

## PURPOSE

These guidelines support the Health and Safety Policy and Health and Safety Management Standards at the University.

The aim of these guidelines are to:

- Explain the process of hazard identification, risk assessment and control as a means to effectively manage and reduce the risk of injury, illness, property damage or damage the environment.

## DEFINITIONS

<b>Current Risk Rating</b>	The level of risk, based on the University Health and Safety Risk Matrix, with existing controls in place but prior to proposed controls being implemented.
<b>Hazard</b>	A situation that has the potential to harm a person, interrupt business or cause damage to the environment, business reputation or property.
<b>Hierarchy of Control</b>	A range of control measures used to control risk to the lowest reasonably practicable level. In most cases a combination of elimination (most effective), substitution, engineering controls, administrative controls and Personal Protective Equipment (least effective) are chosen to control risks.
<b>Residual Risk Rating</b>	The level of risk, based on the University Health and Safety Risk Matrix, after proposed controls have been implemented.
<b>Risk</b>	The likelihood and consequence of injury or harm occurring.
<b>Risk Approver</b>	The Manager/Supervisor responsible for the approval of the risk assessment activity. The Risk Approver is responsible for ensuring the risk owner has adequately identified, assessed and controlled the hazards associated with the activity.
<b>Risk Assessment</b>	The overall process of risk identification, analysis and evaluation.
<b>Risk Control</b>	The method used to eliminate or reduce the level of risk. Health and safety risk controls should be implemented considering the hierarchy of controls.

## 1. RISK ASSESSMENT PROCESS

A risk assessment is used to systematically identify, as far as is reasonably practicable, the risks associated with a task, activity or process. Appropriate controls and responsibilities for implementing those controls are identified within the risk assessment, with the completed assessment being made available to all stakeholders involved, to ensure the information is effectively and appropriately communicated.

## 1.1. When to Risk Assess

Risk assessments should be undertaken at various times, including:

- a) If the task has not been attempted before
- b) When a new hazard has been identified
- c) When a change in the workplace may introduce or change a hazard
- d) As part of responding to a workplace incident, even when an injury has not occurred
- e) When new information about a hazard becomes available or concerns about a hazard are raised by workers
- f) At regularly scheduled times appropriate to the workplace.

## 1.2. Who is Responsible

The person/s carrying out the work, or their supervisor, is responsible for completing the risk assessment. Consultation should occur between workers including, students, managers, supervisors and the Health and Safety Representative (HSR) regarding the process/es being risk assessed.

Technical expertise can be sought from Health and Safety (H&S) or external parties if necessary.

## 1. CHARM WHS RISK MODULE

All new University Health and Safety risk assessments should be entered on the CHARM WHS Risk Register. All risk assessments under review shall also be entered into the CHARM WHS Risk Register. Please refer to the [CHARM Risk Assessment Guide](#) for more information.

Should the risk assessment need to be completed off-line, you can find a printable format on our [Health and Safety](#) website.

**All risk assessment requires you to complete steps 2.1 – 2.6 below**

### 2.1. Identify Hazards

Hazards may be identified by:

- a) Past incidents or accidents
- b) Worker consultation to identify what they consider are safety issues
- c) Workplace inspections
- d) Information regarding the equipment being used (user manual or operating guides)
- e) Safety data sheets.

And any other information that can be obtained during the risk assessment process

## 2.2. Assess the Risk

Using the [Health and Safety Risk Matrix](#), establish the level of risk of the hazard, keeping in mind the controls already in place. When determining the risk, you must consider both the likelihood and consequences of the hazard occurring.

## 2.3. Control the Risk

Once you have assessed all the hazards, controls must be implemented to reduce the risk to as low as reasonably practicable. This is carried out using the hierarchy of control.

## 2.4. Hierarchy of Control

Use the hierarchy of control to determine the most appropriate risk control measures for each hazard -

- a) Elimination (most effective) - removing the hazard
- b) Substitution, - substitute as substance, method or material
- c) Isolation – enclosures, restrict access
- d) Engineering controls, - separate the hazard from the workplace or people, modify existing machinery or plant or purchase different plant or equipment
- e) Administrative controls – develop a safe operating procedure, rotate the workers through the job, worker training; and
- f) Personal protective equipment (the lowest level of protection) – gloves, helmets, safety glasses, safety boots.

Consultation, representation and cooperation with those who are potentially exposed to the hazards is required in the selection and implementation of control measures in the workplace.

## 2.5. Reassess the Risk

Using the [Health and Safety Risk Matrix](#), estimate the level of risk that will be present after the proposed controls have been put in place and to ensure that the proposed controls have not introduced any new hazards.

## 2.6. Risk Assessment Approval, Monitoring and Review

Once the risk assessment has been completed, an email is sent via CHARM to the Risk Approver, requesting that they review and approve the risk assessment.

Monitoring of the risk assessment controls must be conducted to ensure the measures:

- a) are complied with by workers
- b) have been properly implemented
- c) continue to adequately manage the risks, and
- d) have not introduced any other hazards into the workplace.

All health and safety risk assessments should be reviewed as per the [Health and Safety Risk Matrix](#) requirements. Risk assessments entered into CHARM are to be reviewed by the person/s carrying out the work, or their supervisor, via the CHARM system.

Please note that if the risk assessment is no longer active, it should be archived in the CHARM system. Archived risk assessments can still be accessed at any time from the WHS Risk Register. An archived risk assessment can be unarchived if it is required to return to an active status.

### 3. FURTHER INFORMATION - CONTRACTORS

Contractors working at Curtin are classified as workers and also need to demonstrate to the Curtin Responsible Officer that they have completed the risk assessment process. The level of information required for the work they are undertaking is dependent on the level of risk, however, as a minimum they must:

- a) Be prequalified in the [Curtin Contractor Management System](#)
- b) Have all individuals complete the [Curtin Contractor Induction Process](#)
- c) Complete local inductions as required
- d) Apply for, or be able to provide, any [permits](#) required to complete the work
- e) Provide safety methodology for the work they intend do at Curtin
- f) Assess the risk on site at the start of work.

### 4. RESPONSIBILITIES

All levels of workers at Curtin University have responsibilities in relation to Health and Safety, please refer to the [Health and Safety Responsibilities Procedures](#) for more information.

### EXEMPTIONS

These guidelines are intended to provide guidance on how to complete a health and safety risk assessment. Information and guidance relating to operational and strategic risk is available via the Risk Management [webpage](#).

### RELEVANT DOCUMENTS/LINKS

[Health and Safety Policy](#)  
[Health and Safety Management Standards](#)  
[Health and Safety Risk Matrix](#)  
[Health and Safety Responsibilities Procedures](#)

CONTACT DETAILS	
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