EZHR Guide to Hazards & Risks Management

Form HR8A

V:17/11/2022

[1] a **hazard** is anything that has the potential to cause harm to any person.

[2] a **risk** is the potential for harm when exposure to a hazard is possible.

[3] Risk **elimination** means a state where either (1) exposure to the hazard is impossible, or (2) no harm can result from exposure to the hazard.

[4] Risk **minimisation** means a state where either (1) the likelihood of exposure to the hazard is minimised; or (2) the degree of harm that might result from exposure to the hazard is minimised; or (3) both.

STEP 1: Identify hazards (all workers)

See or suspect a hazard

[5] It is your employer's policy that every worker must proactively identify work related hazards. This means you should (1) think about what you are doing (is what I'm doing safe? If I leave this box here, could someone trip over it?); and (2) be vigilant about what is going on around you (what has changed? Who left this box here where someone could trip over it?).

[5A] If you see or suspect a hazard in the workplace, unless the context otherwise requires, you must (1) if it is reasonably practicable and safe to do so, take immediate action to eliminate or minimise the risk that a person might be harmed if exposed to the hazard; and (2) report the hazard to your line manager as soon as is reasonably practicable.

[5B] You can report a hazard to your line manager verbally in person or over the phone, or by electronic messaging such as by email or text.

Safe work planning

[6] Safe work planning is a pre-start procedure that seeks to identify potential hazards that workers and others might be exposed to while undertaking planned work.

[6A] Safe work planning shall apply: (1) to work that is inherently dangerous and includes: (a) work to be performed at a customer's site (b) work in a confined space or at height; (c) remote and isolated work; and (d) electrical work; and (2) before a change at the workplace, or to work systems, that is likely to give rise to new hazards and risks.

[6B] Line Managers in charge of operating units shall ensure: (1) that a Safe Work Plan is completed using a HR8E Safe Work Plan template; and (2) that those workers who will be carrying out the work are involved in the safe work planning process.

HAZARD IDENTIFIED

Incident reporting & investigation

[7] An **incident** means a planned or unplanned work event or situation that was an actual or potential (e.g. near miss) source of harm to any person.

[7A] If you are involved in or witness a non-emergency incident you must report it to your line manager as soon as is reasonably practicable. This can be done verbally in person or over the phone, or by email or text.

[7B] On being notified of an incident the line manager must as soon as is reasonably practicable (1) conduct a preliminary inquiry to find out what happened; and (2) report the incident and a summary of facts to the HR Manager by email.

[7C] The line manager shall (1) complete a HR8F Incident Report and (2) if necessary initiate a full investigation using a HR8G Incident Investigation Findings Report template (note the HR Manager may decide to lead the process from here)

HAZARD IDENTIFIED → ## STEP 2: Assess inherent risks (line manager) ← **HAZARD IDENTIFIED**

[8] The objective here is to understand the nature of the risk as the law requires a PCBU to take that into account when controlling the risk. Complete a HR8B Hazard ID & Risk Management form. The form refers to the HR8C EZHR Risk Management Tool. Use the tool as a guide to allocate the risk an inherent risk rating. This helps determine how much priority should be accorded to managing the risk having regard to the nature of the risk. Risks rated "Critical" should be accorded the highest priority relative to lower rated risks. Risks rated "High" should be accorded a high priority relative to lower rated risks.

STEP 3: Control the risks (line manager)

[9] Continue completing the HR8B Hazard ID & Risk Management form. Think of the availability and suitability of ways of eliminating or minimising the risk using the hierarchy of controls and guidance in the HR8C EZHR Risk Management Tool. Where practicable, STEP 3 should be completed in consultation with those workers likely to be exposed to the hazard. All completed HR8B Hazard ID & Risk Management forms shall be scanned and emailed to the HR Manager who shall (1) correct any irregularities in the risk management process; (2) admit the hazard to the HR8D Hazards & Risks Register; and (3) inform the Officers of a PCBU (directors & CEO) and all workers of the hazard and the risk control measures to be implemented.

STEP 4: Maintain the controls (HR Manager) → ## STEP 5: Review the controls (HRM)

[10] The HR Manager shall ensure that the control measures are effective and are maintained to ensure they remain effective.

[11] A PCBU must review, and as necessary, revise the control measures in order to maintain a work environment that is without risks to health and safety. The HR Manager shall review / revise risk controls at least annually OR in the circumstances set out in Reg 8(2) GRWM Regs. Critical and High risk controls are to be reviewed / revised quarterly. Reviews of Critical / High risk controls shall be documented using a HR8DA Quarterly Review of Critical / High Risk Controls form. Where practicable the review / revision process regarding Critical / High risk controls shall be undertaken in consultation with those workers who are likely to be exposed to the associated hazards.