

Risk Management Code of Practice 2007

Workplace Health and Safety Queensland

Department of Justice and Attorney-General



Risk Management Code of Practice 2007

Important information about the code

- 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 code of practice about?

The *Risk Management Code of Practice 2007* clearly defines and explains the five step risk management process that obligation holders are required to perform under the *Workplace Health and Safety Act 1995* (the Act) and the *Electrical Safety Act 2002* (the ES Act) to make sure all hazards in the workplace are eliminated or minimised.

Workplace health and safety obligations

The *Workplace Health and Safety Act 1995* places obligations on certain persons to ensure workplace health and safety. Workplace health and safety is ensured when persons are free from death, injury or illness and the risk of death, injury or illness created by workplaces, relevant workplace areas, work activities or plant or substances for use at a workplace. Ensuring workplace health and safety involves identifying and managing exposure to risks at the workplace.

Obligations of a person who conducts a business or undertaking (the 'relevant person')

The act places obligations on a person who conducts a business or undertaking. The Act refers to a person who conducts a business or undertaking as the '**relevant person**'. The obligations apply whether or not:

- the relevant person conducts the business or undertaking as an employer, self-employed person or otherwise
- the business or undertaking is conducted for gain or reward
- a person works on a voluntary basis.

'**Relevant persons**' have an obligation to ensure:

- the workplace health and safety of themselves, their workers and any other persons is not affected by the conduct of the relevant person's business or undertaking.

The term '**relevant person**' is also used in the *Workplace Health and Safety Regulation 2008*.

Where this code of practice provides advice to employers and self-employed persons on managing exposure to risks, other persons who conduct a business or undertaking may also find this advice applicable depending on their circumstances.

Electrical safety obligations

The *Electrical Safety Act 2002* (the ES Act) places obligations on certain persons to ensure electrical safety. Electrical safety is ensured when a person or property is free from electrical risk. This means that the electrical risk¹ to the person or property is as low as reasonably achievable, having regard to likelihood of harm and likely severity of harm. Ensuring electrical safety involves identifying and managing exposure to risks at the workplace.

Obligations of a person who conducts a business or undertaking (employer or self-employed person)

The *Electrical Safety Act 2002* places obligations on a person who conducts a business or undertaking. The obligations apply whether or not:

- the person conducts the business or undertaking as an employer, self-employed person or otherwise
- the business or undertaking is conducted in a way that is electrically safe
- a person works on a voluntary basis.

A person who conducts a business or undertaking has a general obligation to ensure the business or undertaking is conducted in a way that is electrically safe. Additional specific safety obligations apply to:

- electricity entities
- employers or self-employed persons
- manufacturers, importers and suppliers of electrical equipment
- designers, installers and repairers of electrical equipment and electrical installations
- persons in control of electrical equipment
- workers and other persons at a place where electrical equipment is located.

Where this code of practice provides advice to employers and self-employed persons on managing exposure to electrical risks, other persons who conduct a business or undertaking may also find this advice applicable, depending on their circumstances.

How can I meet my obligations?

Under the *Workplace Health and Safety Act 1995* and the *Electrical Safety Act 2002* there are four types of legislative instruments that assist to meet workplace health and safety obligations – regulations, ministerial notices, codes of practice and standards.

If there is a regulation or ministerial notice that prescribes a way of preventing or minimising exposure to a risk, or prohibits exposure to a risk, a person must follow the prescribed way.

If there is a code of practice stating a way of managing exposure to a risk:

- (a) the stated way must be adopted and followed to manage the exposure to the risk
- (b) a person must adopt and follow another way, that gives the same level of protection against the risk, and take reasonable precautions and exercise proper diligence.

¹ In this context, 'electrical risk' means the risk to a person of death, shock or injury caused directly by electricity or originating from electricity. It also includes the risk to property of damage caused by a cathodic protection system or loss or damage caused directly by electricity or originating from electricity.

If there is no regulation, ministerial notice or code of practice about a risk, a person discharges the person's workplace health and safety obligation for exposure to the risk by doing both of the following:

- (a) adopting and following any way to discharge the person's workplace health and safety obligation for exposure to the risk
- (b) taking reasonable precautions, and exercising proper diligence, to ensure the obligation is discharged.

Note

There may be additional risks in the workplace, which have not been specifically addressed in this code of practice. 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.

This code of practice should be read in conjunction with the three supplements as well as the *Workplace Health and Safety Act 1995* and the *Electrical Safety Act 2002* and other relevant codes of practice. Where applicable, these 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 or call Infoline on 1300 369 915.

Contents

1.	Introduction.....	1
1.1	Legislative basis for the risk management process.....	1
1.2	Definitions.....	1
2.	What is risk management?.....	2
2.1	Why use this code of practice?	2
3.	Defining the context.....	3
4.	Risk management: the 5 step process	4
4.1	Who should conduct the risk management process	6
4.2	Types of risk assessments	6
4.3	When to use the process.....	7
4.3.1	Now.....	7
4.3.2	When planning or making a change.....	7
4.3.3	After an incident.....	8
4.3.4	At regular or scheduled intervals	8
4.3.5	When legislative obligations change.....	8
4.3.6	Before work starts	8
5.	Consultation	9
5.1	Who should be involved in consultation.....	9
5.2	Benefits of consultation	10
6.	Record keeping	10
7.	Summary	11
	References and sources of further information	13
	Appendix A: Hazards and risks	14
	Appendix B: Forms for record keeping	15
	Appendix C: Glossary of terms used in this code	18
	Appendix D: List of other codes of practice	20

1. Introduction

The aim of this code of practice is to give detailed and practical advice about ways to manage exposure to health and safety risks that can arise from workplace hazards (including those from electrical hazards).

The code specifies the framework in which the process should be conducted and compliance can be assessed against this standard.

1.1 Legislative basis for the risk management process

The objective of the act is to prevent a person's death, injury or illness being caused by:

- a workplace
- a relevant workplace area
- work activities
- plant or substances for use at a workplace.

The purpose of the *Electrical Safety Act 2002* is to establish a legislative framework for preventing:

- persons being killed or injured by electricity
- property being destroyed or damaged by electricity.

The risk management process is required under the *Workplace Health and Safety Act 1995* (s 27A) and the *Electrical Safety Act 2002* and must be used to achieve workplace health and safety.

This code provides a framework for other codes of practice in managing risks under the *Workplace Health and Safety Act 1995* and the *Electrical Safety Act 2002*.

1.2 Definitions

A **hazard** is something with the potential to cause harm.

This can include substances (both hazardous and dangerous), plant, work processes or other aspects of the work environment.

Risk is the likelihood that a harmful consequence (death, injury or illness) might result when exposed to the hazard.

Risk can be quantified as a function of the likelihood of occurrence of the potential harm arising from the hazard and the severity of consequences measured by the value of the damage the harm could cause. The amount of risk is affected by the likelihood of the occurrence (event) and the severity of the consequence that may occur.

The relationship between hazards and risks is further illustrated in appendix A.

2. What is risk management?

The risk management process required by section 27A of the act is systematically divided into five steps:

1. identify hazards, based on experience, recorded data and other information
2. assess the associated risks by making an evaluation of the level of risks to the health and safety of workers, based on the consequences and likelihood of harm
3. select control measures from the hierarchy of control (e.g. eliminate, substitute, isolate or engineer out the risks, or reduce them through administrative measures or personal protective equipment) by selecting the highest order control method possible and then proceeding down the list in order
4. implement or apply the selected control measure(s) in the workplace
5. monitor the control measures to ensure that they are working correctly to control the risks and that no other risks have been introduced.

Effective risk management involves identifying all of the hazards in the workplace, and then carrying out a risk assessment for each hazard, to assess the severity of a risk, before deciding its priority.

When carrying out a risk assessment, determine the risks that have the greatest potential to cause harm and a greater likelihood of occurring. These risks are controlled first, followed by the less serious risks.

Attention should be given to risks that may be easy to fix but may have low risk priority scores (e.g. power leads across the floor). These risks should be fixed promptly. Particular attention should be given to risks that may have very low likelihood of causing harm but may result in major consequences.

More information on how to carry out a risk assessment is contained in supplement 2.

2.1 Why use this code of practice?

This code of practice provides advice on the general process of risk management for use in all industries and tasks.

Under the *Workplace Health and Safety Act 1995* and the *Electrical Safety Act 2002*, managing risks at workplaces is mandatory in Queensland and the following procedural steps must be taken:

1. Regulation or ministerial notice

If there is a regulation or ministerial notice that prescribes ways of controlling hazards or risks, the regulation or ministerial notice must be followed.

2. Code of practice

If there is no regulation but there is a code of practice made about a hazard or risk, then either the code must be followed or another way that gives the same or better level of protection against the risk must be adopted and followed whilst taking reasonable precautions and exercising proper diligence.

3. Guidance material

If there is no regulation, ministerial notice or code of practice made about a hazard or risk, guidance material can be used as a resource in the risk management process.

4. Unspecified

For identified risks that do not fall into any of the above categories, the risks must be assessed using the risk management process. More details on the risk management process are given in other parts of the code.

3. Defining the context

It is important to consider the context in which the risk management process takes place before the five steps are undertaken. Defining the context includes looking at the business objectives of the activity being assessed. Are there interactions with other risks? One of the major difficulties in conducting effective risk management occurs when the activity associated with the hazard is not clearly defined. Each activity can have many hazards and each hazard can have many potential risk events.

Defining the context involves identifying:

- work processes, practices, activities and tasks that will be analysed in the risk management process and the steps involved
- the people involved in carrying out those work processes and in what capacity
- whether the people involved are sufficiently competent/skilled/experienced
- what items of plant or materials are used.

To define the context it is essential to ensure extensive consultation, which includes all workers doing the tasks, employers, safety officers and experts regarding all hazards to be identified.

Consultation is the foundation of good risk management.

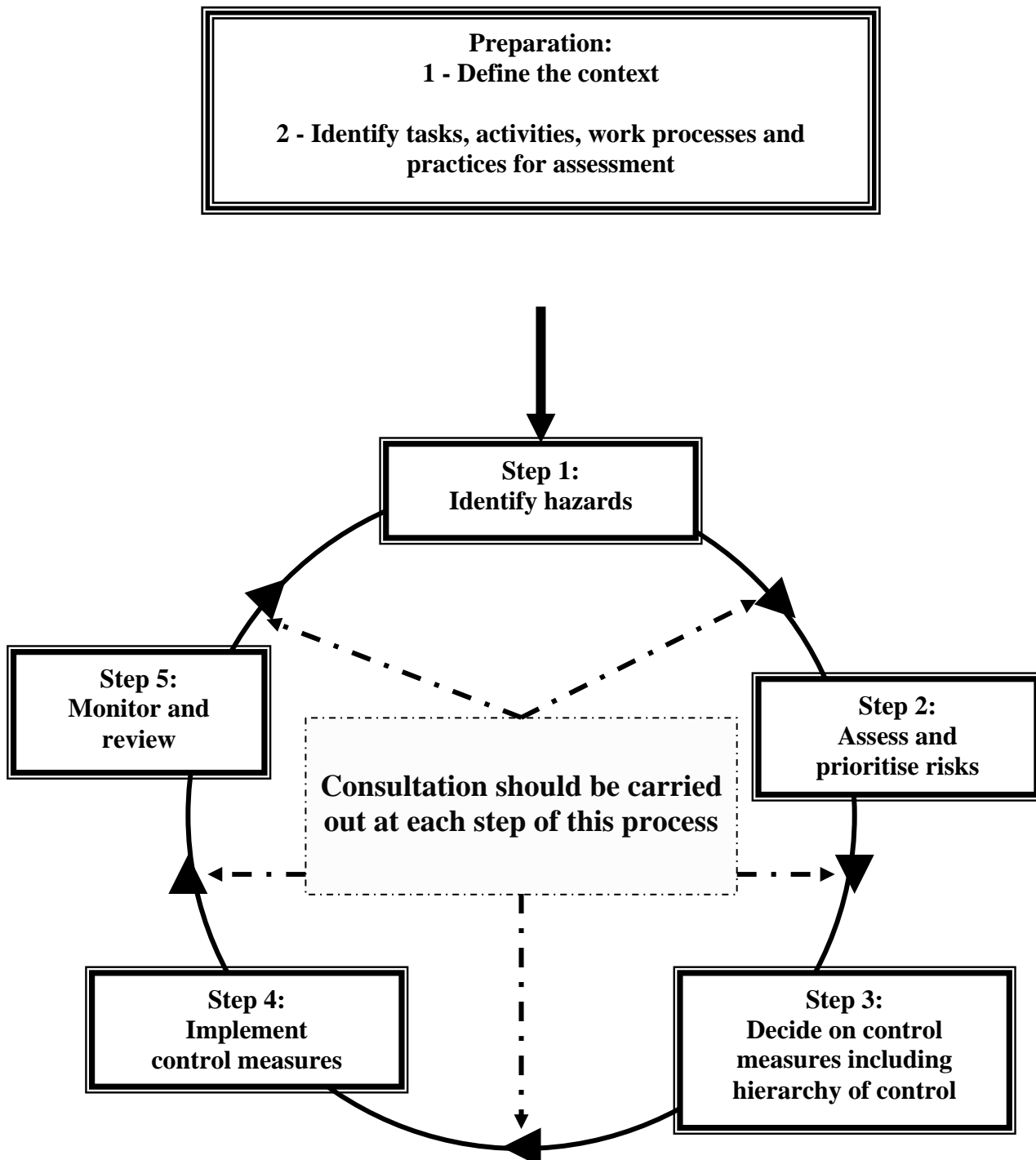
You have to do it, not just talk about it.

4. Risk management: the 5 step process

The five basic steps in the workplace health and safety risk management process set out in s27A of the *Workplace Health and Safety Act 1995* must be followed to manage exposure to risks.

The steps are illustrated below in figure 1.

Figure 1: The five step risk management process.



The five step risk management process is:

Preparation

- define the context
- identify activity/task/work area/personnel to be assessed.

Step 1: Identify all hazards by:

- observing, inspecting, investigating, communicating and consulting
- making a record of the hazards identified.

Step 2: Assess the risks these hazards create by:

- assessing and prioritising the risks
- dealing with the highest priority risks first
- dealing with less risks or least significant risks last.

Step 3: Decide on measures to control the risks by:

- eliminating the risk
 - if elimination of the risk is not possible, select these control measures in the following order of preference:
 - (i) substitution
 - (ii) isolation (not administrative)
 - (iii) minimisation by engineering means
 - (iv) application of administrative measures
 - (v) use of personal protective equipment (PPE).

Step 4: Implementing appropriate control measures should:

- adequately control the risks
- not create other risks
- allow workers to do their work without undue discomfort or distress.

Step 5: Monitor the control measures and review the process:

A: Monitor

- Have the control measures been implemented as intended?
- Are the control measures adequate?
- Did the implementation of control measures create other hazards or risks?

B: Review

- Has anything changed over time since the risk process was implemented?
- Is the control of risks still adequate?
- Was the risk management process conducted effectively?

The five steps can be applied in all types of workplaces, but in some cases it may be more effective to perform more than one step at a time. The way the risk management process is implemented can depend on the type of business activity and tasks involved at the workplace. For example, a small business may deal with its hazards differently to a very large business.

4.1 Who should conduct the risk management process

It is important for the person conducting the risk management process remain as objective and practical as possible.

The person conducting the process should:

- consider what actually happens in the workplace
- review existing assessments and any previous incidents
- determine whether any existing control measures are adequate and make sure all relevant hazards are addressed
- consult with the workers who are involved, as the workers are the ones exposed to the risks and are in a better position to be able to identify all the hazards
- inform management (if the person is not management) who then decides on the control
- measures in consultation with the workers
- monitor and review the effectiveness of the implemented control measures and the entire risk management process.

The risk management process is the key to systematically managing safety in the workplace.

The risk management process enables the obligation holder to show that all the relevant factors have been considered and the steps needed to control the risks have been taken. Accordingly, it is important to document each step of the process to show you have complied with the obligation.

4.2 Types of risk assessments

Risk assessments can be classified in three categories; however two types of risk assessment are appropriate for most workplaces:

1. Strategic risk assessment is conducted at the work planning stage and periodically
2. Operational risk assessment is conducted immediately before the work starts
3. Specific requirements – risk assessments of credible emergencies including first aid.

A strategic risk assessment is planned and systematic. The assessments are carried out throughout the work process, and are comprehensive and are a documented process of interactions and control processes.

The operational assessment is a simplified process to check that risks and control measures are as expected. Such assessment also assists in task induction. A checklist can be used for this purpose. This style of risk assessment is important as many hazards and risks can be identified where they may have been missed in a strategic risk assessment.

Specific assessments may involve a review of credible emergency events. These can also be undertaken using the 5 step risk management process, for example, during step 2, the risk event is the credible emergency that could occur.

4.3 When to use the process

Workplace health and safety risk management is an ongoing process and must be undertaken at various times including:

- NOW, if it has not been done before
- when planning or making a change
- after an incident (and/or a near miss)
- at regular or scheduled intervals appropriate to the nature of the workplace and the hazards present
- when legislative obligations change (including regulations)
- before work starts.

4.3.1 Now

If the process has not been done before to make sure health and safety is managed at the workplace, do so now.

4.3.2 When planning or making a change

Risk management is more effective when undertaken during the planning phase (i.e. before work starts or at the design, development or tendering stage). Whenever workplace changes are made to workers, work practices or the environment, including tools and equipment, the risk management process must be applied to manage any new hazards and risks².

Any changes made to equipment, work practices and other factors that can influence risks, should be discussed with the workers affected by the changes before they are made, in order to incorporate as much information in the decision-making process as possible. Some examples of planned or actual changes that may occur at workplaces at various times are:

- starting a new project
- changes in work procedures and/or practices
- changes to the worksite during construction phases
- changes in work schedules (e.g. introducing extended work hours or shift work)
- changes in how materials and substances are used, who uses them and how much is used
- changes in the use or location of tools, equipment or machinery

² See for example Part 7 – Risk identification in the *Manual Tasks Code of Practice*.

- discovery of new information about a previously unknown design or manufacturing fault, or about a previously unidentified hazard
- introducing new workers with different skill levels or workers returning after periods away from the task
- changes in a control measure after reviewing the effectiveness
- plans to design a new facility or premises including the layout of the work area and fit-out.

4.3.3 After an incident

If an incident (or a near miss) occurs, the workplace health and safety risk management process must be reviewed to determine whether changes to the particular task are needed and if alternative or additional controls need to be introduced. Any changes should be discussed with all workers performing the task.

4.3.4 At regular or scheduled intervals

The risk management process should be repeated regularly or at scheduled intervals appropriate to the workplace³. The period between repeating the process will depend on the nature of the hazards and associated risks and the degree of change likely in the work activity. Generally, the risk management process should be undertaken more often if there is:

- a high level of risk involved with the work activity
- a higher likelihood that an incident or injury will occur
- the potential for more serious consequences such as death or permanent disability from an incident.

Both regular and scheduled intervals should be clearly identified, defined and approved by management. They should be recorded in a schedule or register that is regularly reviewed and monitored. This register should define resources (time/money) and responsibilities to ensure the process occurs. A sample register is available in appendix B (forms A1, A2 and A3).

4.3.5 When legislative obligations change

When changes are made to workplace health and safety, electrical safety, or any other legislation that might affect the work operations or environment, all existing hazards and risks should be reviewed.

4.3.6 Before work starts

Checks to identify faults, misplaced items or other hazards creating risks to staff should be done before any work activity starts. Checklists can be used to assess the risks.

³ A workplace with a Workplace Health and Safety Officer (WHSO) is required to assess hazards and risks at least once every 12 months.

5. Consultation

The Act and the ES Act set out requirements for consultation, which involves fostering cooperation and developing partnerships between government, employers, and workers to ensure workplace health and safety and electrical safety. This means to seek advice or information from the people involved with the workplace, work and industry.

Consultation should take place at every stage of the risk management process including when:

- new work processes, equipment or tools are being designed, purchased or modified (consult early to allow changes to be incorporated)
- identifying problem jobs which require assessment
- establishing priorities for the assessment of problem jobs and during the risk assessment process
- deciding on control measures to manage exposure to risk factors
- reviewing the effectiveness of implemented control measures and identifying whether further risks of injury have been created by the chosen controls
- deciding the contents of procedural documents, as experienced workers can help make sure they are as relevant as possible to the actual work situation.

5.1 Who should be involved in consultation

The Act provides for formal consultation through workplace health and safety representatives (WHSRs), workplace health and safety officers (WHSOs), and workplace health and safety (WHS) committees where these are required or are active in the workplace.

The Act:

- provides for the election by workers of one WHSR, who must be a worker
- provides for the election by workers of more than one WHSR (who must be workers), with agreement between the employer and workers, where each WHSR then represents a particular part of the workplace
- covers the establishment, composition and proceedings of WHS committees.

For details on the legislative requirements for formal consultation, refer to Parts 7 and 8 of the Act, or the Department of Employment and Industrial Relations website www.worksafe.qld.gov.au.

A comprehensive consultation process will also help to achieve better health and safety outcomes through the risk management process.

The consultative group could include:

- workers

- supervisors
- WHSRs
- WSHOs
- WHS committees
- contractors
- suppliers
- additional external bodies such as other organisations using similar processes or activities
- WHSQ inspectors and/or specialist groups such as industrial hygienists, ergonomists or engineers.

5.2 Benefits of consultation

Consultation between management and workers is beneficial throughout the risk management process because it:

- brings together different areas of expertise to identify and analyse risks and allows those with day to day experience of the hazards to provide valuable input
- allows workers to have ownership of the risks and the solutions
- increases the likelihood that workers will be committed to implementing the control measures because they understand why they are being imposed
- increases workers' morale, satisfaction and retention rates, as staff feel they are being listened to and involved
- improves trust, communication and teamwork
- improves productivity as a result of better decision-making processes
- contributes to developing a positive safety culture in the workplace, by increasing team commitment to workplace health and safety.

6. Record keeping

Keeping good records of the risk management process demonstrates potential compliance with the *Act* with respect to controlling risks in the workplace. It also maximises the effectiveness of the process and assists when undertaking subsequent risk assessments (the forms in Appendix B may be of assistance).

Some of the reasons for keeping records about the risk management process and general workplace health and safety activities include to:

- demonstrate that the process was conducted properly (e.g. to provide evidence)
- provide a record of risks
- provide the relevant decision makers with a risk management plan for approval and subsequent implementation
- provide a responsible and accountable mechanism and tool
- measure progress and change through continuous monitoring and reviewing
- provide an audit trail
- comply with legislative requirements

- share and communicate information.

The records should show that the process has been conducted properly and include information about hazards and associated risks at the workplace as well as the chosen controls. The detail and extent of recording will depend on the size of the workplace and the potential for major workplace health and safety issues. Adequate records will substantiate what the chosen control measures were based upon and the basis upon which the risk assessment was undertaken.

The information to be recorded includes:

- the risk assessment date, identified hazards, assessed risks and chosen control measures
- how the control measures were implemented, monitored and reviewed
- relevant related training records;
- the consultation undertaken and who was involved.

The records of information could also include the:

- checklists, worksheets and any assessment tools used in working through the risk management process
- names of the WHSO, WHSR and WHS committee members
- plans for changes
- plans for the development and implementation of control measures.

It is important to note that there are specific record keeping requirements for certain workplace hazards. For example, some parts of the *Workplace Health and Safety Regulation 2008* require certain records to be kept for hazardous substances (e.g. for lead, records must be kept for five years, unless it has the potential to affect the long term health of the individual, in which case records must be kept for 30 years). If such hazards have been identified at the workplace, refer to the relevant part of the regulation and codes of practice for details of the recording requirements.

Everyone in the workplace must be aware of record keeping requirements, including which records are accessible and where they are kept.

7. Summary

A systematic risk management process is a legal obligation. Implemented well it can improve workplace safety and business performance generally. It is simply a documentation of what is done in a workplace and what can go wrong.

The 5 basic steps that will help to systematically manage workplace health and safety by including a process to identify hazards, assess risks and manage exposure to the risks.

This code seeks to emphasise the importance of consulting with workers and other persons about work activities. It is important to consider the following when implementing your risk management process:

- involve workers and the WHS committee, WHSO, and WHSR (if any) in the process;
- identify each worker's responsibility
- make each work activity safe (in consultation with workers)
- develop work procedures and provide training for workers in them
- monitor and review the procedures to make sure the system is working.

References and sources of further information

- ANSI/AIHA Z10-2005 – American National Standard - Occupational Health and Safety
- Management Systems. Released September 5, 2005 through the American Industrial Hygiene Association (AIHA)
- AS 3806:2006 – Compliance programs. Standards Australia
- AS/NZS 4360: 2004 – Risk Management. Australian/New Zealand Standard
- AS/NZS 4581:1999 – Management system integration – Guidance to business, government and community organizations
- AS/NZS 4836:2001 – Safe working on low voltage electrical installations. Australian/New Zealand Standard
- AS/NZS 4804:2001 – Occupational Health and Safety Management Systems Australian/New Zealand Standard
- Australian Minerals Industry (2002). Safety & health: Self evaluation tool. Dickson, ACT 2602
- CCH Australia Limited: The hands on guide – OHS Manager
- CCH Australia Limited: The hands on guide – Risk management
- Hillson, D. & Murray-Webster, R. (2005). Understanding and managing risk attitude. Gower: Hants England
- Hopkins, Anthony (2005). Safety, culture and risk. CCH Australia Limited: Sydney
- HB 139:2003. Guidance on integrating the requirements of Quality, Environment and Health and Safety Management System Standards. Australian/New Zealand Standard
- HB 205: 2004. OHS Risk Management Handbook. Australian/New Zealand Standard.
- HB 436: 2004. (Guidelines to AS/NZ 4360:2004)
- OECD (2006). OECD studies in risk management: Denmark: Assessing societal risks and vulnerabilities. OECD Publications, Paris. France
- Reason, J. (1990). Human error. Cambridge University Press: New York.
- Reason, J. (1997). Managing the risks of organizational accidents. Ashgate: Aldershot.
- Weick, K. E. (1987). Organizational culture as a source of high reliability
- Calif. Management Rev. 29: 112-127
- Weick, K. E., Sutcliffe, K. M., Obstfeld, D. (1999). Organizing for high reliability: processes of collective mindfulness. Res Organizational Behav. 21: 23-81.

Appendix A: Hazards and risks

Hazard	Risk
Work environment: confined space	the likelihood that a worker might suffer carbon monoxide poisoning because they are using a petrol-operated pump in a well (i.e. an inadequately ventilated space)
Electricity	the likelihood that a worker might be electrocuted or receive an electric shock because they are exposed to and in contact with inadequately insulated electrical wires while using a portable power saw
Manual task	the likelihood that a worker might suffer back strain from manually lifting 40 kg bags
Noise	the likelihood that workers and others in an area might suffer permanent hearing damage because they work near someone continuously using a jack hammer which emits noise levels over 85dB(A)
Cuts and lacerations	the likelihood that workers' fingers might get infected by exposure to micro-organisms
Substance: infected blood	the likelihood that a worker might sustain a needlestick injury and become infected while taking a blood sample from a patient with infected blood
Plant: printing machine	the likelihood that a worker's hand might be crushed while using a printing machine because the unguarded rollers drew in the worker's hand
Slips, trips and falls	the likelihood that persons falling might sustain brain injury; or slip with a fall on steps resulting in a severe permanent disability to any of the following: sight, hearing, mobility or reasoning
Workplace harassment	the likelihood that a person might suffer from stress or mental trauma resulting in psychological illness

Appendix B: Forms for record keeping

Form 1: Hazard identification and register

Workplace area or grouping _____ Reference no: _____			
Form completed by: _____ (print)			
_____ (sign)			
Date form completed: .../.../...			
Ref. no.	Identified hazards	Date	Initials
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Form 2: Risk assessment and control

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

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

Form 3: Hazard and associated risk register

Fill in this form for each workplace area.

Form completed by: _____ (print) _____

Date form completed .../.../...

Ref. no.	Hazard	Associated risk	Risk rating	Control measures

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

Appendix C: Glossary of terms used in this code

Competent person: A person who has acquired knowledge and skills through training, qualifications, experience, or a combination of these, that enable that person to perform a risk assessment in a workplace as required.

Hazard: Something with the potential to cause harm. Harm includes injury or illness as well as damage to property. Substances, plant, work processes or other aspects of the work environment can be hazards.

Plant includes:

- machinery, equipment, appliance, pressure vessel, implement and tool
- personal protective equipment
- a component of plant and a fitting, connection, accessory or adjunct to plant
- specified high risk plant (unless otherwise stated).

Regular or scheduled intervals: The Act prescribes that if a workplace has a WHSO, they must assess the hazards and risks in the workplace at least every 12 months. Therefore, for the purposes of this code, a regular interval is any period of time not more than 12 months.

Relevant person: A person who conducts a business or undertaking. The Act creates an obligation for the relevant person to ensure the workplace health and safety of the person, each of the person's workers and any other person is not affected by the conduct of the relevant person's business or undertaking. The obligation applies:

- (a) whether or not the relevant person conducts the business or undertaking as an employer, self-employed person or otherwise
- (b) whether or not the business or undertaking is conducted for gain or reward
- (c) whether or not a person works on a voluntary basis.

Risk: The likelihood that a harmful consequence (death, injury or illness) might result when exposed to the hazard.

Risk assessment: The process of evaluating the severity of a risk, for the purposes of prioritising and taking action to control the risk. Assessing a risk involves considering the likelihood of harm arising from a hazard and the severity of the consequences that could result. This process may also be known as risk profiling.

Risk identification and evaluation systems include:

- workplace inspections, where hazards and risks can be observed or inferred from observations at the workplace
- safety tours, which can be either systematic or ad hoc walk-through surveys of a workplace

- Job Safety Analysis (JSA), which is a semi-formal hazard analysis, derived from work-study techniques. It uses a task analysis to identify accident potential within a job
- probabilistic risk assessments that utilise fault tree analysis, failure mode and effects analysis and event tree analysis. These systems are mostly used in risk reduction programs
- HAZOPs/HAZAN techniques, which deal mostly with contingency assessments of plant
- Management Oversight and Risk Tree (MORT), which uses a logic tree to analyse original functions required in the safe management of high risk technologies. This can also be used during accident investigation and safety audits.

Specified high risk plant:

- air conditioning units
- amusement devices
- cooling towers
- escalators
- LP gas cylinders
- lifts.

WHSO: Workplace Health and Safety Officer, as prescribed under the *Workplace Health and Safety Act 1995*.

WHSR: Workplace Health and Safety Representative, as prescribed under the *Workplace Health and Safety Act 1995*.

Appendix D: List of other codes of practice

(as at 1 October 2008)
Workplace Health and Safety Queensland

Abrasive Blasting
Management and Control of Asbestos in the Workplace [NOHSC: 2018 (2005)]
Safe Removal of Asbestos [NOHSC:2002 (2005)]
Cash in Transit
Children and Young Workers
Compressed Air Recreational Diving and Recreational Snorkelling Code of Practice
Concrete Pumping
First Aid
Forest Harvesting
Formwork
Foundry
Hazardous Substances
Horse Riding Schools, Trail Riding Establishments and Horse Hiring Establishments
Manual Tasks
Manual Tasks Involving the Handling of People
Mobile Crane
Noise
Occupational Diving Work
Plant
Prevention of Workplace Harassment
Recreational Technical Diving
Rural Plant
Safe Design and Operation of Tractors
Scaffolding
Steel Construction
Sugar Industry
The Storage and Use of Chemicals at Rural Workplaces Industry Code of Practice
Tilt-Up and Pre-cast Construction Industry Code of Practice
Tower Crane
Traffic Management for Construction or Maintenance Work
Tunnelling

Electrical Safety Office Queensland

Electrical Equipment Rural Industry
Electrical Work
Working Near Exposed Live Parts