plan

Fill in one form for each risk.

Workplace area or grouping:  Hazard: (Ref. no.) Risk: Ref. no.)	Form completed by: _____ (print name)  _____ (sign)	Date form completed: / /
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Preferred control option(s)	What needs to be done?	Resources needed	Person(s) responsible	Date implementation due by	Implementation completed		Date for review
					Signature	Date	

**Form B6: Review of risk controls**

Fill in one form for each risk.

Workplace area or grouping:	Form completed by: _____ (print name)	Date form completed: / /
Hazard: (Ref. no.)	_____ (sign)	
Risk: (Ref. no.)		

Control measure(s)	Scheduled review date	Current date	Comment (if necessary)	Are control measures in place?			Are controls preventing or minimising exposure to the risk?		Are there any new problems?	
				Yes	Date control implemented	No, comment	Yes	No, comment	No	Yes, comment

Next review of whole workplace health and safety risk management process due: / /