



# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

## 1. OVERVIEW

The District Council of Orroroo Carrieton (**the organisation**) recognises its obligation to:

- identify reasonably foreseeable hazards that could give rise to risks to health and safety;
- eliminate risks to health and safety so far as is reasonably practicable or, if it is not reasonably practicable, minimise risks so far as is reasonably practicable.

This procedure aims to:

- (a) Ensure that the organisation’s Work Health and Safety (‘WHS’) management system conforms with legislative requirements and ReturnToWorkSA’s Performance Standards for Self-Insurers (‘PSSI’);
- (b) Achieve the highest level of WHS performance by:
  - i. Providing managers and workers with the information, instruction and training necessary to enable them to manage risks to health and safety effectively;
  - ii. Identifying reasonably foreseeable hazards and eliminating risks so far as is reasonably practicable, or where that is not reasonably practicable, minimise risks so far as is reasonably practicable by implementing the Hierarchy of Control; and
  - iii. Implementing processes to facilitate the monitoring and evaluation of the effectiveness of controls.

The organisation is committed to consultation, cooperation and coordination amongst management, workers and others in the workplace.

SIGNED .....  
Chief Executive Officer

Date: 23 / 07 / 2019

.....  
Chairperson, WHS Committee

Date: 23 / 07 / 2019

## 2. CORE COMPONENTS

The core components of the organisation’s Hazard Management Procedure aim to:

- (a) Implement a system for the identification and recording of reasonably foreseeable hazards and the assessment and recording of risks once identified (on a prioritised basis);
- (b) Require risk assessments to be completed by a team which includes at least one competent person trained in the risk assessment process;
- (c) Where it is reasonably practicable, eliminate identified risks;
- (d) Implement controls identified as part of a risk assessment process based on the highest level of the Hierarchy of Control that is reasonably practicable;
- (e) Implement a system:
  - o For verifying that controls are actioned in a timely manner;
  - o To verify that controls have been effective in controlling the risk and have not introduced any further hazards;
  - o For consultation (such as through the Health and Safety Committee (‘HSC’)); and
  - o For the review of the risk assessment and control process by management.

# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

## 3. DEFINITIONS

Assessment Team	Manager or delegate and the HSR and/or a worker or selection of workers involved in the activity being assessed.
Competent Person	A person who has acquired through experience, qualification or training, the knowledge and skill to carry out the task. [as defined in the Work, Health and Safety Regulations 2012]
Contractor	Any person engaged under a contract for services
Hazard	A situation or thing that has the potential to harm a person. [as defined by Approved Code of Practice How to Manage Work Health and Safety Risks March 2019].
Hazard Register	A record of hazards identified throughout an organisation, the level of risk associated with each one and the control measures in place to eliminate or manage the risks they present. Where gaps in control measures have been identified, the register records the corrective actions needed and the person responsible for implementing them. It also records the residual risk rating for each hazard on the register. [NOTE – this may also be a risk register, a corrective register (CAPA) or a combination of all three]
Health & Safety Representative ('HSR')	A Health and Safety Representative is elected by a work group to represent workers in the work group on matters affecting their health, safety and welfare.
Hierarchy of Control	If it is not reasonably practicable for risks to health and safety to be eliminated, risks must be minimised, so far as is reasonably practicable, by doing one or more of the following: (a) substituting (wholly or partly) the hazard giving rise to the risk with something that gives rise to a lesser risk; (b) isolating the hazard from any person exposed to it; (c) implementing engineering controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by implementing administrative controls. If a risk then remains, the duty holder must minimise the remaining risk, so far as is reasonably practicable, by ensuring the provision and use of suitable personal protective equipment. [as defined by the Work Health and Safety Regulations 2012, Regulation 36]
LGAWCS	Local Government Association Workers Compensation Scheme
Monitor	To check, supervise, observe critically or measure the progress of an activity, action or system on a regular basis in order to identify change from the performance level required or expected.
PPE	Personal Protective Equipment is specialized clothing or equipment worn for protection against health and safety hazards. Personal protective equipment is designed to protect many parts of the body e.g. eyes, head, face, hands, feet and ears.

# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

Reasonably practicable	Reasonably practicable, in relation to a duty to ensure health and safety, means that which is, or was at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters including— (a) the likelihood of the hazard or the risk concerned occurring; and (b) the degree of harm that might result from the hazard or the risk; and (c) what the person concerned knows, or ought reasonably to know, about— i. the hazard or the risk; and ii. ways of eliminating or minimising the risk; and (d) the availability and suitability of ways to eliminate or minimise the risk; and (e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk. [as defined by the Work Health and Safety Act 2012 Section 18]
Residual Risk	The risk remaining after the implementation of risk controls
Risk	The possibility that harm (death, injury or illness) might occur when exposed to a hazard. [as defined by Approved Code of Practice How to Manage Work Health and Safety Risks]
Risk Assessment	The process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards.
Risk control	Taking action to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimise the risks so far as is reasonably practicable. Eliminating a hazard will eliminate any risks associated with that hazard.
Volunteer	Volunteer means a person who is acting on a voluntary basis (irrespective of whether the person receives out-of-pocket expenses). [as per the Work Health and Safety Act 2012]
Worker	A person who carries out work in any capacity for a PCBU, including work as— (a) an employee; or (b) a contractor or subcontractor; or (c) an employee of a contractor or subcontractor; or (d) an employee of a labour hire company who has been assigned to work in the person's business or undertaking; or (e) an outworker; or (f) an apprentice or trainee; or (g) a student gaining work experience; or (h) a volunteer. [as per the Work Health and Safety Act 2012 Section 7]
Workplace	A workplace is a place where work is carried out for a business or undertaking and includes any place where a worker goes, or is likely to be, while at work. “place” includes— (a) a vehicle, vessel, aircraft or other mobile structure; and (b) any waters and any installation on land, on the bed of any waters or floating on any waters. [as per the Work Health and Safety Act, 2012 Section 8]

## 4. PROCEDURE

4.1. Elements consistent with the Council's risk framework should be used for the management of WHS risks including the following:

- (a) Inspections
- (b) Consultations & communications
- (c) Establishing context
- (d) Hazard identification
- (e) Risk assessment
- (f) Risk evaluation
- (g) Risk control
- (h) Monitoring and reviewing controls
- (i) Documentation

### 4.2. Hazard identification

Identifying hazards in the workplace involves consideration of the environment, plant and equipment and work tasks that could potentially cause harm to people.

4.2.1. Hazards generally arise from the following aspects of work:

- (a) The physical work environment;
- (b) The equipment, materials and substances used at the workplace;
- (c) Work tasks and how they are performed; and
- (d) Work design and management.

4.2.2. Managers will facilitate the identification of reasonably foreseeable hazards arising from work which may affect the health or safety of workers or others within the area they manage. Managers will consult with health and safety representatives (HSR) (where they exist) and/or workers in the hazard identification process. Consultation will occur in accordance with the Communication and Consultation Procedure. The outcome of this identification process will be documented in the Hazard Register (and can also be documented in the Risk Register and CAPA Register).

4.2.3. The following activities may result in the identification of hazards:

- (a) A review of the LGAWCS generic hazard register or from information relating to LG sector identified hazards;
- (b) A review of WHS records including, but not limited to, health monitoring, workplace incidents, near misses, worker complaints, sick leave;
- (c) Consultation between managers and HSRs, the HSC and workers, including when there is a change to a workplace, work process, policy, procedure or legislation which may affect the health, safety or welfare of the organisation's workers;
- (d) Departmental and HSC meetings where workers can raise safety concerns and issues;
- (e) Information or advice provided by internal or external experts, regulators, industry associations, unions, manufacturers or suppliers;
- (f) Risk assessment processes;
- (g) Inspection, testing and maintenance of plant and equipment;
- (h) Accident and incident investigation processes;
- (i) Workplace inspections and observing how work tasks are performed; and
- (j) Workplace change.

Note: 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).

4.2.4. Workers must report any hazard they identify and take all reasonable steps to protect their own health and safety and that of others in the workplace. A failure to report any hazard they identify may result in disciplinary action in accordance with Council's disciplinary policy/procedure.

# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

4.2.5. As soon as a hazard is identified, action must be taken by a competent person to eliminate the hazard, (eg remove the item causing a trip hazard, if reasonably practicable to do so, or to put in place interim controls, eg lock-out a faulty item of plant, to prevent the risk of an injury occurring or recurring.)

#### 4.3. Document the hazard

4.3.1. If a hazard is identified and is unable to be immediately and permanently eliminated then the person identifying the hazard must record the hazard on the Hazard Report Form [refer to Appendix A for an example] or within the online reporting platform (e.g. SkyTrust).

- (a) The person identifying the hazard should forward the relevant form to their manager or supervisor as soon as practicable after the hazard has been identified, but within 24 hours of its identification. The online reporting platform (e.g. SkyTrust) can be used instead of a paper copy of the Council's Hazard Report form.
- (b) Once a manager or supervisor receives a hazard report form or an alert from an online reporting platform e.g. (SkyTrust), they will confirm that interim controls have been implemented while the hazard is analyzed and/or the risk assessment process is undertaken.

4.3.2. The following processes forms may be used to document the hazards found during planned hazard identification activities:

- (a) Manual handling risk assessment form
- (b) Plant risk assessment form
- (c) Hazardous chemicals risk assessment form
- (d) Workplace inspection checklist
- (e) Workstation assessment checklist
- (f) Working at height risk assessment form
- (g) Confined space risk assessment form
- (h) Safe Work Method Statement
- (i) Job Safety Analysis
- (j) Online WHS reporting platforms (e.g. SkyTrust)

#### 4.4. Risk assessment

4.4.1. A risk assessment must be undertaken for all identified hazards, unless management can demonstrate that appropriate controls are already applied to the hazard, which control the hazard so far as is reasonably practicable..

A risk assessment must be done when:

- (a) There is uncertainty about how a hazard may result in injury or illness;
- (b) The work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks; or
- (c) Changes at the workplace occur that may impact on the effectiveness of control measures.

4.4.2. A risk assessment is mandatory under the WHS Regulations for high risk activities such as entry into confined spaces, diving work and live electrical work.

4.4.3. Some hazards that have exposure standards, such as noise and airborne contaminants, may require scientific testing or measurement by a competent person to accurately assess the risk and to check that the relevant exposure standard is not being exceeded (for example, by using noise meters to measure noise levels and using gas detectors to analyse oxygen levels in confined spaces).

4.4.4. When the risk assessment team identifies that specialist advice is required, the relevant manager shall organise and engage a competent specialist.



# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

- 4.4.5. If a risk assessment is required, an assessment of risks associated with a class of hazards, tasks, things or circumstances may be conducted if:
- All hazards, tasks, things or circumstances in the class are the same; and
  - The assessment of risks for the class does not result in any worker or other person being exposed to a greater, additional or different risk to health and safety than if the risk assessment were carried out in relation to each individual hazard, task, thing or circumstance.

**Note: it is recognised that the code of practice “how to manage work health and safety risks” S3.1 give some instances where risk assessment is not required, However PSSi standard 3.8.1 requires identification evaluation and control of hazards and ReturnToWorkSA have communicated that they expect Self-insurers to complete risk assessments for all reasonably foreseeable hazards.**

## 4.5. Assessing the risk

- 4.5.1. The manager or supervisor should form a team to undertake the risk assessment process. The team should include a HSR (where one exists) and/or the worker who identified the hazard or is involved in the activity being assessed.

- 4.5.2. The team should review the hazard taking into consideration the following:
- Legislative requirements and other technical information, (eg manufacturer’s instructions, Safety Data Sheets, Australian Standards etc) relating to the work being undertaken;
  - Consultation with workers;
  - Advice from internal and external experts, where required;
  - Pre-purchase risk assessments and evaluations;
  - Workplace inspections;
  - Testing and other maintenance processes;
  - Findings from internal and external audits;
  - Records of sick leave, health monitoring, worker complaints, previous hazard and incident investigations and other relevant data; and
  - Requirements of WHS procedures.

- 4.5.3. The team should consider how the hazards may cause harm and consider:
- The effectiveness of existing control measures and whether they control all risks;
  - How the work is done in practice;
  - Infrequent or abnormal situations as well as how things generally occur; and
  - Operational and maintenance tasks as well as breakdowns of equipment and failures of control measures.

- 4.5.4. The Hazard Register, Risk Register, CAPA Register shall be reviewed to determine if the hazard has been previously identified and controls have been implemented.
- If the Hazard Register Risk Register, CAPA Register records that controls have been previously implemented and considered effective, but have not been applied in the current situation, a corrective action plan shall be developed and implemented to rectify the gap, (go to 4.7 below).
  - If the Hazard Register Risk Register, CAPA Register records that controls have been previously implemented but are now not considered effective, another risk assessment will need to be undertaken (complete actions in 4.5).
  - If the Hazard Register Risk Register, CAPA Register does not contain a record of the hazard, the hazard must be added to the register and a risk assessment undertaken, (complete actions in 4.5).

- 4.5.5. The assessment team shall determine and document the following outcomes on the relevant form or on the online reporting system:
- The agreed estimation of the potential consequences i.e. how severe the harm could be if the event did occur using the following classification table:

# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

Level	Descriptor	Description
1	Insignificant	No injuries, low financial loss
2	Minor	First aid treatment, on- site release immediately contained, medium financial loss
3	Moderate	Medical treatment required, on site release contained with outside assistance, high financial loss
4	Major	Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss.
5	Catastrophic	Death, toxic release off-site with detrimental effect, huge financial loss

- (b) The agreed estimation of the likelihood of harm occurring should be determined by considering the following and applying the classification table below:
- How often is the task done? Does this make the harm more / less likely?
  - How often are people exposed to the hazard? How close do people get to it?
  - Has it ever happened before in your workplace or somewhere else?
  - Could any changes in the organisation increase the likelihood?
  - Are hazards more likely to cause harm because of the working environment?
  - Could the way people act and behave affect the likelihood of a hazard causing harm?
  - Do differences between individuals in the workplace make it more likely for harm to occur?

Level	Descriptor	Description
A	Certain to occur	Is expected to occur in most circumstances
B	Very Likely	Will probably occur in most circumstances
C	Possible	Might occur at some time
D	Unlikely	Could occur at some time
E	Rare	May occur only in exceptional circumstances

- (c) The level of risk is identified by locating where the selected measures for likelihood and consequence (harm) meet in the following table:

Likelihood	Consequences				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (Certain to occur)	H	H	E	E	E
B (Very likely)	M	H	H	E	E
C (Possible)	L	M	H	E	E
D (Unlikely)	L	L	M	H	E
E (Rare)	L	L	M	H	H

#### 4.5.6. Determine the risk rating and priority for action

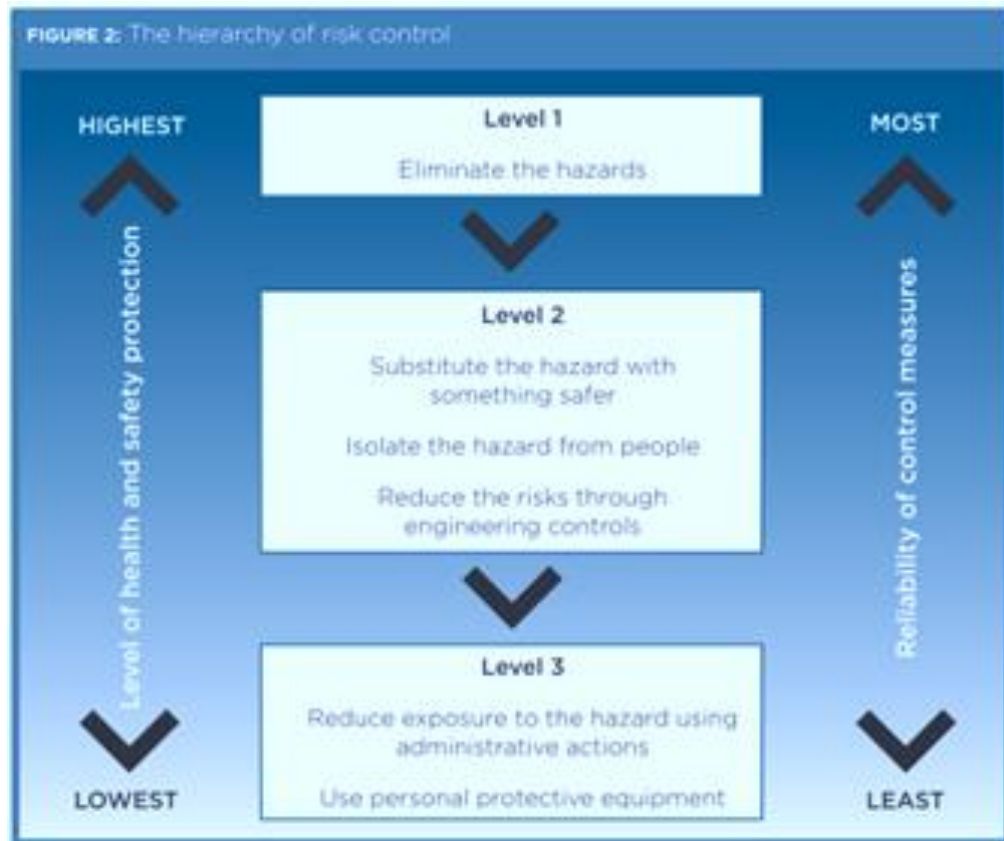
- (a) The object of risk rating is to check that any risks to health and safety are eliminated, or, where that is not reasonably practicable, minimised, and to set priorities for action in accordance with the following classification table:

<b>E - Extreme risk</b>	Operation of item or activity should not be allowed to continue until the risk level has been reduced Will commonly be an unacceptable level of risk May include both short term and long term control measures
<b>H - High risk</b>	Reduce the risk rating so far as is reasonably practicable Should only be an acceptable level of risk for 'Major' or 'Catastrophic' consequences
<b>M - moderate risk</b>	Reduce the risk rating so far as is reasonably practicable. May be an acceptable level of risk
<b>L - low risk:</b>	Reduce the risk rating so far as is reasonably practicable. Commonly is an acceptable level of risk

- (b) The hazards shall be prioritised by the assessment team with the highest rated risks requiring the most urgent attention.

#### 4.6. Control risk

The Hierarchy of Control must be worked through when managing risks.



The assessment team should consider the various control options and choose the control that most effectively eliminates the hazard or minimises the risk in the circumstances. This may involve a single control measure or a combination of different controls that together provide the highest level of protection that is reasonably practicable.



# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

NOTE: sub-element 3.8.3 of the ReturntoWork SA Self-insured workplace and safety evaluation guidelines state that the rationale for utilising a particular control in preference to others in the Hierarchy of Control should be evident.

- 4.6.1. The most effective control measure involves eliminating the hazard by:
- Not introducing the hazard into the workplace;
  - Designing out hazards;
  - Removing the hazard completely i.e. removing trip hazards on the floor or disposing of unwanted chemicals.
- 4.6.2. Where it is not reasonably practicable to eliminate the hazard, the assessment team must minimise the risks using one or more of the following approaches:
- Substitute the hazard with something safer i.e. something that does the same job but with a lower level of risk (for instance, replace solvent-based paints with water-based ones);
  - Isolation – this involves physically separating the source of harm from people by distance or barriers (for instance, install guard rails around exposed edges and holes in floors, use remote control systems to operate machinery, store chemicals in a fume cabinet); or
  - Engineering - an engineering control is a control measure that is physical in nature, including a mechanical device or process (for instance, use mechanical devices such as trolleys or hoists to move heavy loads, place guards around moving parts of machinery, install residual current devices).
- 4.6.3. Administrative controls and use of PPE are the lowest priority on the Hierarchy of Control. These controls should only be used:
- When there are no other practical control measures available (i.e. as a last resort);
  - As an interim measure until a more effective way of controlling the risk can be used;
  - To supplement higher level control measures (i.e. as a back- up).
- 4.6.4. Administrative controls are safe work instructions or procedures that are designed to minimise exposure to a hazard (for instance, procedures on how to operate machinery safely, limit exposure time to a hazardous task, use of signs to warn people of a hazard).
- 4.6.5. PPE includes ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly. Where PPE is used as a control the PPE must be:
- Selected to minimise the risk to health and safety;
  - Suitable for the nature of the work and any hazard associated with the work;
  - A suitable size and fit and reasonably comfortable for the person wearing it;
  - Maintained, repaired or replaced so that it continues to minimise the risk; and
  - Accompanied by instructions on how to wear or use the PPE to ensure maximum protection.
- Note: where PPE is used as a control mechanism, specific requirements may then be required to be undertaken as a result e.g. audiometric testing.
- 4.6.6. A combination of control measures may be required to effectively manage a hazard. Depending on the outcomes of the risk assessment, this may include both short term and long term control measures. Once a control measure has been determined, unless the risk has been eliminated, there will be residual risk. Any residual risk needs to be as low as reasonably practicable and monitored for any increase in risk.

# HAZARD MANAGEMENT PROCEDURE

<b>Version No</b>	4.0
<b>Issued</b>	23/07/2019
<b>Next Review</b>	July 2024
<b>GDS</b>	12.63.1.1

- 4.6.7. When making decisions about ways to eliminate or minimise risks the assessment team shall consult with workers who are likely to be directly affected by a matter relating to WHS and other duty holders (if any) in accordance with the Communication and Consultation Procedure.
- 4.6.8. The manager must review the proposed controls to confirm they are appropriately prioritised, reasonably practicable and achievable in light of any feedback received from the consultation process. The manager will assign somebody to facilitate the implementation of the controls and a timeframe for the implementation.
- (a) If the manager decides the proposed controls are not reasonably practicable, the manager should refer the assessment back to the assessment team for reconsideration, along with the grounds for concern. If the assessment team still feel the proposed control is appropriate the matter should be referred to the Health and Safety Committee (HSC) for resolution.
  - (b) If the HSC are unable to resolve the issue, it should be escalated to the senior management team in accordance with Council's dispute resolution process.
- 4.6.9. The findings of the risk assessment process should be documented on the relevant form or within the online reporting platform and the manager should check that data is transferred into the corrective action register or online list of Council actions.
- 4.6.10. The relevant manager must ensure that affected workers are informed about the control measures implemented. Records should be kept that demonstrate this has occurred. The relevant manager will consider whether work procedures, training, information or instruction needs to be revised or refreshed as part of the control implementation.
- 4.7. Monitor and evaluate controls
- 4.7.1. The relevant manager will check the effectiveness of the selected controls and that new hazards have not been introduced by:
- (a) Monitoring and evaluating controls for effectiveness;
  - (b) Recommencing the risk assessment process if new hazards are identified;
  - (c) Including a review of any controls implemented into workplace inspections;
  - (d) Communicating the outcomes of the risk assessment process with the department and across the organisation as required; and
  - (e) Retaining the completed risk assessment form (within the organisation's records management system).
- 4.7.2. The relevant manager shall check that:
- (a) Managers and supervisors have been provided with the authority and resources to implement and maintain control measures effectively;
  - (b) Verification measures are incorporated into workplace, plant and equipment inspection and maintenance schedules, as required;
  - (c) Training and refresher training is provided to supervisors and workers to maintain skills and competencies and to ensure workers are capable of working safely;
  - (d) Up-to-date hazard information is provided to workers who are, or are likely to be, directly affected by a matter relating to WHS; and
  - (e) Regular review and consultation is conducted with workers who are, or are likely to be, directly affected by a matter relating to WHS.
- 4.7.3. The Manager of Corporate & Community Services must present a report to the HSC and management team that includes relevant hazard management items for discussion and action. This may include risk assessments, the Hazard Register, changes to procedures and controls, outstanding or overdue, and corrective and preventative actions.

# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

- (a) The HSC shall review hazard management issues during its meetings.
- (b) The management team must regularly review hazard and incident statistics, audit results, legislative changes and other information relating to the hazard management process and direct action when required. Records should record outcomes of discussion and actions undertaken.

4.7.4. The hazard management process should be subject to internal audit and form part of the annual management review process.

## 5. TRAINING

- 5.1. The Training Needs Analysis should identify the hazard management training needs of workers.
- 5.2. Managers, supervisors and the HSC shall be trained in hazard management.
- 5.3. Persons undertaking risk assessments shall have specific training that addresses legislative requirements, where applicable.
- 5.4. The hazard management procedure should be explained during the induction process.
- 5.5. Contractors engaged by the organisation should be made aware of the hazard management procedure during the contractor tendering process.

## 6. RECORDS

The following records shall be maintained:

- 6.1. Hazard reports
- 6.2. Hazard Register
- 6.3. Incident reports
- 6.4. Risk assessments
- 6.5. Safe Work instructions (or other documentation generated as administrative controls)
- 6.6. Risk Register
- 6.7. CAPA Register
- 6.8. Training records

All records must be managed in line with the current version of General Disposal Schedule 20 for Local Government.

## 7. RESPONSIBILITIES AND ACCOUNTABILITIES

- 7.1. The *Management Team* is accountable for:
  - 7.1.1. Fulfilling the due diligence obligations for officers as outlined in Section 27 of the WHS Act 2012, as relevant
  - 7.1.2. Checking that the organisation manages hazards in accordance with legislative requirements;
  - 7.1.3. Approving reasonably practicable expenditure necessary for hazard management upon receipt of expenditure requests;
  - 7.1.4. Setting objectives, targets and performance indicators for the hazard management process, as relevant;
  - 7.1.5. Checking that consultation, cooperation and coordination of the management of WHS risks occurs with all other persons who have a WHS duty in relation to the organisation's activities;
  - 7.1.6. Providing managers and supervisors with training which enables them to:
    - (a) Apply the requirements of WHS legislation within their areas and work activities, and
    - (b) Enforce hazard management procedures.
  - 7.1.7. Providing workers with training to equip them to:
    - (a) Identify hazards and report them to their relevant manager;
    - (b) Apply hazard management procedures within the limits of their responsibility and in relation to the tasks they undertake; and
    - (c) Use and maintain PPE.
  - 7.1.8. Identifying, assessing and controlling (when elimination is not reasonably practicable) reasonably foreseeable hazards within their department;

# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

- 7.1.9. Monitoring the Hazard Register, Risk Register and CAPA Register and enforcing close out of action items;
- 7.1.10. Reviewing the effectiveness of the hazard management system; and
- 7.1.11. Including hazard management within the management review process.
- 7.2. *Managers and supervisors* are accountable for:
- 7.2.1. Providing workers with the necessary information, instruction, training and supervision to apply the Council's Hazard Management Procedure and undertake tasks safely;
- 7.2.2. Facilitating the identification of reasonably foreseeable hazards arising from work, which may affect the health or safety of workers or others;
- 7.2.3. Confirming reasonably foreseeable hazards within their department are identified, assessed and recorded on the Hazard Register, Risk Register, CAPA Register in consultation with workers or their representatives:
- Before the introduction of any new or used plant or substance;
  - Before the introduction of, or change to, a work practice or procedure;
  - Before changing the workplace, a work practice, or an activity or process, which may give rise to a risk to health or safety;
  - When legislative changes impact on the work or the way the work is conducted;
  - When planning to improve productivity or reduce costs;
  - When new information about workplace risks becomes available; and
  - When responding to incidents even if they have caused no injury.
- 7.2.4. Implementing controls, in consultation with workers or their representatives, using the Hierarchy of Controls;
- 7.2.5. Evaluating controls and reviewing them for effectiveness.
- 7.2.6. Communicating the outcomes of risk assessments within the department and across the organisation, as required;
- 7.2.7. Closing out items in the Hazard Register, Risk Register, CAPA Register within designated time frames;
- 7.2.8. Completing documentation or online reporting requirements associated with the hazard identification and risk assessment process;
- 7.2.9. Retaining records as required (within the organisation's records management system);
- 7.2.10. Seeking expert advice, if required; and
- 7.2.11. Providing required reports to the HSC and management team.
- 7.3. The Manager of Corporate and Community Services is accountable for:
- 7.3.1. Maintaining and updating the Hazard Register, Risk Register and CAPA Register; and
- 7.3.2. Relevant management notification and HSC reporting actions relating to the maintenance, monitoring and update of the Hazard/ Risk/ CAPA Registers
- 7.4. Taking reasonable care of their own and others safety at work by immediately *Workers* are accountable for:
- 7.4.1. Attending training when required;
- 7.4.2. Taking reasonable care of their own and others safety at work by immediately eliminating any hazards they identify, if safe to do so;
- 7.4.3. When immediate elimination is not practicable or achievable, putting in place interim controls to prevent the risk of an injury occurring or recurring and reporting the hazard to their supervisor and recording it on the relevant form;
- 7.4.4. Assisting in assessing risk, implementing control measures and evaluating control measures for effectiveness, as required;
- 7.4.5. Following any reasonable instruction of the organisation in relation to this procedure; and

	<b>HAZARD MANAGEMENT PROCEDURE</b>	
	<b>Version No</b>	4.0
	<b>Issued</b>	23/07/2019
	<b>Next Review</b>	July 2024
	<b>GDS</b>	12.63.1.1

7.4.6. Seeking assistance to manage hazards, as required.

7.5. The HSC is accountable for:

- 7.5.1. Facilitating consultation between relevant workers and the management team in matters relating to hazard management in accordance with the Communication and Consultation Procedure;
- 7.5.2. Assisting in the development of WHS documentation (including hazard management procedures and safe work instructions);
- 7.5.3. Monitoring the Hazard Register, Risk Register and CAPA Register and referring issues that require direction or enforcement to the management team.

## 8. REVIEW

- 8.1. The Hazard Management Procedure will be reviewed by the HS Committee, in consultation with workers or their representatives, every five (5) years or more frequently if legislation or organisational needs change. This will include a review of:
  - 8.1.1. Feedback from managers, workers, HSRs, HSC, contractors or others;
  - 8.1.2. Legislative compliance;
  - 8.1.3. Performance Standards for Self Insurers;
  - 8.1.4. LGAWCS guidance;
  - 8.1.5. Internal or external audit findings;
  - 8.1.6. Incident and hazard reports, claims costs and trends; and
  - 8.1.7. Any other relevant information.
- 8.2. The reviews may result in preventative and/or corrective actions being implemented or revision of this document.

## 9. REFERENCES

[Work Health and Safety Act 2012](#)

[Work Health and Safety Regulations 2012](#)

[General Disposal Schedule 20 for Local Government](#)

[ReturnToWorkSA's Performance Standards for Self-Insurers](#)

ReturntoWorkSA Self-insured workplace health and safety evaluation guidelines

Code of Practice: How to Manage Work Health and Safety Risks – March 2019

## 10. Related Documents

Incident Reporting and Investigation procedure  
 Confined Space Management Procedure  
 Contractor Management Procedure  
 Corrective and Preventative Action Procedure  
 Electrical Safety Procedure  
 Emergency Management procedure  
 Excavation and Trenching procedure  
 Hazardous Chemicals procedure  
 Hot Work procedure  
 UVR and Inclement Weather procedure  
 Isolation, Lock-out, Tag-out procedure  
 Hazardous Manual Tasks procedure  
 Plant procedure  
 Prevention of Falls procedure  
 Remote or Isolated Work procedure  
 Workzone Traffic Management procedure  
 Workplace Inspection procedure  
 Hazard Register



## 11. REVIEW HISTORY

	Version No:	Issue Date:	Description of Change:
LGAWCS	1.0	Nov 2009	New Document
	2.0	05/04/13	Terminology changes to reflect 2012 WHS act, Regulations and Codes of Practice (COP). Examples of changes include: OHS to WHS and employee to worker where appropriate. Changes include more explicit reference to Hazard profile, changes to the risk assessment process to include aspects of the managing hazards in the workplace COP
	3.0	26/11/15	Addition of definitions; References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; Addition of Hazard Report Form; language and formatting.
	4.0	31/01/18	Minor formatting changes, updated logo; updated hyperlinks; included reference to use of online reporting platform throughout document; added pictorial reference to Hierarchy of Control in 4.6; added reference to rationale for using a particular control in preference to others from RTWSA WHS guidelines August 2017 in 4.6; added due diligence responsibility for Management Team in 7.1.1.
DCOC	1.0	Sept. 2010	New Document
	2.0	5/8/2014	Terminology changes to reflect 2012 WHS Act, Regulations and Codes of Practice (COP). Examples of changes include; OHS to WHS and employee to worker where appropriate. Changes include more explicit reference to Hazard profile, changes to the risk assessment process to include aspects of the managing hazards in the work place COP
	3.0	23/8/2016	Addition of definitions; References to WHS Committee (WHSC) amended to Health and Safety Committee (HSC) for consistency with WHS Act and Codes of Practice; Addition of Hazard Report Form; language and formatting.
	4.0	/2019	Added pictorial reference to Hierarchy of Control in 4.6; added reference to rationale for using a particular control in preference to others from RTWSA WHS guidelines August 2017 in 4.6; added due diligence responsibility for Management Team in 7.1.1. Added reference to use of online reporting platform throughout document. Hierarchy of Control diagram added.



# HAZARD MANAGEMENT PROCEDURE

Version No	4.0
Issued	23/07/2019
Next Review	July 2024
GDS	12.63.1.1

## Appendix A: Hazard Report Form



# HAZARD REPORT FORM

Version No	3.0
Issued	17 <sup>th</sup> May 2016
Next Review	May 2019
GDS	12.63.1.1

## 1. Hazard Details

*To be completed by the person who identified the hazard*

Name:	Date:	Time:
Supervisor:	Location:	
Job/task: .....		
.....		
.....		
Hazard (describe the hazard – include location, plant, equipment, substances and people involved, attach diagrams or photos if relevant):		
.....		
.....		
.....		

## 2. Corrective Actions

*To be completed by the person who identified the hazard*

Describe immediate/interim action(s) taken to prevent the hazard from causing harm:	
.....	
.....	
.....	
Corrective Action undertaken by: .....	Date:
.....	Time:

## 3. Preventative Actions

*To be completed by the person who identified the hazard*

Suggested actions for elimination or prevention of the hazard:
.....
.....
.....

## 4. Risk Assessment and Evaluation

*To be completed by supervisor*

Supervisor's Name:	Date notified:
Risk Rating: <input type="checkbox"/> Low <input type="checkbox"/> Medium <input type="checkbox"/> High <input type="checkbox"/> Extreme	Time notified:
Risk Assessment Reference Number: _____	
Outcomes of investigation (list possible causes, appropriateness of corrective actions and any further actions taken)	
.....	
.....	
.....	
.....	



# HAZARD REPORT FORM

<b>Version No</b>	3.0
<b>Issued</b>	17 <sup>th</sup> May 2016
<b>Next Review</b>	May 2019
<b>GDS</b>	12.63.1.1

## 5. Preventative Actions to be taken

*To be completed by supervisor*

Action	Person responsible	Due date

I am satisfied that the corrective actions taken and preventative actions proposed will eliminate or minimise the hazard.

Supervisor signature: ..... Date: .....

CAPA Register Reference Number: \_\_\_\_\_

## 6. Consultation

*To be completed by HSR*

HSR Name:	Date notified:	Time notified:
-----------	----------------	----------------

Comments on hazard, consultation and suitability of proposed controls:

.....  
 .....  
 .....

I am satisfied that adequate consultation occurred in the assessment of this hazard and identification of controls.

HSR signature: ..... Date: .....

## 7. Review

*To be completed by department manager*

Manager name:	Date notified:	Time notified:
---------------	----------------	----------------

Comments on actions and proposed controls, (including reasons for not implementing any proposed preventative action(s)):

.....  
 .....  
 .....

I am satisfied that the risk presented by this hazard has been reduced to as low as is reasonably practicable.

Manager signature: ..... Date: .....

## 8. Process

*To be completed by WHS Coordinator*

Recorded in Hazard Register	Date:	Initial:
Feedback to person who identified the hazard	Date:	Initial:
Included in HSC agenda	Date:	Initial:
Hazard report records managed	Date:	Initial:
Controls reviewed for effectiveness	Date:	Initial: