General WHS Risk Management Procedures

Division / Branch	Corporate Support / People and Culture
Responsible Officer	Safety & Wellness Services Manager
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	WHS Consultation Determination
	WHS Document Management Determination and Procedure
	• Flowchart – Review and Development of SWMS and Risk Assessments
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Preamble

As a Person Conducting a Business or Undertaking ("PCBU"), Hornsby Shire Council ("Council"), has an obligation under the Work Health and Safety Act 2011, Work Health and Safety Regulations 2017 and other associated legislation to ensure the health and safety of workers they engage or whose activities they influence or direct. A further extension of this legislative requirement is the necessity for Council to manage work health and safety risks through the implementation of a formal risk management process. The method by which this is conducted must be clearly documented and retained on Council records.

Risk management applied in a work, health and safety context is the process of identifying and assessing what could go wrong in our workplace and what the consequences could be. Then we must do whatever we can ('reasonably practicable') to eliminate or minimise health and safety risks arising from our business or undertakings. The risk management process consists of defined steps that, when taken in sequence, lead to informed decisions about how to avoid or control the impact of the identified risks.

The steps involved are;

1. Identifying the problem   **HAZARD IDENTIFICATION** (find out what could cause harm)

2. Determining how serious the problem is   **RISK ASSESSMENT** (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.)
3.	Undertaking what needs to be done to solve the problem	**RISK CONTROL** (implement the most effective control measure/s that is reasonably practicable in the circumstances)
4.	Review the effectiveness of the problem solution/s	**MONITORING/EVALUATION** (to ensure control measures are working as planned)

Determination

Hornsby Shire Council will ensure that a risk management approach of hazard identification, risk assessment and risk control is applied:

- during the design of any structure, by or on behalf of Council,
- immediately prior to using premises for the first time as a place of work,
- before and during the installation, erection, commissioning or alteration of plant,
- before changes to work systems, practices or the work environment are introduced,
- before the introduction of hazardous chemicals,
- while work is being carried out,
- when new or additional information from an authoritative source relevant to the health and safety of workers and/or third parties becomes available to Council.
- responding to workplace incidents (even if they have caused no injury)
- responding to concerns raised by workers, health and safety representatives or others at the workplace
- required by the WHS regulations for specific hazards

Hornsby Shire Council will consult (so far as reasonably practicable) with:

- Workers who carry out work for and on behalf of Council who are (or are likely to be) affected by a health and safety matter, and

- Other persons who have a health and safety duty in relation to health and safety matters.

Hornsby Shire Council will take all reasonable care to;

- Identify any foreseeable hazard that may arise from Council undertakings, and which has the potential to harm the health or safety of any worker or third party.

- Identify hazards arising from, but not limited to

	Examples;
⇒ the work premises	access /egress, security of occupants, integrity of building structure

⇒ work practices, systems of work and working hours	fall from height, trench collapse, burns from hot work, fatigue from long work hours, isolated or remote work
⇒ plant	being hit by or caught in moving equipment, noise, vibration
⇒ confined spaces	asphyxiation, drowning
⇒ electrical	potential ignition source, contact with overhead or underground electrical services, operating electrical equipment
⇒ chemicals	hazardous chemicals can cause burns, respiratory illness, dermatitis, poisoning, etc
⇒ manual handling	potential for overuse injuries and muscle strain
⇒ the layout condition of the work place	workstation design and lighting
⇒ biological organisms	blood or air borne microorganisms
⇒ the physical work environment	noise, heat or cold exposure, people slipping, tripping or falling, contact with moving or stationary objects, remoteness
⇒ psychosocial	abusive or aggressive customers, bullying

- Assess the risk of harm to the health and safety of any worker and/or third party following the identification of a workplace hazard, taking into consideration the combination of potential consequences of an event and the likelihood of the event occurring.

- Control the risk.

    ⇒ Eliminate the risk that an identified hazard poses to the health and safety of any worker and/or third party.

    ⇒ Minimise the risk. If it is not reasonably practicable to eliminate the risk, Council shall ensure appropriate controls are implemented to minimise the risk that an identified hazard poses to the health and safety of any worker and/or third party.

- Review completed risk assessments and/or strategies adopted to control risk, whenever:

    ⇒ there is evidence that the risk assessment and/or strategies adopted to control risk are no longer valid, or
    ⇒ when an injury/illness results from a work task or process that a risk assessment has previously been conducted for, or
    ⇒ when a significant change is proposed to either the place of work or work process that a risk assessment has previously been conducted for, or
    ⇒ At predetermined review dates.

- Ensure contractors performing work on a Council workplace have implemented risk management strategies to ensure workers and/or third parties are not exposed to risks to their health and safety.

The procedures which are required to implement this Determination are attached and may be changed from time to time by the Manager, People and Culture as required by changes in legislation, regulations and Council processes.

Definitions

A **'person conducting a business or undertaking' (PCBU)** conducts a business or undertaking alone or with others. The business or undertaking can operate for profit or not-for-profit. The definition of a PCBU focuses on the work arrangements and the relationships to carry out the work. In addition to employers, a PCBU can be a corporation, an association, a partnership or sole trader. A volunteer organisation which employs any person to carry out work is considered a PCBU. Householders where there is an employment relationship between the householder and the worker are also considered a PCBU. Council is a PCBU.

An **'Officer'** is anyone who makes, or participates in making, decisions that affect the whole, or substantial part of Hornsby Shire Council. An officer is deemed to have a level of influence in Council that allows them to provide for and sustain resources and procedures necessary for effective management of WHS. An elected member of a local authority (councillor) is not considered an officer.

A **'Worker'** is anyone who carries out work for, or on behalf of Hornsby Shire Council. This includes:
• Employees;
• Contractors or sub-contractors;
• Employees of a contractor or sub-contractor;
• Employees of a labour hire company;
• Apprentices or trainees;
• Students gaining work experience; or
• Volunteers.

A **'Third Party'** Is any individual, excluding workers, who attends a Hornsby Shire Council workplace, such as visitors, members of the public, clients in their residence, and customers.

A **'Contractor'** is a person, or an organisation, that provides a service for a fee but is not a direct employee of Council and therefore does not get paid through Council's payroll system.

A **'Volunteer'** is a person performing work on behalf of others without payment for their time or services.

A **'Workplace'** is a place where work is carried out for and by Hornsby Shire Council and includes any place where a worker goes, or is likely to be, while at work. For example, this includes, but is not limited to, all facilities and offices operated by Council, vehicles driven by Council workers, parks and road/roadside locations, private residences and commercial premises.

Primary duty of care
A person conducting a business or undertaking must ensure, so far as is reasonably practicable, the health and safety of:

- workers engaged, or caused to be engaged by the person,
- workers whose activities in carrying out work are influenced or directed by the person, while the workers are at work in the business or undertaking.

A person conducting a business or undertaking must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

A person conducting a business or undertaking must ensure, so far as is reasonably practicable:

- the provision and maintenance of a work environment without risks to health and safety,
- the provision and maintenance of safe plant and structures,
- the provision and maintenance of safe systems of work,
- the safe use, handling, and storage of plant, structures and substances,
- the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities,
- the provision of any information, training, instruction or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking,
- that the health of workers and the conditions at the workplace are monitored for the purpose of preventing illness or injury of workers arising from the conduct of the business or undertaking

Procedures

Hornsby Shire Council's general work health safety (WHS) risk management procedures have been developed to assist the organisation meet the requirements of the Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2017.

The General WHS Risk Management Determination specifies the Council requirement:

- for formally documented risk assessments to be undertaken. This process of risk management requires that workplace hazards be identified, assessed, controlled and monitored/evaluated.
- for reporting of incidents and hazards via the SafeHold system, investigating to determine causes (in the case of incidents) and identifying corrective actions to resolve these hazards.

The following risk management procedures outline:

- Key terms and definitions

- When a risk assessment is required

- Hazard and incident management

- Training requirements

- Consultation requirements when undertaking a risk assessment

- How to conduct a risk assessment

- Risk assessment and safe work method statement documentation requirements

- When review of risk assessments and safe work method statements is required

- Record keeping requirements

- Reporting and investigation

Key terms and definitions

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
Risk:	The likelihood of injury, illness or damage to property or plant from exposure to a hazard.

Risk Management

The process of:
- Identifying hazards (finding out what could cause harm)
- Assessing risks (how likely a hazard could cause harm and how serious it could be)
- Controlling risks (implementing the most effective control measure that is reasonably practicable in the circumstances)
- Review control measures (ensuring they are working as planned).

Risk Assessment:

The process of identifying potential and/or existing hazards associated with a workplace, a work task/activity,an item of plant or a chemical. A risk rating is applied to each identified hazard, appropriate controls are identified, and a second risk rating is applied taking into consideration the identified controls.

Hazard

Anything that has the potential to cause injury or illness to workers and/or third parties, or damage to property or plant. A hazard can be a physical item e.g. a broken stair, or a work practice or procedure; e.g. working at heights without an appropriate fall arrest system.

Hazards can be divided into the following categories:
- **physical** e.g. UV radiation, dust, noise, light, electricity, heights, vibration, heat
- **chemical** e.g. acids, vapours, gases, poisons

- **mechanical** e.g. manual handling (lifting, pulling), unguarded machines, moving equipment
- **ergonomic** e.g. lifting, repetitive movement, work design
- **biological** e.g. bacteria, viruses, other microorganisms, insects
- **psychosocial** e.g. boring or repetitive work, abuse, violence

Potential Hazard: A hazard that currently does not exist but is likely to arise should;
- a new premise be occupied
- a premise, system, or item of plant be designed a particular way
- an item of plant be purchased, hired, installed, erected or altered
- a work practice or system of work changed
- a hazardous substance be introduced

Existing Hazard: A hazard that currently exists within the premise, plant or within a work practice/system of work.

Hazard Identification: The process of identifying all situations or events that could give rise to the potential for injury, illness or damage to property, plant or the environment.

Risk Management Team: A consultative forum of management and worker representatives with the purpose of undertaking the risk management process within a specified Division, Branch or Team.

Risk Rating: The process of calculating and applying a numerical value to the likelihood of an injury, illness or damage to property, plant or environment occurring.

Risk Control (Control): The process of implementing measures to reduce the risk arising from a hazard. Risk controls can be categorised in a hierarchy.

Controlled Risk Rating: The process of calculating and applying a numerical value to the likelihood of an injury, illness or damage to property or plant occurring following the implementation of a risk control/s.

Risk Assessment Statement (RAS): Refers to a written statement that:
- Describes how work is to be carried out,
- Identifies potential and/or existing hazards associated with occupation of a premise, a work task/activity or an item of plant,
- Applies a risk rating to each identified hazard,
- Describes the control measures that will be applied to those work activities.
- Applies a second risk rating taking into consideration the identified controls.

Safe Work Method Statement (SWMS): Refers to a written statement that:

- Describes how work is to be carried out,
- Identifies potential and/or existing hazards associated with occupation of a premise, a work task/activity or an item of plant,
- Applies a risk rating to each identified hazard,
- Describes the control measures that will be applied to those work activities,
- Applies a second rating taking into consideration the identified controls, a
- Includes a description of the equipment used in the work, the standards or codes to be complied with and the qualifications of the personnel doing the work.

Incident Is an unplanned event which may result in personal injury, damage to property/environment. A "near miss" is a type of incident that did not result in injury or property damage but had the potential to do so.

SafeHold Councils work health and safety management software system (hazard / incident reporting, investigation, assigning and completing corrective actions) A hazard or incident maybe reported by an employee, contractor, customer, volunteer or visitor. Council employees are requested to report any hazard or incident reported to them by non-employees of Council. Reported hazards and incident are to be logged in SafeHold.

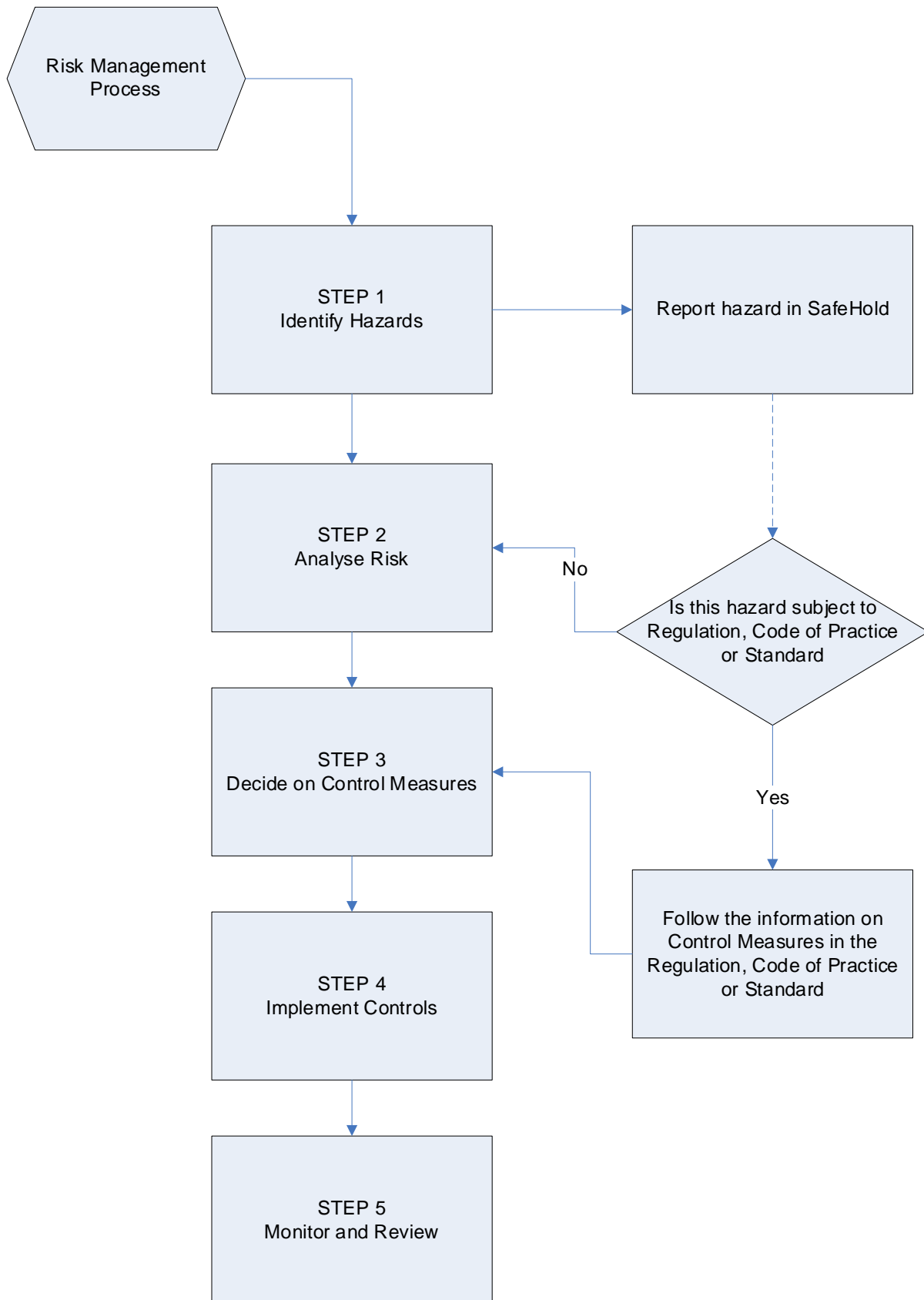**When is a risk management approach / risk assessment required?**

	Examples
Previously unknown hazards or inadequately controlled hazards identified via hazard / incident reporting and investigating	- No guarding on bench saw identified during an inspection - Unsecured load fell off truck causing traffic accident
Where required by the WHS regulations for specific hazards	- Confined spaces - Manual handling - Falls - High risk work - Electrical work - Plant and structures - Hazardous chemicals
On existing work activities/tasks with identified hazards	- Roof work - Pothole patching - Customer service/counter work - Setting up/packing up function venues - Plant/machinery operation

When selecting new premises as a place of work	• Selecting new office space • Selecting a new transportable site shed • Selecting the position for a site shed to be placed on a work site
When designing new premises as a place of work	• Designing a new childcare centre or library to be built
When modifying or altering premises (structure & fittings)	• Altering/modifying and refitting office spaces
Prior to the purchase of an item of plant/equipment	• Purchase of a new truck, bob cat, excavator, etc • Purchase of new office equipment
Prior to the installation of new plant/equipment	• Installation of security screens on a cashier • Installation of an inclinator within a park
Prior to hire of plant	• Hire of a roller for roadworks • Hire of function tables/chairs
Prior to the alteration of existing plant	• Redesign of toolboxes and storage on the rear of a truck
Prior to changes to work practices & systems of works	• Task rotation within a team • Reduction in evening staff from 2 to 1
Prior to hazardous chemical being introduced	• Refill of LPG cylinders on site • Introduction of new graffiti removal chemical
When new information relevant to health and safety becomes available	• New health effects associated with the use of graffiti removers identified

Examples of potential and existing hazards which may be identified within a risk assessment may include;

	Hazard Example
• Working on a roof • Pot hole patching • Customer service/counter work • Setting up/packing up function venues • Plant/machinery operation	• Falling from height • Exposure to hydrocarbons • Customer aggression • Manual handling of tables/chairs • Entanglement
• Selecting new office space • Selecting a new transportable site shed • Selecting the position for a site shed to placed on a work site	• Inadequate amenities, storage, emergency access/egress • Poor ventilation • Exposure to high traffic volume, overhead powerlines
• Designing a new childcare centre or library to be built	• Inadequate storage/shelving height too high/low

• **Altering/modifying and refitting office spaces**	• Counter area with nowhere for staff to retreat in the event of a security threat • Cramped workstations • Counter too low or high for work • Inadequate air conditioning
• **Purchase of an excavator** • **Purchase of new office equipment**	• Excavator not appropriate plant for required works. Insufficient capacity for loads. • Manual handling of equipment
• **Installation of shelves for timber storage** • **Erection of a scoreboard within a park facility**	• Risk assessment not undertaken. Structure instability. Use of inappropriate building materials and processes. • Reduction of visibility for passing traffic
• **Hire of a roller for roadworks** • **Hire of function tables/chairs**	• Poorly maintained roller • Manual handling of tables weighing > 30kgs
• **Redesign of toolboxes and storage on the rear of a truck**	• Being hit by moving vehicle due to access to toolboxes moved to traffic side of vehicle
• **Storage of LPG cylinders inside storeroom** • **Introduction of new graffiti removal chemical** • **Introduction of new herbicide**	• Leaking gas/accumulation of explosive gas • Inadequate or inappropriate use of PPE • Contains organophosphates
• **Task rotation within a team** • **Reduction in evening staff from 2 to 1**	• Prolonged standing • Personal threat / assault
• **New health effects associated with the use of herbicides identified**	• Carcinogens

General WHS Risk Management Procedures

Risk Management Process

STEP 1
Identify Hazards

Report hazard in SafeHold

STEP 2
Analyse Risk

No

Is this hazard subject to Regulation, Code of Practice or Standard

STEP 3
Decide on Control Measures

Yes

STEP 4
Implement Controls

Follow the information on Control Measures in the Regulation, Code of Practice or Standard
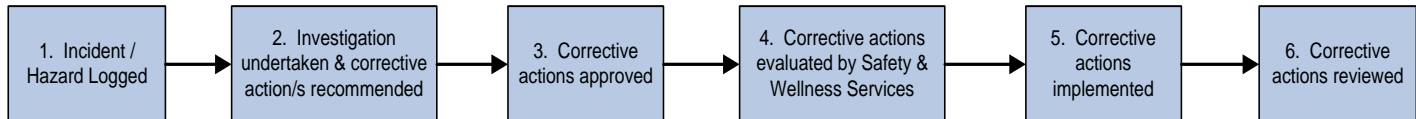
STEP 5
Monitor and Review

Hazard and Incident Management - SafeHold

A hazard or incident maybe reported by an employee, contractor, customer, volunteer or visitor. Council employees are requested to report any hazard or incident reported to them by non-employees of Council.

Incidents & hazards **need to be reported & investigated** to ensure systems are put in place to eliminate or reduce the risk they present. Council's hazard & incident reporting/investigation are managed by a web based software solution known as SafeHold.

Whether it is a hazard or an incident that has been reported, the process that follows is identical. An investigation needs to occur, corrective action/s or control/s need to be identified, approved, implemented, & once implemented, the corrective action/s need to be reviewed to check that they have been effective in eliminating or reducing the risk.

| 1. Incident / Hazard Logged | → | 2. Investigation undertaken & corrective action/s recommended | → | 3. Corrective actions approved | → | 4. Corrective actions evaluated by Safety & Wellness Services | → | 5. Corrective actions implemented | → | 6. Corrective actions reviewed |

Training

All supervisors, managers and workers who are required to undertake risk assessments and develop safe work method statements will be required to complete Council's Risk Management training programme, Beyond Risk.

Workers designated as responsible for document control will require additional SafeHold instruction.

Consultation

When conducting a risk assessment, management must consult with those workers who are directly involved in undertaking the task, working with the hazardous chemicals, working with the plant, or occupying premises/sites.

The names of those workers consulted in the risk assessment process must be recorded on the Risk Assessment Statement/Safe Work Method Statement.

How to conduct a risk assessment

Prior to carrying out a risk assessment, determine the scope and requirements of the item or activity being risk assessed by answering the following:

What is being risk assessed?
- ⇒ Purchase of new plant/equipment
- ⇒ Design of new building
- ⇒ Work activity

Is the item/activity being risk assessed something that affects/involves workers across more than 1 Division, Branch, Team, or external group, etc? For example, the purchase of a piece of plant that will be under the control of a Council Branch, operated by workers within this Branch and volunteers and maintained by Council's workshop has health and safety implications for all those groups/individuals and consultation with representatives from all groups is required.

What is the complexity of the item or activity being risk assessed? Is specialist/technical information (Legislation, Codes of Practice, Australian Standards, operating manuals, etc) required to assess the risk? Is specialist advice or input such as from an Occupational Hygienist, Engineer, WHS Adviser required to assess the risk? For example, renovation work involving lead or asbestos may require sampling of building materials and/or environmental monitoring by an Occupational Hygienist and reference to specific legislation, Codes of Practice and Australian Standards.

Is the work activity being risk assessed a one off or an infrequently performed work activity / event?
The respective Council branches/teams will undertake risk assessments for one off or occasionally performed activities prior to the activity. This would include but not be limited to:
- Social club events
- Major events such as the Bushland Shire festival
- Roll out of computer hardware across Council
- Wellness events such as Health Fairs

Does the work activity being risk assessed have any site/location specific hazards in addition to previously identified hazards relating to an activity?
The respective Council branches/teams will undertake risk assessments for work activities taking into consideration the influence of the work environment on the level of risk and subsequent recommended controls. Where workers perform activities at different sites/locations, then the respective Council branches/teams will need a process whereby additional site/location specific hazards are identified, assessed and controlled.

Who will be involved in carrying out the risk assessment?

The number and make up of persons involved in the risk assessment will be determined by the scope of the risk assessment. At a minimum there should be management/supervisory and worker representatives involved in the risk assessment.

Hazard Identification

The representatives carrying out the risk assessment will identify all hazards by:

- ensuring adequate consultation occurs with the workers who would ordinarily construct/maintain the design, occupy the premise, use, install or erect the plant, or undertake the work task/s following changes to the work practice/system of work.
- considering the work premises and the working environment, including their layout, condition and nature.
- considering the capability, skill, experience and age of people who would ordinarily construct/maintain the design, occupy the premise, use, install or erect the plant, or undertake the work task/s following changes to the work practice/system of work.
- reviewing any information available on a particular piece of plant, chemical or task. For example; Safety Data Sheets, Australian Standards, relevant legislation, Codes of Practice, manufacturer's operating manuals.
- reviewing incident and hazard reports that may be relevant to the item or work activity.
- thinking creatively into the future about what could happen if something went wrong.

Risk Rating

Following identification of the potential hazards it is necessary to determine the degree of risk for each hazard. When assessing the risk that a hazard presents the person/s undertaking the risk assessment needs to consider the following four (4) factors:

Number of factors	One hazard can present more than one factor for consideration; e.g. sun exposure can cause heat stroke or long term UV damage. The more factors an individual hazard presents the greater the degree of risk.
Frequency	The more frequently a worker is exposed to a particular hazard the greater the degree of risk.
Exposure	The longer a worker is exposed to a particular hazard the greater the degree of risk; e.g. 8 hours versus 1 hour.
Human differences	All workers have individual differences that may increase or decrease the degree of risk a hazard may present; e.g. a worker with a pre-existing back injury may be at greater risk of sustaining a manual handling injury than a worker without a pre-existing back injury.

The risk assessment matrix is provided below to assist determine the degree of risk. To quantify the degree of risk a hazard presents the person/s undertaking the risk assessment needs to ask:

1. How severely could the hazard hurt someone, or how ill could it make someone?

   AND

2.   How likely is it to be that bad?

*The answers to each of these questions is applied to the matrix below and a number, or **risk rating**, is then provided for the hazard. The lower the number allocated to a hazard the higher the risk that hazard presents.*

1 How severely could it hurt someone *or*	2 How likely is it to be that bad?			
	++	**+**	**-**	**--**
how ill could it make someone?	**very likely** could happen any time	**likely** could happen sometime	**unlikely** *could* happen, but very rarely	**very unlikely** *could* happen, but probably never will
☠ **kill or cause permanent disability or ill health**	1	1	2	3
!!! **long term illness or serious injury**	1	2	3	4
!! **medical attention and several days off work**	2	3	4	5
! **first aid needed**	3	4	5	6

Risk Control

Once each identified hazard has been assessed, the person/s undertaking the risk assessment is able to consider the hazard control strategies which would be necessary to ensure minimal risk to health and safety.

Risk control is the process of implementing measures to reduce the risk arising from a hazard. The hierarchy of control is a systematic approach to selecting control measures. The ways of controlling risks are ranked from the highest level of protection and reliability to the lowest as shown in Figure 1. It involves the selection of the most appropriate control measures for the particular hazard. The WHS Regulations require duty holders to work through this hierarchy when managing risk under the WHS Regulations.

The hierarchy of risk control

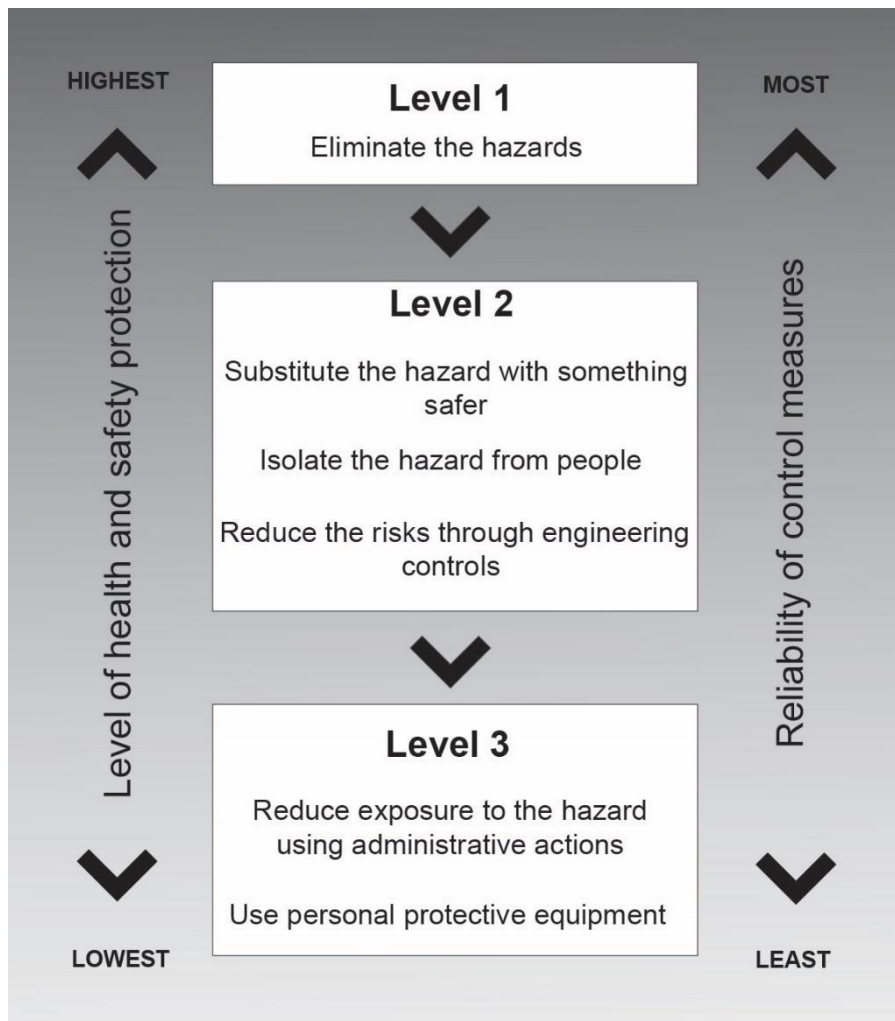This ranking is known as the hierarchy of risk control.

Figure 1.

Examples of hierarchy of control:

(1) **Elimination – Level 1 Control**

Elimination of the hazard is the most effective control measure. In many instances, the hazard can be designed out or safety designed in. The principle of design is that before moving into new premises or introducing new equipment or work process, all steps should be taken to have the workplace plant, equipment and task designed and constructed so that potential hazards are removed or reduced. It is easier and less costly to change a drawing or specification than it is to make changes after construction or installation.

Design Examples:

In the designing of a new workshop make sure that there is:
- a loading dock to eliminate lifting.
- noise reduction and anti-vibration measures in place.

- power outlets are located in all areas where portable electrical tools are to be used to avoid the use of long extension leads.

In designing a new office make sure that:
- power and computer outlets are located above desk height to avoid crawling under desks or shifting desks when equipment is to be plugged in.
- storage areas for photocopy paper are adjacent to where the paper is used to avoid manual handling of cartons.
- light fittings are located and designed to minimise glare on the computer monitors.

(2)   Substitution – Level 2 Control

Substitution involves the replacement of a hazardous material or process with a safer one.

Substitution Examples:
- replace toxic solvent with detergents
-
- redesigning work to remove the need for employees to maintain the same posture or carry out constant repetitive work
- replace sprays with paint-on alternatives
- replace 240V power tools with rechargeable ones
- replace glass with plastic

(3)   Isolation – Level 2 Control

If the above control strategies have been tried or failed to work then isolation (separation) could be used. Control by separation involves isolating the hazard from the person/s or the person/s from the hazard.

Isolation Examples:
- relocate hazard away from the staff - remove a noisy machine from the work area
- introduce closed systems for toxic chemicals
- acoustic booths around noisy equipment
- shield/guard dangerous machinery
- use remote handling devices

(4)   Engineering Controls – Level 2 Control

Engineering controls involves such things as:

Engineering Examples:
- modifying furniture, machinery and equipment

- using controls such as local exhaust ventilation
- providing mechanical aids to assist employees with lifting and carrying tasks

(5) **Administration Controls – Level 3 Control**

Administrative controls involve limiting the duration or the conditions of exposure. Administrative controls can also include education/training, adequate housekeeping procedures and supervision of employees in safe work practices.

Administration Examples:
- arrange for regular cleaning and rubbish removal - good housekeeping
- change the work by introducing work rotation to reduce exposure time to hazardous work processes or conditions
- restrict entry to hazardous work areas
- do not allow employees to work alone

(6) **Personal Protective Equipment (PPE) – Level 3 Control**

Personal protective equipment (PPE) may be required if engineering and other controls are not practical or feasible. PPE which is appropriate to the hazards, properly fitted and maintained is often used in the following situations:

- a temporary measure till a more effective control can be established
- if other controls are impossible or not as effective or efficient as PPE
- during routine maintenance or emergency clean up procedures
- whilst handling a hazardous substance

Personal Protective Equipment Examples:
- respirators
- goggles
- ear muffs/plugs
- gloves

The hierarchy of control has been established on the basis that the higher the control strategy is in the hierarchy, the more preferable and effective the control should be. Hazard control strategies must meet the following criteria. They must:

- adequately control the hazard;
- allow employees to do their work without undue discomfort or stress;
- not create new hazards;
- protect every person who has any risk of being exposed to the hazard;
- adequately control the hazard for the surrounding community as well as for the work force.

For each hazard identified, the person/s undertaking the risk assessment needs to consider each hazard option listed in 4.4.2. Initial consideration should be given to eliminating/designing the hazard out. If this is not viable, progression through the hierarchy to the least desirable control option, personal protective equipment (PPE) needs to occur.

Many hazards will require the implementation of two or more control strategies identified in the hierarchy. Therefore, if the hazard cannot be eliminated or designed out, the person/s undertaking the risk assessment needs to consider each control strategy to ensure the hazard risk is minimised as far as possible.

Example:

Hazard	Control Strategy	Correlation to Hierarchy of Controls
Mowing a steep embankment with a ride on mower. The embankment overlooks a drop into a commercial property driveway.	Plant out the embankment to eliminate the need to mow.	Elimination
Posture & overuse related injuries related to work station based work	Modification of furniture and workstation equipment to improve the work station ergonomics	Engineering Control
	Training in set up and design of work stations, safe movement and ergonomics	Administrative Control
	Job and task rotation	Administrative Control

Following completion of the risk assessment, the person/s undertaking the assessment is able to determine if proceeding with the design, occupation, purchase, hire, installation, erection, alteration to plant or changes to a work practice/system of work is appropriate.

Documenting risk assessments, safe work method statements and formal WHS Discussions (tool box talks and meetings)

Risk assessments must be documented for all tasks where there are identified work health and safety risks that have a foreseeable and reasonable risk of resulting in an incident. This includes the following means of documentation:

- Risk Assessment Statement (RAS). A RAS includes:
  - The steps required to carry out a work task (where applicable)
  - Potential and/or existing hazards
  - An uncontrolled risk rating
  - The actions necessary to eliminate or control the risk (risk controls)

- Hierarchy of controls check boxes to reflect which level of control has been applied
- A controlled risk rating
- Person/s responsible for ensuring controls are implemented (where applicable)
- A review date (where applicable)

- Safe Work Method Statement (SWMS). A SWMS is required for high risk construction work activities. A SWMS has an additional 'cover page' for a RAS. In addition to information provided within a RAS, a SWMS provides the following information:

  - Plant and equipment required to undertake the task
  - Chemicals and substances required to undertake the task
  - Personal protective equipment (PPE) required to undertake the task
  - Qualifications and training required prior to undertaking the task
  - Safety checks/other controls required prior to undertaking the task
  - Approval permits required prior to undertake the task

- Safe Operating Procedure (SOP). A SOP is typically a 1 page safety procedure

- Site/location/one off job specific risk assessments such as those completed by crews on electronic devices/forms. These risk assessments are developed and documented by an individual Council Branch/Section to identify and control site/location/job specific hazards over and above task specific RAS and/or SWMS.

- Minutes of tool box, team meetings, etc. These documents are developed by individual Council branches/teams to document discussions with workers regarding workplace hazards and controls.

Risk assessments related to the carrying out of work activities must be documented on Council forms: Risk Assessment Statement (RAS), Safe Work Method Statement (SWMS) or Safe Operating Procedure (SOP).

Risk assessments related to design, occupation of a premise, purchase, hiring, installation, erection or alteration to plant can be:

- Documented on Council's 'Risk Assessment Statement (RAS) proforma or Safe Work Method Statement (SWMS) proforma, OR
- Documented on a Branch/Section/Team designed risk assessment proforma

Risk Assessment Statements (RAS), Safe Work Method Statements (SWMS) and Safe Operating Procedures (SOP) must be:

- Developed in consultation with staff undertaking the work task.
- Distributed/accessible to all staff undertaking the work task outlined in the RAS/SWMS/SOP.
- Be readily produced on the work location, if requested.
- Document controlled (Stored in TRIM and linked in SafeHold).

On completion of the RAS/SWMS, all staff undertaking the work task identified must be issued (hard copy, or soft copy where appropriate) and sign an acknowledgement that they have read and understood the RAS/SWMS. This must be documented on the last page of the RAS/SWMS – Dissemination and Acknowledgement by Staff or on a Branch/Section/Team designed form.

Reviewing risk assessments and safe work method statements

To ensure measures adopted to control risk remain relevant and effective, a review of a risk assessment and/or a safe work method statement must be carried out:

- Whenever there is evidence that the risk assessment is no longer valid, such as when there is a change in how a work activity is performed
- Injury/illness results from exposure to a hazard to which a risk assessment and/or safe work method statement applies
- At predetermined review dates
- Whenever there are changes in legislation

Record keeping requirements for risk assessments and safe work method statements

All approved risk assessment statements and safe work method statements are recorded and document controlled within Council's record management system TRIM and safety management system, SafeHold. A Guideline is available to assist with document control requirements.

Applicability

This determination and procedure applies to all Council employees.

Review

This document will be reviewed every 2 years.

Variation

Council reserves the right to vary or revoke this determination and procedure. Variations will be communicated to staff. Variations to the Procedures that remain aligned to the current Determination may be undertaken by the Manager, People and Culture as the need arises.

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