HAZARD IDENTIFICATION AND RISK MANAGEMENT

POLICY NUMBER: **NDIS WHS 2**

INTENT

Real Living Options Association Inc. adopts a risk management approach to workplace health and safety. It involves identifying hazardous situations in the work environment and assessing the associated risks; then taking action to eliminate or minimise the possible consequences of these situations.

DEFINITION

RISK: A Risk is the likelihood of a hazard resulting in injury, harm or disease.

MANAGEMENT: The process of dealing with or controlling things or people.

HAZARD: anything with the potential to cause injury, harm or disease, for example a safety hazard, a health hazard or environmental hazard.

NEAR MISS: a situation which has the potential to become a hazard or result in an injury.

POLICY STATEMENTS

- Real Living Options Association Inc. accepts responsibility for ensuring the health and safety of their Employees, Volunteers, Contractors and visitors while working in an authorised workplace.
- **An Authorised workplace** refers to the place where the employee is based to perform work at the direction of the Real Living Options Association Inc.
- Individuals have an obligation to comply with Real Living Options Association Inc. workplace health and safety policies, procedures and instructions to ensure a safe workplace. This means that employees volunteers, contractors and visitors are required to take corrective action to guard against hazards at work or report those hazards which cannot be immediately corrected.
- The General Manager must ensure that the functional areas of Real Living Options Association Inc. under their control comply with the *WorkHealth and Safety Act 2011 (Qld),* all applicable standards and Real Living Options Association Inc. policies and procedures. In carrying out these obligations, the General Manager is expected to establish processes for regular risk assessments and self-audits within the workplace.
- The General Manager has an obligation to ensure as far as practicable the workplace health and safety of all employees and others under their control by preventing or minimising their exposure to risk. To meet this obligation, risk assessments and self-audits within work areas are undertaken regularly.
- All individuals have an obligation to guard against or protect others from any hazards or incidents as soon as they are recognised. If the hazards or incidents cannot be rectified immediately, the person must report the hazards or incidents to the Support Manager or Support Facilitator.

PROCEDURES

- Risk assessment and hazard identification is a systematic examination of any activity, location or operational system in order to control hazards and manage risk. A risk assessment enables an individual to:
    - identify hazards;
    - understand the likelihood and potential consequences of the hazards (i.e. the risk);
    - review the current or planned approaches to controlling the risks; and
    - add new control measures where required.

- Risk Assessment is an ongoing process and should be carried out by the Support Manager or Senior Support Facilitator particularly when changes to equipment, layout or procedures occur in a work area. A risk assessment of a work area is synonymous with a safety audit.

- The process of risk assessment involves four well defined steps:
    - **Step 1:** *Identifying* – Identifying the problem, also known as hazard identification.
    - **Step2**: *Assessing* – Determining how serious the problem is., the likelihood of an incident/accident occurring and the consequence and potential severity, also known as risk assessment**.**
    - **Step 3**: Controlling – Deciding what needs to be done to solve the problem, also known as risk elimination or control.
    - **Step 4:** *Monitoring and Review* – This involved reviewing the actions taken to determine the effectiveness of the controls implemented.

- Actions resulting from risk assessments should follow the hierarchy of control, a systematic approach to selecting control measures. It involves the selection of the most appropriate control measures for the particular hazard. The following group of control measures are available:
    - Level 1: Elimination.
    - Level 2: Substitution, isolation or redesign (engineering).
    - Level 3: Administrative and personal protective equipment.

- When a control measure is being chosen, it is important to begin at the top of the list and work down until the most appropriate control measure is selected. The nearer to the top of the list a control measure is, the more effective it will be.

- Any near misses must be reported using an incident report form.

DELEGATIONS

Management Committee

- Ensure that Real Living Options Association Inc. complies with the Work Health and Safety Act 2011 (Qld), Work Health and Safety Regulation 2011 (Qld) and all applicable standards and policies.

General Manager

- Establish processes for regular risk assessments of work areas.
- Undertake risk assessments of work areas.
- Complete a Risk Assessment and/or Hazard Report Form where a risk or hazard has been identified.
- Follow up on all completed Hazard Identification and Risk Assessment Tools.
- Maintain the Work Health and Safety Register
- Report all workplace health and safety actions in the monthly General Managers Report.

Support Manager

- Undertake risk assessments in work areas.
- Complete a Risk Assessment and/or Hazard Identification Form where a risk or hazard has been identified.
- Follow up any Incident Reports and report to the General Manager.
- Report any identified hazards or risks to the General Manager.

Lifestyle Assistants

- Undertake LA Accessibility and Safety of Premises checklists for Participants as directed.
- Undertake risk assessments in all work areas.
- Complete a Risk Assessment and/or Hazard Identification Form where a risk or hazard has been identified.
- Report any identified hazards or risks to the Support Facilitator or Support Manager.

RELATED DOCUMENTATION

Policy WHS 1 Work Health and Safety
Policy WHS 3 Hazard Identification and Reporting
Real Living Options Health and Safety Manual for Supervisors and Managers
Real Living Option Health and Safety Manual for Employees
Risk Assessment Form
Hazard Report Form
Incident Reports via Akuety
Vehicle Safety Checklist
LA Accessibility and Safety of Premises Checklist

REFERENCES

Work Health and Safety Act 2011 (Qld)
Work Health & Safety Regulation 2011 (QLD)
Information as provided by Employsure

AMENDMENTS/REVIEWS

Reviewed 20.01.11, Amended 07.06.12, Amended 13.06.13, Amended 27.11.14, Amended 22.03.18, Amended 25.02.21, Amended 06.02.25