

# OCCUPATIONAL HEALTH AND SAFETY RISK MANAGEMENT SUMMARY

## 1. HAZARD IDENTIFICATION

### CHECKLISTS / INSPECTIONS

These checklists are designed to get you started on the identification of hazards in your workplace. They give you suggestions for possible headings and questions you may ask, however, they are not comprehensive. Use these checklists to help you develop one that is suited to the needs of your workplace.

Other ways of identifying hazards are through consultation, complaints, injury and illness records, observation and health/environmental monitoring

## 2. RISK ASSESSMENT

Once hazards have been identified, their significance needs to be assessed.

### HAZPAK

The grid shown below can assist in prioritizing hazards identified. For each hazard you need to determine the frequency (likelihood) and severity of injury or illness.

		How likely is it to happen?			
		Very likely could happen at any time	Likely could happen some time	Unlikely could happen but very rarely	Very unlikely could happen but probably never will
How severely could it hurt someone or how ill could it make someone?	<b>Kill or cause permanent disability or ill health</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>3</b>
	<b>Long term illness or serious injury</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
	<b>Medical attention and several days off work</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
	<b>First aid needed</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>
<p>The numbers show you how important it is to do something:  <b>1</b> – top priority – do something immediately  <b>6</b> – low priority – do something when possible</p>					

### **3. RISK CONTROL**

Once hazards have been identified and the risk assessed, a strategy(s) needs to be implemented to eliminate or reduce the exposure to risk.

#### **HIERARCHY OF CONTROL**

In many cases a range of control methods must be used to control hazards. Listed are various strategies which should be considered. The list is in order of preference. It is known as the hierarchy of control.

The emphasis in the list is on controlling the hazard at the source. This is done by giving preference to the use of the 'engineering controls' outlined in strategies 1 to 5.

These types of strategies should be used, where possible, because they are less subject to human failure and because they are less disruptive and uncomfortable for people working in the area. Whichever methods you use, remember that in each case their effectiveness should be monitored regularly.

#### **Engineering Controls**

1. DESIGN. Try to ensure that hazards are 'designed out' when new materials, equipment and work systems are being planned for the workplace.
2. REMOVE the hazard or SUBSTITUTE less hazardous materials, equipment or substances.
3. ADOPT A SAFER PROCESS. Alterations to tools, equipment or work systems can often make them much safer.
4. ENCLOSE OR ISOLATE THE HAZARD through the use of guards or remote handling techniques.
5. PROVIDE EFFECTIVE VENTILATION through local or general exhaust ventilation systems.

#### **Administrative Controls**

6. ESTABLISH appropriate ADMINISTRATIVE PROCEDURES such as:
  - Job rotation to reduce exposure or boredom; or timing the job so that fewer workers are exposed.
  - Routine maintenance and housekeeping procedures.
  - Training on hazards and correct work procedures.

#### **Personal Protective Equipment**

7. PROVIDE suitable and properly maintained PERSONAL PROTECTIVE EQUIPMENT (PPE) and training in its use.

#### **4. REVIEW RISK ASSESSMENTS AND CONTROL MEASURES**

This should be undertaken whenever there are:

- New processes;
- New substances;
- New plant/equipment;
- New technology;
- New knowledge;
- New work practices;
- Changes to legislation;
- Injuries or illnesses resulting from exposure to a hazard to which the risk assessment relates; and
- Indications that the risk assessment is no longer valid.