

## Risk Control Plan (RCP) Form

Area covered by Plan: \_\_\_\_\_

Date prepared: \_\_\_\_\_ Prepared by: \_\_\_\_\_ (Employer)

Who was consulted in preparing this plan? (work groups, individuals): \_\_\_\_\_

### *Workplan*

<i>Action</i>	<i>Timeline</i>	<i>Responsibility</i>	<i>Status</i>
Put effective consultation arrangements in place <ul style="list-style-type: none"> <li>• OHS Committees or OHS Representatives elected and trained</li> <li>• OHS committee established</li> </ul>			
Identify who is responsible for different jobs in developing the RCP, particularly overall management and co-ordination			
Set up working arrangements, namely: <ul style="list-style-type: none"> <li>• How the plan will be prepared (eg by work area or by hazard)</li> <li>• Identify priority hazards and priority work areas</li> <li>• Provide training and other resources</li> <li>• Communication</li> </ul>			
Decide a plan of action for risk control that includes timetables for: <ul style="list-style-type: none"> <li>• Identifying specific hazards</li> <li>• Assessing risks</li> <li>• Introducing risk controls as soon as possible</li> <li>• Reviewing progress with the RCP</li> </ul>			

Signed by: \_\_\_\_\_

Senior responsible manager  
OHS Committee/OHR Rep



## Action Table

Hazard Number	What has to be done to control the risks? (from Risk Control Actions)	Who will do it?	How will they do it?	Resources needed to do it?	Who is responsible for making sure it is done?	By when?	Review date
<b>Short term:</b>							
Reviewed by:		Progress review date (within two weeks):					
<b>Medium term:</b>							
Reviewed by:		Progress review date (within three months):					
<b>Long term:</b>							
Reviewed by:		Progress review date (within 12 months):					