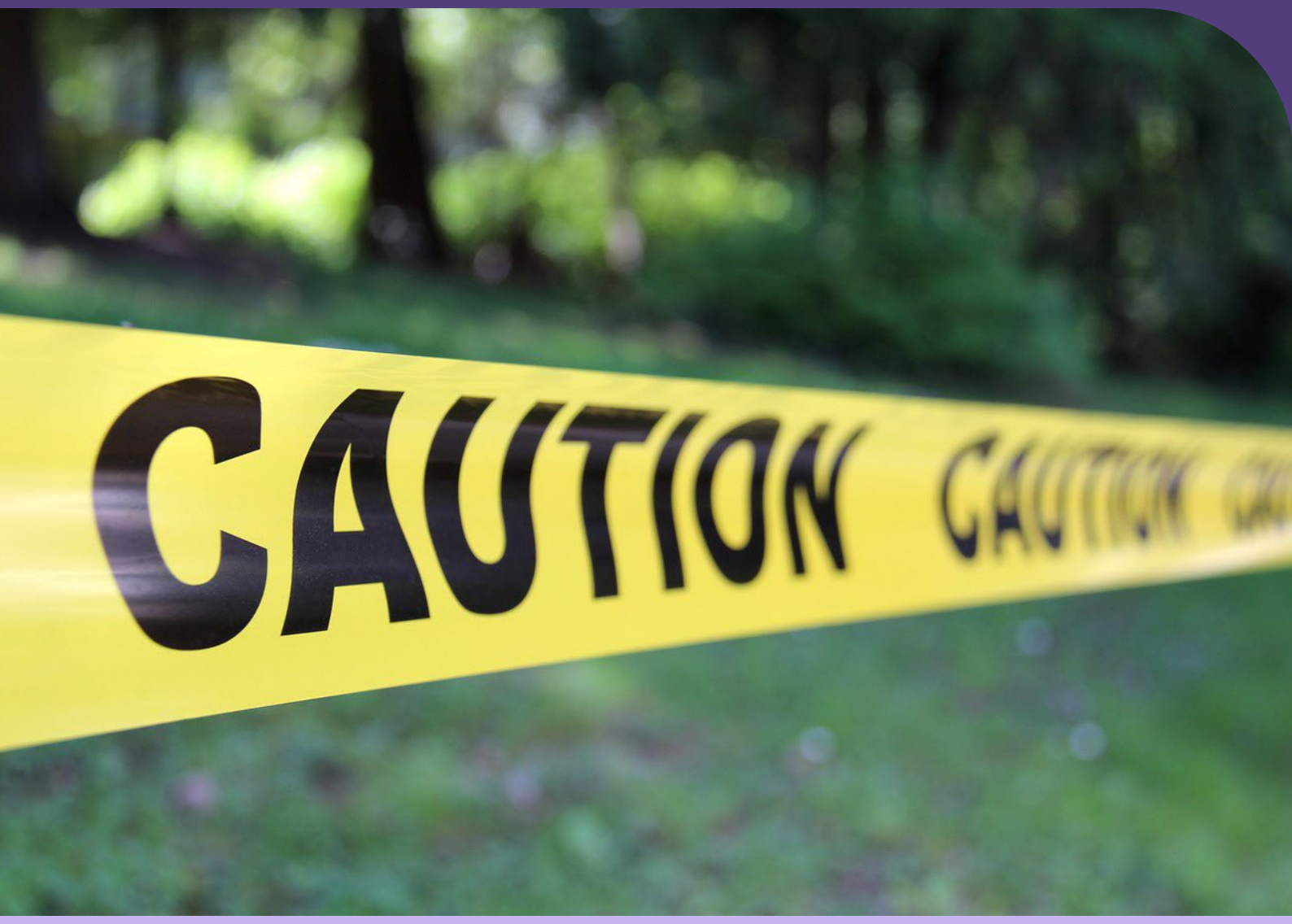
Hazard Management Procedure (14)



Catholic Safety & Injury Management
South Australia

Contents

1. PURPOSE

To provide a process to eliminate or control so far as is reasonably practicable all foreseeable hazards in the workplace.

2. SCOPE

This procedure applies to all workers under the Catholic Church Endowment Society Inc. (CCES).

3. DEFINITIONS

Definitions can be found on the Catholic Safety & Injury Management website.

3.1. Information

A Person Conducting a Business or Undertaking (PCBU) must identify reasonably foreseeable hazards that could give rise to health and safety risks and eliminate or minimise those risks.

Step 1 – **Identify hazards** – find out what could cause harm.

Step 2 – **Assess risks** – understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening.

Step 3 – **Control risks** – implement the most effective control measure that is reasonably practicable in the circumstances.

Step 4 – **Review hazards and control measures** to ensure they are working as planned.

Hazards are not always obvious. Some hazards can affect health over a long period of time or may result in stress (such as bullying) or fatigue (such as shift work). Also think about hazards that you may bring into your workplace with new, used or hired goods.

The following can assist with your hazard management process:

- Managing Psychosocial Hazards (18)
- Hazard / Risk Assessment Control Guidelines (015G)
- Identifying Hazards Guideline (017G)
- Conducting Risk Assessments Guideline (019G)
- Monitor and Review Controls Guideline (020G)

4. RESPONSIBILITIES

Specific responsibilities for carrying out certain actions required by the CCES have been allocated to position holders within the organisation. Such responsibilities are consistent with the obligations that the legislation places on officers, managers, supervisors, workers, and others in the workplace.

Responsibility, authority, and accountability processes have been defined in Responsibility, Authority & Accountability Procedure (12), and summarised in:

- Responsibility, Authority & Accountability Matrix – Workers (025G);
- Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G);

- Responsibility, Authority & Accountability Matrix – Officers (024G); and
- Work Health & Safety and Injury Management Policy.

You are required to familiarise yourself with this procedure to understand the obligations that you may have in relation to its implementation and to carry out your assigned actions and responsibilities.

This Procedure is to be read in conjunction with your Organisational Policies and / or Procedures.

5. PROCEDURE

5.1. Hazard Identification / Investigation

Hazards generally arise from the following aspects of work and their interaction, including:

- the physical work environment.
- equipment, materials, and substances used.
- work tasks and how they are performed.
- work design and management.

Refer to Identifying Hazards Guideline (017G).

When a hazard is identified it must be reported or immediate action taken to eliminate / minimise the risk to others. Reporting can be achieved by completing a Hazard Report Form (037F) or entered directly into the Incident Reporting Database.

Ensure any identified hazards are investigated. The investigation should identify:

- what type of harm could occur?
- what factors could influence the severity of harm.
- how many workers are exposed to the hazard?
- how long the workers are exposed to the hazard and the effectiveness of existing control measures.

5.1.1. Hazard Register

Each site is required to develop and maintain a hazard register. This record can either be paper based, Hazard Register (038F), or recorded either on the Incident Reporting Database or on an equivalent system that identifies:

- the hazards.
- what action needs to be taken.
- who will be responsible for taking the action and,
- by when.

The register should be a living document that shows both open and closed hazards; reviewed on a regular basis through the workplace's consultative process.

5.1.2. Workplace Inspections

Workplace inspections must be completed a minimum of twice per year (one in the first half and one in the second half of the year). The Workplace Inspection Forms (039F) can be utilised to undertake this. The site can customise these to meet the site-specific requirements.

PARISH SECTOR: can use the Parish Workplace Inspection Form (041F).

5.1.2.1. Playground / Play Area Inspections

Playground / Play Areas to be inspected every three (3) months using Workplace Inspection Checklist Playgrounds, Sports & Play Areas (039F) H or equivalent. It is recommended that the person conducting this check have a level 1 Visual / Routine Inspection competency.

A comprehensive annual inspection of the playground / play area must be completed by a competent trained person in playground inspection.

Soft fall (rubber) must be impact tested every three (3) years.

5.1.3. Preventative Maintenance Schedule

Workplaces are required to ensure a Preventative Maintenance Schedule (040F) or equivalent has been developed and implemented for their site.

PARISH SECTOR: can use the preventative maintenance schedule in the Parish WHS & Maintenance Activity Schedule (018T).

5.1.4. Annual WHS Task Schedule

Workplaces are required to ensure an WHS Task Schedule (051T), or equivalent has been developed and implemented for their site.

PARISH SECTOR: can use Parish WHS & Maintenance Activity Schedule (018T).

5.1.5. Consultation, Cooperation and Coordination

Workers must be kept informed of any identified hazard or control measures that are put in place, though but not limited to.

- hazard alerts.
- emails.
- staff meetings.
- newsletters.
- bulletins.
- WHS Committees.
- parish pastoral / finance council meetings.

Documentation must be kept as evidence of the workers being informed.

5.2. Assess Risk

The level of risk will increase as the likelihood of harm and its severity increases. The level of risk determined will prioritise what action takes precedence, (e.g., a high risk will need to be actioned before a medium risk, and a low 10 risk will need to be actioned before a low 1 risk).

Determine the level of risk by.

- evaluating the likelihood or probability of harm occurring.
- estimating the severity of the potential consequences.

Risk Assessment Matrix			LIKELIHOOD				
			Rare	Unlikely	Possible	Probable	Almost Certain
			A	B	C	D	E
C	Catastrophic	5	Medium 11	Medium 16	High 20	High 23	High 25
	Major	4	Low 7	Medium 12	Medium 17	High 21	High 24
	Moderate	3	Low 4	Low 8	Medium 13	Medium 18	High 22
	Minor	2	Low 2	Low 5	Low 9	Medium 14	Medium 19
	Insignificant	1	Low 1	Low 3	Low 6	Low 10	Medium 15

Risk Level	Risk Score	Timeframe for Implementation of Control Measures
High	20 - 25	Act Immediately or within 24 hours to lower the risk to an acceptable level or as low as reasonably practicable.
Medium	11 - 19	Act within 21 days to reduce the risk to an acceptable level or as low as reasonably practicable.
Low	1 - 10	Act within 60 days to reduce the risk to an acceptable level or as low as reasonably practicable.

5.2.1. Risk Assessment

A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening.

A risk assessment can help determine:

- how severe a risk is.
- whether any existing control measures are effective.
- what action you should take to control the risk.
- how urgently the action needs to be taken.

A risk assessment is required when:

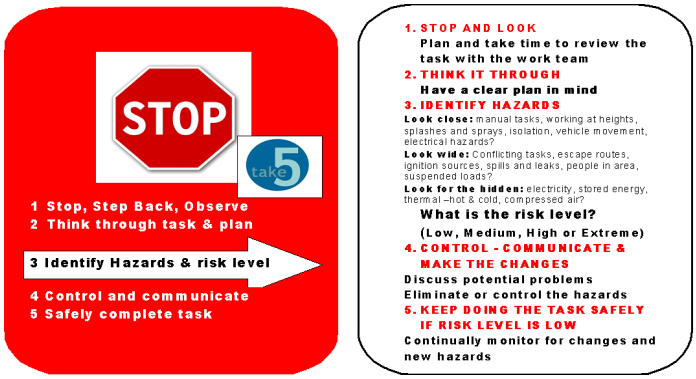
- there is uncertainty about how a hazard may result in injury or illness.

- the work activity involves several different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks; (e.g., excursions / camps / events / fetes).
- changes at the workplace occur that may impact on the effectiveness of control measures.
- new plant / equipment.
- entry into confined spaces.
- diving work.
- live electrical work.

A range of tools are available on CSaIM Website if a risk assessment is required it can be documented using the Risk Assessment Form (004F) or equivalent. Sample risk assessments can be accessed and modified from the CSaIM Website.

5.2.2. Take 5

The 'TAKE 5' process is a 5-step mental process used to manage workplace hazards for LOW risk RATED tasks or activities.



- **Stop and think** – scope and plan the task.
- **Identify** – identify the hazards involved.
- **Assess** – assess the level of risk.
- **Control** – use appropriate controls.
- **Proceed** – when all hazards have been adequately controlled, proceed with the task.

5.3. Hierarchy of Controls

The most important step in managing risks involves eliminating them so far as is reasonably practicable, or if that is not reasonably practicable, minimising the risks.

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 control measures. It is a requirement for duty holders to work through this hierarchy when managing risks.

5.3.1. Elimination

The most effective control measure involves eliminating the hazard and associated risk. Risks can be eliminated by removing an existing hazard, (e.g., by removing trip hazards on the floor, disposing of unwanted chemicals, or not working in an isolated or remote area).

5.3.2. Substitution, Isolation and Engineering controls

If it is not reasonably practicable to eliminate the hazards and associated risks, the risks must be minimised by using one or more of the following approaches, so far as is reasonably practicable.

- **Substitute the hazard** (e.g., replace solvent-based paints with water-based ones).
- **Isolate the hazard** (e.g., install guardrails around exposed edges and holes in floors; store flammable chemicals in a flammable goods cabinet).
- **Engineering controls** (e.g., use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery).

5.3.3. Administrative

Administrative controls include work methods or procedures that are designed to minimise exposure to a hazard as well as the information, training and instruction needed to ensure workers can work safely.

Some administrative measures will be necessary to ensure substitution, isolation and engineering controls are implemented effectively.

5.3.4. Personal Protective Equipment (PPE)

Any remaining risks must be minimised with suitable PPE which limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly.

Refer to Personal Protective Equipment Procedure (29).

The worksite must ensure that the controls are implemented, maintained, and reviewed to maintain effectiveness.

5.4. Review Controls

A review is required where:

- the control measure is not effective in controlling the risk.
- a change at the workplace that is likely to give rise to a new or different health and safety risk that the current controls may not be effective.
- a new hazard or risk is identified.
- consultation indicates that a review is necessary.
- a health and safety representative requests a review.
- a notifiable incident or injury has occurred; or

- changes to legislation.

When reviewing control measures consider the following questions:

- are the control measures working effectively in both their design and operation?
- have the control measures introduced new problems?
- have all hazards been identified?
- have new work methods, new equipment or chemicals made the job safer?
- are safety procedures being followed?
- have the instruction and training provided to workers on how to work safely been successful?
- are workers actively involved in identifying hazards and possible control measures?
- are they openly raising health and safety concerns and reporting problems promptly?
- are the frequency and severity of health and safety incidents reducing over time?
- if new legislation or new information becomes available, does it indicate current controls may no longer be the most effective?

5.5. Document Control

Keeping records of the risk management process has the following benefits:

- demonstrates how decisions about controlling risks were made.
- assists in targeting training at key hazards.
- provides a basis for preparing safe work procedures.
- allows to review risks following any changes to legislation or business activities.

Documents are to be retained for a period of seven (7) years from the date of last entry. All documentation relating to this procedure is not permitted to be removed from the site unless for archiving.

5.6. Records

Document used to manage hazards as prescribed by this procedure will be produced in a format that allows tracking for verification and review and be in accordance with requirements detailed in Document Control Procedure (22).

5.7. Review

This procedure will be subject to a planned review by the document owner in accordance with the requirements outline in Document Control Procedure (22).

6. RELATED SYSTEM DOCUMENTS

6.1. Policies & Procedures

Asbestos Procedure (4)

Audit Procedure (7)

Confined Space Procedure (25)

Consultation & Communication Procedure (5)

Contractor Management Procedure (6)

Document Control Procedure (22)

Driver Safety Procedure (8)

Electrical Procedure (9)

Emergency Management Procedure (10)

Fall Prevention Procedure (23)

First Aid Procedure (11)

Hazard Management Procedure (14)

Hazardous Manual Tasks Procedure (16)

Incident Reporting & Investigation Procedure (2)

Induction & Training Procedure (13)

Infection Control Procedure (24)

Maintaining Workplace Health Procedure (1)

Management of Hazardous Chemicals Procedure (19)

Management of Plant (15)

Managing Psychosocial Hazards (18)

Noise Procedure (28)

Personal Protective Equipment Procedure (29)

Purchasing Procedure (20)

Remote & Isolated Work Procedure (17)

Responsibility, Authority & Accountability Procedure (12)

Traffic Management Procedure (26)

Volunteers Procedure (21)

Waste Management Procedure (27)

Work Environment & Facilities Procedure (3)

WHS & Injury Management Policy

6.2. Forms & Tools

Group Legal Register (010T)

Hazard Management Process Flow Chart (032T)

Hazard Register (038F)

Hazard Report Form (037F)

Initial Site Set up WHS Tasks (052T)

Parish WHS & Maintenance Activity Schedule (018T)

Parish Workplace Inspection Form (041F)

Preventative Maintenance Schedule (040F)

Risk Assessment Form (004F)

WHS Task Schedule (051T)

Workplace Inspection Forms (039F)

7. REFERENCES

Legislation and other requirements related to this procedure are defined in Group Legal Register (010T) which can be accessed via the Catholic Safety & Injury Management website.

7.1. Internal Resources

Hazard / Risk Assessment Control Guidelines (015G)

Identifying Hazards Guideline (017G)

Conducting Risk Assessments Guideline (019G)

Monitor and Review Controls Guideline (020G)

Responsibility, Authority & Accountability Matrix – Managers & Supervisors (023G)

Responsibility, Authority & Accountability Matrix – Officers (024G)

Responsibility, Authority & Accountability Matrix – Workers (025G)

WHS Risk Assessment Matrix (039G)

7.2. External Resources

AS 4685 Playground equipment and surfacing

AS/NZS 4422: Playground surfacing – Specifications, requirements, and test method

8. AUDITABLE OUTPUTS

The following examples of records will be used to verify implementation of this procedure:

- Hazard Report Forms
- Hazard Register
- Risk Assessments
- Workplace Inspections
- Preventative Maintenance Schedule

9. VERSION CONTROL & CHANGE HISTORY

Version	Approved by	Approved Date	Reason for Development of Review	Next Review Date
V6	Sector Forums	March 2013	Legislation – New WHS Act	2016
April 2015 – Document consolidated across CCES sectors				
V1	Executive Manager CSHWSA	24/04/2015	Procedure consolidation	2018
V2	Executive Manager CSHWSA	18/08/2016	LL Audit	2019
V3	Executive Manager CSHWSA	22/01/2021	Reviewed content, Reformatted template.	2023
V4	Executive Manager CSHWSA	19/07/2022	Added wording around hazards being recorded on either the incident reporting database or be paper based section 5.1.1 Requirements of Playground / Play area inspections added 5.1.2.1	2025
V5	Executive Manager CSHWSA	23/01/2023	5.1.4 added reference to Annual WHS Task Schedule requirement.	2025
V5.1	Director, CSaIM	15/03/2024	Updated sections 5.1.3 and 5.1.4 for Parish Activity Schedule	2029
V5.2	Director CSaIM	24/07/2024	Updated procedure numbers reference to Management of Psychosocial Hazards (18)	2029

Approved for Publication: DNation **Date:** 24th July 2024

Debbie Nation