

# Hazard Identification and Risk Management Procedure

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## 1. PURPOSE

- 1.1. The purpose of this procedure is to detail the requirements for effective hazard identification and risk assessment, including the implementation of risk controls and corrective actions, to aid in ensuring the safety of Ecoplant & Seeddown employees.

## 2. RESPONSIBILITIES

- 2.1. **Employee.** Responsible for complying with Ecoplant & Seeddown policy and procedures, employment contract obligations and any relevant laws.
- 2.2. **Manager/Supervisor.** Responsible for the management and coordination of hazard identification and risk assessment activities in order that all workplace activities can occur without being exposed to uncontrolled hazards.

## 3. DEFINITIONS

- 3.1. **Hazard** - A hazard is a situation in the workplace that has the potential to cause harm or adversely affect the health and safety of people, the environment or cause damage to facilities, plant and equipment. Hazards generally arise from three aspects of work and their interaction:
  - 3.1.1. The physical work environment;
  - 3.1.2. The equipment, materials and substances used; and
  - 3.1.3. The work tasks and how they are performed.
- 3.2. **WHS Risk** - A hazard without the interaction of a person or item of plant or equipment is only a hazard. Risk reflects the potential for the hazard to cause harm through the combination of:
  - 3.2.1. The likelihood of the hazard causing or contributing to an event;
  - 3.2.2. The consequence of the event if it is realised.
- 3.3. **Risk Assessment** - The process of assessing identified risks (considering the likelihood and consequence) to determine:
  - 3.3.1. The level of risk presented;
  - 3.3.2. Whether any existing control measures are effective;
  - 3.3.3. What action should be taken to control the risk; and
  - 3.3.4. How urgently the action needs to be taken.
- 3.4. **Risk Management** - A coordinated set of activities and methods that is used to control the risks that can affect its ability to achieve objectives. This includes the implementation of preventative and corrective measures to reduce or eliminate the adverse effects of risk and the review processes to ensure those measures continue to control the risks.

#### 4. REFERENCES

- 4.1. Safety Policy
- 4.2. Relevant WH&S legislation
- 4.3. AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- 4.4. HB 211 – 2001, Occupational Health & Safety Management Systems, A guide to AS4801 for small businesses
- 4.5. AS/NZS ISO 31000:2009 Risk management

#### 5. PROCEDURE

##### 5.1. Hazard Identification

5.1.1. Identification of hazards and assessment of risk must be conducted:

- Prior to the occupation or modification of a facility;
- Prior to the procurement or acquisition of dangerous goods or hazardous substances; and
- Prior to the procurement, or modification, of plant or equipment.

5.1.2. Upon identification of a hazard in the workplace, all Ecoplant & Seeddown employees are responsible for taking appropriate steps to rectify/eliminate the hazard. This includes ceasing an activity in order that the hazard can be isolated or controlled.

5.1.3. Arrangements shall be in place to carry out scheduled inspections of Ecoplant & Seeddown workplaces to identify hazards (and associated risks). This includes, but is not limited to, inspections of fixed workplaces, temporary workplaces and vehicles.

5.1.4. Inspections shall be conducted at least annually and scheduled by the WHS Committee.

5.1.5. Where required, external specialist advice shall be sought to conduct inspections and conduct assessment where the nature of the work environment, or equipment involved, requires specialist knowledge or capabilities.

5.1.6. Workplace inspection documentation must be retained for seven (7) years.

##### 5.2. Risk Assessment

5.2.1. All hazards should be subjected to a risk assessment. However, the level and depth of the assessment may be adapted depending on known elements such as the level of exposure expected and the likelihood of potential consequence.

5.2.2. The process for assessing and managing risk is illustrated at Figure 1.

5.2.3. Standard/routine tasks or activities (those covered by existing and assessed procedures) can be re-assessed through a quick mental appreciation of the task. Where all elements of the task reflect those described in the procedure, there is no need for a further written assessment.

5.2.4. Documented risk assessments shall be completed:

- 5.2.4.1. for new tasks, activities, facilities or equipment;

- 5.2.4.2. when there is uncertainty about how a hazard may result in injury or illness;
  - 5.2.4.3. where specified as mandatory under relevant Regulations and approved Codes of Practice; and
  - 5.2.4.4. when the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks.
- 5.2.5 A risk assessment tool to identify hazards, quantify risk and allocate controls is attached as Appendix A to this procedure.

### 5.3 **Safe Work Method Statements**

- 5.3.1 If hazards and their underlying risks are identified within a specific work process, it is important that a safe work method statement (SWMS) is created in order to ensure that any hazard, and the risks associated with those hazards, are accounted for and managed in order to mitigate against any injury or illness occurring while carrying out the work process in question.
- 5.3.2 The SWMS identifies the task, identifies the hazards and associated risks involved in the task and the controls that will be used to mitigate against the hazards causing any injury or illness. A SWMS template is attached as Appendix B to this procedure.

## 6. **RECORDS**

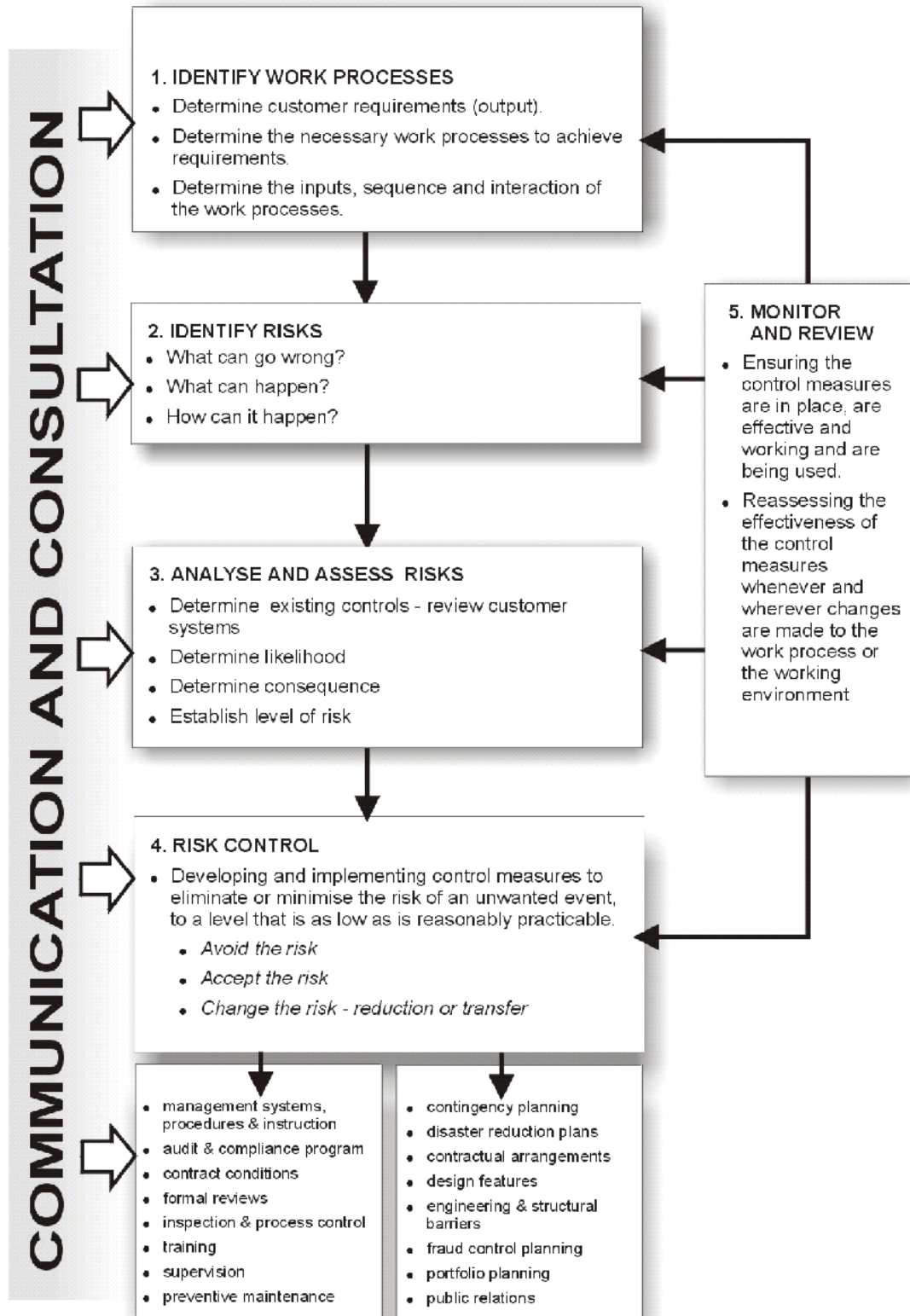
- 6.1. All documentation relating to the hazards in the workplace (including risk assessment and SWMS documentation) must be retained by the Company for a period not less than seven (7) years from the date that the documentation was brought into existence.
- 6.2.

## 7. **REVIEW**

- 7.1. Annual

## 8. **APPENDICES:**

- A. Risk Assessment Tool
- B. Safe Work Method Statement



**Figure 1 - The risk assessment and management process**



<b>CONSEQUENCES</b>	<b>People</b>	<b>A</b> Occurs frequently	<b>B</b> It is known to occur	<b>C</b> Could occur	<b>D</b> Not likely to occur	<b>E</b> Practically impossible
	1. Fatality / s	V-High 1	V-High 2	V-High 4	High 7	Medium 11
	2. Permanent Disability	V-High 3	V-High 5	High 8	Medium 12	Medium 16
	3. Medical Treatment Injury	High 6	High 9	Medium 13	Medium 17	Low 20
	4. First Aid Treatment	High 10	Medium 14	Low 18	Low 21	Low 23
	5. Injury No Treatment	Medium 15	Low 19	Low 22	Low 24	Low 25
<b>Risk Level</b>	<b>Risk Reporting &amp; Control Recommendations</b>	<b>Implementation of Control Measures</b>		<b>Level of Management Sign off</b>		
<b>RED – very high</b>	Immediately	Immediately (2-3 days)		Exec-General Manager		
<b>YELLOW - high</b>	1 day	1 week		Manager		
<b>BLUE - medium</b>	1 week	2 months		Manager		
<b>GREEN - low</b>	2 weeks	Within 6 months		Supervisor		

Controls approved by:		Date:	
Signature:		Completion date:	








## Safe work method statement

This SWMS is a site-specific statement that must be prepared before any high-risk work is commenced.

<b>Person responsible</b> for ensuring compliance with this SWMS:		<b>Date:</b>	
<b>High-risk job:</b>		<b>Location:</b>	





Required Personal Protective Equipment (PPE)/Warnings:						
Safety Shoes	Hard Hat	Gloves	Hi-Vis Vest	Safety Goggles	No Smoking	Do Not Use Mobile Phone
						

**Note:** Only list those items required for the task.

## Adherence to SWMS

All employees engaged in the operation or supervision of [insert activity] are to ensure that this SWMS is adhered to. Failure to adhere to this statement will constitute a serious safety breach and may result in formal administrative action. Where upon investigation it is found on the balance of probabilities that an operator and/or supervisor has failed to follow this statement, the operator and/or supervisor can expect to undergo disciplinary action and receive a final warning or dismissal dependant on the particular circumstances.

<b>Developed By</b>			
<b>Reviewed By</b>			
<b>Authorised By</b>		<b>Date of Authorisation</b>	

## Acknowledgement

I have been trained on the contents of this SWMS and understand my accountabilities when operating/supervising [insert activity]. I acknowledge that if I fail to follow the direction provided in this statement it will constitute a serious safety breach.

\_\_\_\_\_  
[Signature]

\_\_\_\_\_  
[Print Name]

\_\_\_\_\_  
[Date]