

# Work Health and Safety Risk Management Procedure



## 1 Purpose

To outline the Procedures and standards involved in identifying hazardous situations in the work environment and assessing the associated Risks.

## 2 Scope

This Procedure applies to all Employees, Students, contractors and visitors while they are at the University.

## 3 Procedure Overview

The University is adopting 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.

## 4 Procedures

### 4.1 Obligations and responsibilities

All Employees have an obligation to comply with the University's workplace health and safety Policies, Procedures and instructions to ensure a safe workplace. This means that Employees are required to take corrective action to guard against Hazards at work, or report those Hazards which cannot be immediately corrected.

The Vice-Chancellor delegates responsibilities for the management of workplace health and safety.

Category 3 Delegates or above must ensure that the functional areas of the University under their control comply with the *Work Health and Safety Act 2011* (Qld), all applicable standards and University Policies. In carrying out these obligations, they are expected to establish processes for regular Risk assessments and self-audits within workplaces.

Category 4 Delegates have an obligation to ensure 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, they are expected to undertake Risk assessments and self-audits within work areas.

Refer to the University's Work Health and Safety Policy for more details on workplace health and safety obligations.

## 4.2 Hazard identification and reporting

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 Category 4 Delegate or above and report via SafeTrak on Safety Central.

Refer to the Incident and Hazard Reporting and Investigation Procedure for more details.

## 4.3 Risk assessment

Risk assessment 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.

It is an ongoing process and should be carried out by Supervisors 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 8 basic steps:

Step 1: Decide who should be involved

Step 2: Identify Hazards

Step 3: Analyse consequences (potential injury, property damage, etc.)

Step 4: Assess Risk (probability, frequency, severity of injury or loss)

Step 5: Determine action (methods of removing or reducing Risk)

Step 6: Implement controls (redesign, removal, new methods, audit)

Step 7: Evaluate controls

Step 8: Keep a record of the assessment and review regularly

Risk assessment proformas have been developed for use at the University. Cost centres are encouraged to use these forms or to contact the Work Health and Safety team if they require assistance in developing forms, checklists and other tools more appropriate to their own needs.

## 4.4 Hierarchy of control

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:

1. Elimination
2. Substitution
3. Redesign
4. Engineering
5. Administrative
6. 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.

## 5 References

Nil.

## 6 Schedules

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

## 7 Procedure Information

<b>Accountable Officer</b>	Chief People Officer
<b>Responsible Officer</b>	Executive Director (Facilities Management)

<b>Policy Type</b>	University Procedure
<b>Policy Suite</b>	<a href="#">Work Health and Safety Policy</a>
<b>Subordinate Schedules</b>	
<b>Approved Date</b>	31/1/2024
<b>Effective Date</b>	31/1/2024
<b>Review Date</b>	3/4/2024
<b>Relevant Legislation</b>	<a href="#">Work Health and Safety Act 2011 (Qld)</a>
<b>Policy Exceptions</b>	<a href="#">Policy Exceptions Register</a>
<b>Related Policies</b>	
<b>Related Procedures</b>	<a href="#">Incident and Hazard Reporting and Investigation Procedure</a>
<b>Related forms, publications and websites</b>	<a href="#">SafeTrak</a> <a href="#">Workplace Health and Safety Management System</a>
<b>Definitions</b>	<p><b>Terms defined in the Definitions Dictionary</b></p> <p><a href="#">Delegate (noun)</a></p> <p>Delegate (noun) means the officer, Employee or committee of the University to whom, or to which, a delegation of authority has been made under this Policy.</p> <p><a href="#">Employee</a></p> <p>A person employed by the University and whose conditions of employment are covered by the Enterprise Agreement and includes persons employed on a continuing, fixed term or casual basis. Employees also include senior Employees whose conditions of employment are covered by a written agreement or contract with the University.</p> <p><a href="#">Procedure</a></p> <p>An operational instruction that sets out the process to operationalise a Policy.</p> <p><a href="#">Student</a></p> <p>A person who is enrolled in a UniSQ Upskill Course or who is admitted to an Award Program or Non-Award Program offered by the University and is: currently enrolled in one or more Courses or study</p>

	units; or not currently enrolled but is on an approved Leave of Absence or whose admission has not been cancelled.
	<a href="#">University</a>
	The term 'University' or 'UniSQ' means the University of Southern Queensland.
	<b>Definitions that relate to this procedure only</b>
	<b>Hazard</b>
	Anything with the potential to cause injury or disease, for example a safety Hazard, a health Hazard or environmental Hazard.
	<b>Risk</b>
	The likelihood of a hazard resulting in an injury or disease.
<b>Keywords</b>	Risk Management, obligations, Hazard identification, Risk assessment, WH&S, OH&S
<b>Record No</b>	13/468PL