



Australian Government

Comcare

Identifying hazards in the workplace

A guide for hazards in the workplace

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Comcare

GPO Box 9905

Canberra ACT 2601

Phone 1300 366 979

www.comcare.gov.au

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Introduction

Comcare has produced this booklet to help program managers and supervisors with responsibility for occupational health and safety (OHS). The book covers the use of risk management in occupational health and safety through a structured process.

Commonwealth agencies have a statutory obligation to protect the health and safety of employees.

Section 16. (1) of the Occupational Health and Safety (Commonwealth Employment) Act 1991 (OHS (CE) Act) says an employer must “*take all reasonably practicable steps to protect the health and safety at work of the employer’s employees*”.

Section 16. (2) (c) of the OHS (CE) Act says the employer must “*ensure the safety at work of, and the absence of risks at work to the health of, the employees...*”.

Workplace injury and disease impacts heavily on the human and financial resources of Commonwealth agencies. Apart from our legal obligation to provide a healthy and safe workplace, it is good business sense for us to effectively manage health and safety hazards.

Recent studies show the indirect cost of workplace injury is between 7 and 20 times higher. Indirect costs include such things as absenteeism, loss of productivity, retraining, position backfilling, labour turnover, loss of skill and experience, and decreased morale.

The information in this booklet may help you to understand the principles of risk management, and practise effective risk management in your workplace. Adopting a risk management program can lead to better practice and continuous improvement in OHS performance.

Introducing a risk management program can

- reduce costs
- increase productivity
- raise morale
- improve workplace relations.

The Safety, Rehabilitation and Compensation Commission has produced this booklet through its prevention program. The prevention program aims to ensure safe and healthy Commonwealth workplaces where

- managers and employees recognise and acknowledge their respective responsibilities and accountability for occupational health and safety
- occupational health and safety is an integral component of management systems and daily work practices
- the performance and outcomes of occupational health and safety achieve a standard of best practice.

Executive Summary

Workplace injury is a major cause of concern for all involved in occupational health and safety.

The factors which cause workplace accidents and occupational illnesses are called hazards. The need for systematic management of OHS hazards and their attendant risks applies to all organisations and all activities and functions within an organisation.

It is important to distinguish between hazard, risk and exposure when undertaking risk management.

Hazard is the potential for harm, or adverse effect on an employee's health. Anything which may cause injury or ill health to anyone at or near a workplace is a hazard.

Risk is the likelihood that a hazard will cause injury or ill health to anyone at or near a workplace. The level of risk increases with the severity of the hazard and the duration and frequency of exposure.

Exposure occurs when a person comes into contact with a hazard.

Risk management is a four step process

1. **identify** the hazard
2. **assess** the risk associated with the hazard
3. **control** the risk
4. **review** the process.

The first and most important step in reducing the likelihood of an accident is hazard identification. This means identifying all workplace situations or events that could cause injury or illness.

The second step is an assessment of the level of risk of the hazards you have identified. This step involves collecting information and making decisions. It is important you consider the extent of the harm or consequence from a hazard and the

likelihood of harm occurring. If your assessment is that an unacceptable risk to health and safety exists, you must introduce controls to reduce the risk to an acceptable level.

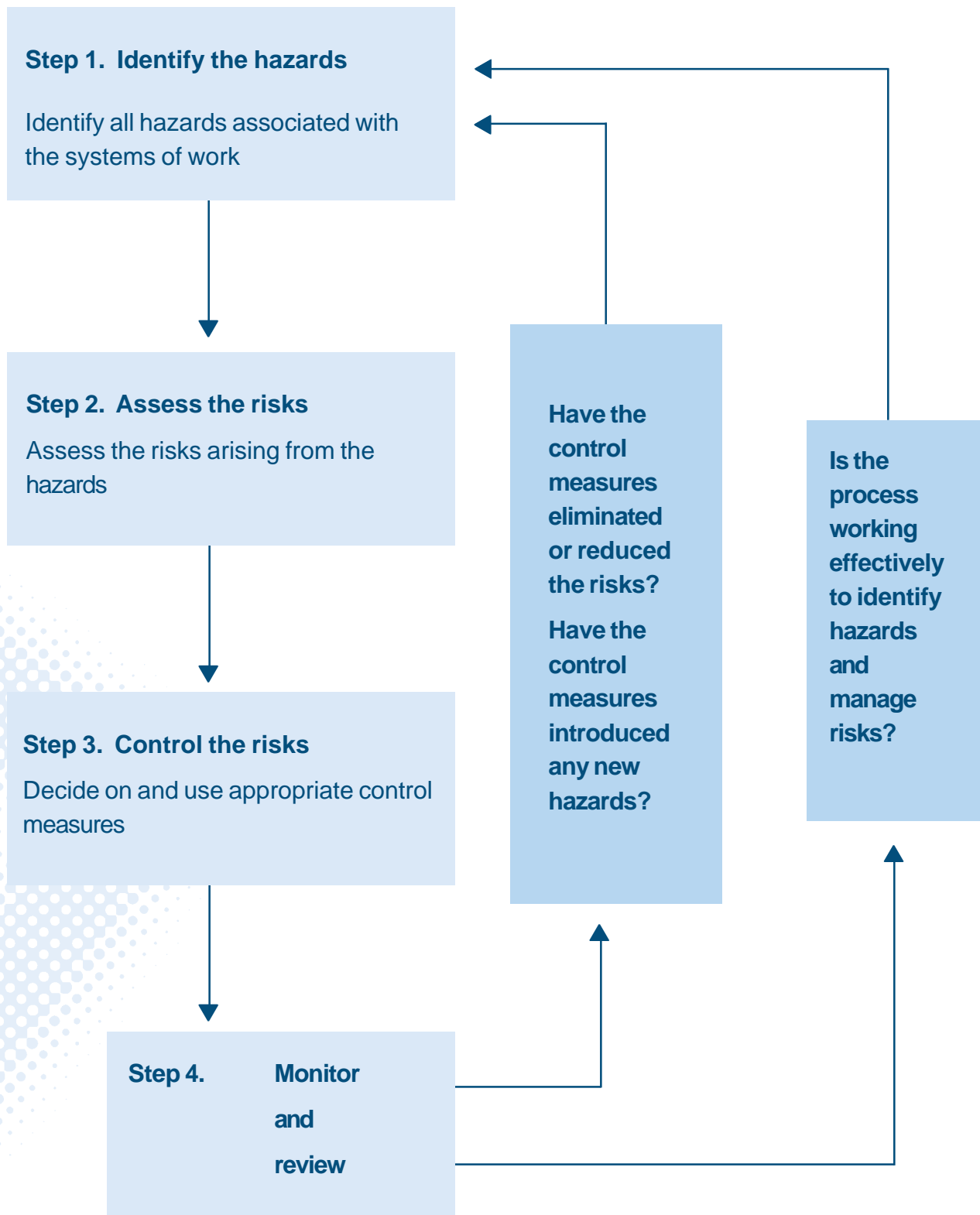
There are three categories of control measures you might take. You can

- eliminate the hazard
- minimise the risk
- introduce 'back-up' controls (when all other options in the previous categories have been exhausted).

The third step in effective risk management is to establish and maintain systems which give opportunity for regular evaluation and review procedures.

Evaluation means examining control measures to ensure risks are eliminated or reduced and have not caused new hazards presenting unacceptable risk. The review system applies to the overall risk management process and checks the process is working effectively to identify hazards and manage risks.

Risk management is an organisational issue and a successful program requires the commitment and cooperation of all. All program managers and their staff need to recognise the fundamental importance of occupational health and safety risk management for it to work. Best practice is embedding occupational health and safety risk management into daily usage at all levels of an organisation. Achieving best practice is how you can integrate risk management principles and practices into everyday business practice.



1. Identify the hazards

Hazard identification

The first step in reducing the likelihood of an accident is hazard identification. Hazard identification is identifying all situations or events that could cause injury or illness. Eliminating or minimising workplace hazards needs a systematic approach. It is essential to try and anticipate all possible hazards at the workplace - known as the 'what if?' approach.

Hazards defined

A hazard is a source or potential source of human injury, ill health or disease. Anything which might cause injury or ill health to anyone at or near a workplace is a hazard. While some hazards are fairly obvious and easy to identify, others are not - for example exposure to noise, chemicals or radiation.

Classes of hazard

Hazards are classified into five different types. They are

- **physical** - includes floors, stairs, work platforms, steps, ladders, fire, falling objects, slippery surfaces, manual handling (lifting, pushing, pulling), excessively loud and prolonged noise, vibration, heat and cold, radiation, poor lighting, ventilation, air quality
- **mechanical and/or electrical** - includes electricity, machinery, equipment, pressure vessels, dangerous goods, fork lifts, cranes, hoists
- **chemical** - includes chemical substances such as acids or poisons and those that could lead to fire or explosion, cleaning agents, dusts and fumes from various processes such as welding

- **biological** - includes bacteria, viruses, mould, mildew, insects, vermin, animals
- **psychosocial environment** - includes workplace stressors arising from a variety of sources.

Note that some physical and chemical hazards can lead to fire, explosion and other safety hazards.

Methods for identifying hazards

The first step in control of a hazard is to identify and list them. There are many methods which are useful for identifying hazards, including

- injury and illness records - review your workers' compensation data and check the incidence, mechanism and agency of injury, and the cost to the organisation. These statistics can be analysed to alert the organisation to the presence of hazards
- staying informed on trends and developments in workplace health and safety, for example via the internet or OHS publications
- reviewing the potential impact of new work practices or equipment introduced into the workplace in line with legislative requirements
- doing walk-through surveys, inspections or safety audits in the workplace to evaluate the organisation's health and safety system
- considering OHS implications when analysing work processes
- investigating workplace incidents and 'near hits' reports - in some cases there may be more than one hazard contributing to an incident
- getting feedback from employees can often provide valuable information about hazards, because they have hands-on experience in their work area

- consulting with employees, health and safety representatives and OHS Committee members
- benchmarking against or liaising with similar workplaces.

Summary of key points

- Conduct regular, systematic inspections of the workplace.
- Observe what hazards exist in the workplace and ask, 'what if?'
- Listen to feedback from the people performing work tasks.
- Maintain records of the processes used to identify hazards.
- Talk to your health and safety representatives.

2 Assess the risks

Assessment of risks

When you identify a hazard, do a risk assessment. A risk assessment process means you

- gather information about each identified hazard
- consider the number of people exposed to each hazard and the duration of the exposure
- use the information to assess the likelihood and consequence of each hazard
- use a risk assessment table to work out the risk associated with each hazard.

Factors for consideration

You should consider the following factors during the risk assessment process

- the nature of the hazard posing the risk
- combinations of hazards

- types of injuries or illnesses foreseeable from exposure
- the consequences of duration and exposure to the hazard
- workplace and workstation layout
- working posture and position
- work organisation
- the introduction of new work processes
- skill and experience level of employees
- personal characteristics of employees exposed to the risk (colour blindness or hearing impairment)
- existing control measures in place such as the use of clothing and personal protective equipment.

Risk assessment table

One method of assessing risks is to use a risk assessment table. Record the risk rating for each hazard you have identified. To construct an assessment matrix, you can

- establish a specialist risk assessment team
- get expert or specialist advice
- brainstorm within the workplace, particularly with employees, health and safety representatives and OHS committee members - they are often a valuable source of information and experience.

Before introducing new or changed work practices, substances or plant - review your original assessment. It is good management to do regular reviews.

Risk assessment table

		LIKELIHOOD			
		Very likely	Likely	Unlikely	Highly Unlikely
CONSEQUENCES	Fatality	HIGH RISK	HIGH RISK	HIGH RISK	MEDIUM RISK
	Major Injuries	HIGH RISK	HIGH RISK	MEDIUM RISK	MEDIUM RISK
	Minor Injuries	HIGH RISK	MEDIUM RISK	MEDIUM RISK	LOW RISK
	Negligible Injuries	MEDIUM RISK	MEDIUM RISK	LOW RISK	LOW RISK

Using a risk assessment table

Assessments of likelihood and consequence can be translated into levels of risk using a risk assessment table. Areas of high risk can be given first priority for elimination or control in the workplace.

Consequence, or extent of the injury or ill health were it to occur, can be rated in the following way

- Fatality.
- Major or serious injury (serious damage to health which may be irreversible, requiring medical attention and ongoing treatment). Such an injury is likely to involve significant time off work.
- Minor injury (reversible health damage which may require medical attention but limited ongoing treatment). This is less likely to involve significant time off work.

- Negligible injuries (first aid only with little or no lost time). Unlikely to involve more than 1 day off work.

Likelihood, or the chance of each of the situations or events actually occurring, can be rated in the following way.

- Very likely (exposed to hazard continuously).
- Likely (exposed to hazard occasionally).
- Unlikely (could happen but only rarely).
- Highly unlikely (could happen, but probably never will).

This classification would be used very rarely.

Acting on the findings

The possible conclusions you might draw from your risk assessment process and the actions you might take are listed below.

1. Risks are not significant now and not likely to increase in future.

Actions

- end current assessment and record assessment details
- review assessment if situation changes or in 2 years
- provide induction and ongoing training
- follow safe working procedures.

2. Risks are significant but already effectively controlled. Could increase in the future.

Actions

- determine precautions to maintain controls and minimise chances of higher exposure occurring
- determine additional measures for regaining control if a high risk event occurs, despite precautions
- determine if monitoring or health surveillance is required to check effectiveness of controls
- review assessment if situation changes or in 2 years
- provide induction and ongoing training
- ensure that safe working procedures are followed.

3. Risks are significant now, and not adequately controlled.

Actions

- identify and implement immediate measures for preventing or controlling exposure

- consider stopping the process
- commence review of longer term control requirements
- re-evaluate exposures when the upgraded control measures are in place
- determine if monitoring or health surveillance is required
- provide induction and ongoing training
- ensure that safe working procedures are followed.

If you are still uncertain about risks and do not have enough information, or are uncertain about the degree of exposure, consider the actions listed below.

- Get more information. Apply good practice to minimise exposure until more information is available.
- Get specialist advice if necessary.
- Arrive at conclusion 1,2 or 3 and take the appropriate actions.

Summary of key points

Assess all reasonably foreseeable workplace hazards which may affect the health or safety of employees or other persons at work. Ask yourself

- how serious could it be?
- what is the likelihood of its occurrence?
- what is the significance of the risks?
- are risks assessed following the hazard identification exercise?
- are risks to others considered?
- are records of assessment maintained?
- which identified hazards create a significant risk?

3. Control the risks

Control measures

The correct course of action once a hazard is identified is to use control measures. These generally fall into three categories. You can

- eliminate the hazard
- minimise the risk
- use 'back-up' controls when all other options in the previous categories have been exhausted.

The best way to control a hazard is to eliminate it. The elimination of a hazard is the first choice in a system called the 'hierarchy of controls'.

Hierarchy of controls

There is an order of priority in hazard control.

- **Eliminate the hazard** from the workplace entirely. This is the best way to control a hazard. An example of elimination is to remove a noisy machine from a quiet area.
- **Substitute or modify the hazard** by replacing it with something less dangerous, for example, by using a paint which does not contain asthma-encouraging agents.
- **Isolate the hazard** by physically removing it from the workplace or by cordoning off the area in which a machine is used.
- **Use engineering methods** to control the hazard at its source. Tools and equipment can be redesigned, or enclosures, guards or local exhaust ventilation systems can be used to close off the source of a hazard.
- **Use administrative controls.** These are management strategies which can be introduced to ensure the health and safety of employees. Administrative procedures can reduce exposure to hazardous equipment and processes by

limiting the time of exposure for example by job rotation or varying the time when a particular process is carried out.

- **Introduce personal protective equipment (PPE)** as an interim measure, to reduce exposure to a hazard.

Elimination

Where no hazard exists, no risk of injury or illness exists. For example

- remove trip hazards in a cluttered corridor
- dispose of unwanted chemicals
- eliminate hazardous plant or processes
- repair damaged equipment promptly
- increase use of email to reduce excessive photocopying and collation
- ensure new equipment meets the ergonomic needs of users.

Minimising the risk

This may entail

Substitution

If it is not possible to eliminate the hazard, substitute it with something - preferably of a lesser risk - which will still perform the same task in a satisfactory manner. For example

- substitute a hazardous chemical with a less dangerous one
- replace telephone handsets with headsets where there is frequent use of telephone
- substitute a less hazardous material to control a vapour hazard

- substitute a smaller package or container to reduce the risk of manual handling injuries such as back strain.

Modification

Change the plant or system of work to reduce hazards. For example

- redesign plant to reduce noise levels
- use a scissors-lift trolley to reducing bending while lifting
- install forced ventilation in photography darkrooms to remove vapours.

Isolation

Isolate the problem from staff. This is often done by using separate, purpose-built rooms, barricades, or sound barriers. This moves the hazardous process away from the main work area to a site where emissions can be controlled. For example

- isolate and store chemicals properly by using a fume cupboard
- isolate copying equipment and other machinery in soundproof rooms to reduce fumes and noise
- use security measures to protect staff.

Engineering controls

If you cannot eliminate a hazard or make a substitution to eliminate it, then reduce the chance of hazardous contact. Redesign equipment, work processes or tools to reduce or eliminate the risk. For example

- ensure proper machine guarding is in place
- use anti-glare screens on computer VDUs
- use mechanical aids to minimise manual handling injuries

- use ventilation to remove chemical fumes and dusts and using wetting down techniques to minimise dust levels
- change bench heights to reduce bending
- ensure ergonomic factors are taken into account.

‘Back-up’ controls

These controls are a ‘back-up’ to the other categories. They should not be relied upon as the primary method to control risk - until all options to eliminate the hazard or minimise the risk have been exhausted. Sometimes ‘back-up’ controls should be used as the initial control phase while elimination or minimisation is being evaluated and applied. Some examples of ‘back-up’ controls are listed below.

Administrative controls

Training, job rotation, maintenance of plant and equipment, limitation of exposure time, provision of written work procedures. For example

- regularly maintain plant and equipment
- re-design jobs
- use team lifting
- limit exposure time to a hazard through staff rotation
- train and educate staff to
 - identify and assess risks
 - use methods of control
 - apply legislative requirements
 - implement safe manual handling techniques
 - safely use mechanical aids and equipment.

Personal protective equipment (PPE)

Personal protective equipment (PPE) should only be used as a last resort. PPE is for short term solutions only. PPE protects an employee's body from hazards. PPE must be provided free of charge and maintained by the employer. Employers are also required to ensure that workers are trained in the proper use of PPE.

Employees have a responsibility to use PPE in accordance with their training and safe usage requirements. For example

- wear earplugs in noisy areas
- wear eye protection when working with hazardous chemicals
- wear gloves to protect against infection.

Specific controls to reduce risks

Select controls from as high up the hierarchy table as you can. The 'elimination' method is the safest solution. In many cases you may need a combination of controls to reduce the level of risk. For example

- workplace design changes or task modification
- substituting an extremely hazardous chemical with a less hazardous one
- using a fume cupboard when handling the chemical
- ensuring exposure time is limited
- providing PPE to employees.

Reducing risk to an acceptable minimum will ensure optimum risk reduction for all.

Summary of key points

When you have completed the assessment process, take action to control the risks. Remember

- to eliminate the hazard as a first priority

- if the hazard cannot be eliminated - minimise the risks by
 - substituting with something safer
 - modifying the plant or system of work
 - isolating the hazardous aspects of plant or systems
 - introducing engineering controls
 - to introduce 'back-up' controls by
 - implementing administrative controls and safe work practices
 - supplying personal protective equipment (PPE).

Effective hazard control involves human, financial and physical resources.

4. Monitor and review

A cyclical process

Risk management programs are cyclical, once current workplace hazards are successfully controlled the process does not stop. Systematic monitoring and reviews must be implemented because of the potential for new hazards to be introduced into a workplace. These hazards can be due to

- the use of new technology, equipment or substances
- the introduction of new work practices or procedures
- a change in work environment (moving to a different office, staff reduction)
- the introduction of new staff with different skill/knowledge levels.

Planning

Effective forward planning is an integral part of monitoring and reviewing risk management. You must address all issues before introducing new equipment and work procedures. For example, planning allows you to include OHS compliance into tender specifications for new equipment or services.

Record keeping

Record keeping is an important part of monitoring and review. Systematic records will help to identify hazards and review the effectiveness of risk controls. Keep records which show

- details of workplace inspections
- worksheets/checklists used to identify hazards
- methods used to assess risks
- control measures implemented
- reviews of workplace systems of work, or health and safety audits
- any action that has been taken to fix particular hazards
- instruction or training done to ensure staff competency
- health surveillance of staff
- maintenance of plant and equipment.

Achieving the desired results

It is important to keep checking that solutions to your workplace hazards are achieving the desired result. You can only ensure your control methods are working by regular monitoring and review.

Meeting best practice

Good hazard management will result in compliance with set performance indicators. This is a positive

sign that your agency is on the way to OHS “best practice”. Achieving best practice in OHS risk management results in

- increases in staff morale
- decreases in workers’ compensation costs
- promotion of a ‘safety-conscious’ culture in the workplace.

Summary of key points

- Has the program achieved its purpose?
- Does it work?
- Is it being adhered to?
- What has been done to control the hazard and what remains to be done?
- Are new hazard control measures required?

Glossary

Term Definition

Accident

Events which result in death, injury, illness or property damage.

Ergonomic

The scientific study of the relationship between people, the equipment they use, and their work environment.

Exposure

Exposure occurs when a person comes into contact with a hazard. The exposure can be to hazardous plant, such as to moving machinery like saw blades or to hazardous substances by contact with the skin or eyes, or working with VDUs.

Hazard

A hazard is a source or potential source of human injury, ill-health, or disease, to anyone at or near a workplace.

Hierarchy

Ranks measures taken to prevent or reduce hazard exposure according to effectiveness of controls (eg. from the most effective measures to the least satisfactory).

Illness

see occupational illness

Incidents

Events which result in death, injury, illness or property damage or which could have resulted in death, injury, illness or property damage. Incidents can be both accidents and near misses or more aptly 'near hits'.

Injury

Workplace injuries are identifiable events, for example, cuts, bruises, crushed feet and hands, broken bones, amputations. They are commonly referred to as acute trauma and are caused through

- slips, trips and falls
- falling objects
- being struck by an object
- accidents with machinery.

Investigations

A way of identifying & assessing hazards and of recommending solutions so that recurrences are prevented.

Likelihood

Used as a synonym for probability and frequency especially in a qualitative context.

Occupational illness

Caused by exposure to energies, materials or processes beyond our bodies' tolerance limits e.g. asbestosis, liver damage, chronic back pain caused by continuous lifting, white-finger disease from excessive vibration, occupational overuse syndrome (RSI). Occupational illnesses sometimes take a long time to develop and it is not always easy to lay the blame solely with the employer as many illnesses are caused by more than one event - for example, cancer, loss of sight.

Residual risk

The remaining level of risk after all risk treatment measures have been taken.

Risk analysis

Analysed process used to estimate the extent of possible loss.

Risk assessment

The process of estimating the probability of occurrence of an undesirable event and the magnitude of its consequences over a specified time period.

Risk control

Taking actions to eliminate or reduce the likelihood that exposure to a hazard will result in injury or disease.

Risk management

The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, assessing, controlling and monitoring risk.

Safety audit

A regular, systematic inspection of the workplace to evaluate the implementation and effectiveness of the organisation's health and safety system.

Safe working methods

Systems and organisations of work (including hazard procedures identification and control procedures, the appropriate training, tools and equipment) to ensure the safety, and absence of risk to health, of all persons involved in doing the work.

Workplace inspections

Planned systematic appraisals of the workplace which can help identify hazards, assess and control risks, ensure a safe and health environment and assist in complying with OHS legislation.

Contacts

Comcare
GPO Box 9905
In your capital city

Phone: 1300 366 979

Website: www.comcare.gov.au

	HAZARD MANAGEMENT	HAZARD MANAGEMENT (cont'd)	WORKPLACE ENVIRONMENT	SAFE WORKING PROCEDURES	THE WAY WORK IS ORGANISED	THE WAY PEOPLE ARE MANAGED	MANUAL HANDLING	MANUAL HANDLING (cont'd)	CERTIFICATION OF PLANT OPERATORS	PLANT	PLANT LICENSES	HAZARDOUS SUBSTANCES	HAZARDOUS SUBSTANCES (cont'd)	CONFINED SPACES	CONFINED SPACES-PERMITS	OCCUPATIONAL NOISE	NOTIFICATION AND REPORTING
The Standard	All hazards and incidents are reported and recorded. The records are used to identify potential risks	Workplace conditions are regularly checked. All serious risks have been identified and assessed. Controls are in place. Risks are reconsidered when there are proposed changes at the workplace.	Risks in the workplace environment have been controlled using the hierarchy of controls where elimination of risk is considered before minimisation of risk. At a minimum, the items listed below should meet required standards.	Written SWP's exist for all tasks where a significant element of risk has been assessed. Managers and supervisors enforce the use of SWPs	All employees are aware of their job content and their roles. Workloads, work processes and deadlines are effectively managed. All changes to jobs are implemented having regard to input from employees.	A system exists for the coordination of training, feedback and performance counselling and this is used effectively. Interpersonal conflict including harassment is resolved and discipline is always handled appropriately.	A system exists to ensure that manual handling hazards in the workplace have been identified, the risks assessed taking into account all relevant factors, and that the risks have been controlled using the "hierarchy of controls".		All employees undertaking <ul style="list-style-type: none"> • Scaffolding • Crane and hoist operation • Dogging, • Pressure equipment operation • Rigging hold a valid certificate.	A system exists to ensure that all plant hazards in the workplace have been identified and risks have been assessed, taking into account all relevant factors. There is reassessment when changes take place. Controls have been put in place using the 'hierarchy of controls'. The identification, assessment and control of plant risks is documented.	Licenses have been obtained for all specified plant. A system exists to enable licenses to be renewed at the appropriate times. There are maintenance records for all licensed plant.	A system exists to ensure that all hazardous substances in the workplace have been identified and that risk assessments have been carried out. A register of hazardous substances is maintained and controls have been put in place using the "hierarchy of controls".	Employees are aware of the system of hazard control and participate by bringing hazards to the attention of the employer	All confined spaces in the workplace have been identified and the risks assessed by a competent person and set out in writing. The assessment is reviewed on each entry. Controls have been put in place using the "hierarchy of controls"	An entry permit system has been established; it is used and employees are made aware of permit contents. Records are maintained of each entry and instructions are provided in writing.	All occupational noise that is likely to be a risk has been assessed, taking into account all factors relevant to the risk. Reassessment takes place on workplace change and is reviewed every 5 years at least.	All prescribed incidents and dangerous occurrences are notified and reported to Comcare within the prescribed time. Records are kept of incidents reported to Comcare.
What to look for	<ul style="list-style-type: none"> • A system is in place and it is routinely used by all employees to report hazards and incidents. For example, can employees identify incidents that were not reported? • A significant proportion of hazards are reported and dealt with before injury occurs. For example, surveys and safety audits are conducted at least 6 monthly. Significant numbers of dangerous occurrences, compared to injuries, are reported and acted on. • Analysis of trends is undertaken and data is supplied to managers, Health and Safety Committees and Health and Safety Representatives (HSR). 	<ul style="list-style-type: none"> • Workplace monitoring systems are in use in all workplaces. • Managers and supervisors and HSR's are involved in the process. • There is a system that ensures the proper assessment and control of risks arising from hazards. • Details of hazard assessments and controls are recorded in writing and retained. • The system ensures that risks are reassessed when there are changes proposed in the workplace. • Staff have access to and understand Safe Working Procedures (SWP). 	<ul style="list-style-type: none"> • An up-to-date set of all relevant regulations, codes of practice and Australian Standards is held by the employer. • Managers are aware of, and have ready access to this information. 	<ul style="list-style-type: none"> • Significant risk activities have been identified. • All necessary SWPs have been identified, documented and put in place. • All affected employees have been made aware of the SWPs. • Managers and supervisors ensure that SWPs are followed at all times. • The SWPs are understood and followed by all employees. 	<ul style="list-style-type: none"> • Workloads and work processes are regularly reviewed to ensure that work requirements can be met. • All employees are aware of their roles. • Employees are fully trained in all skills required to do their work. • Employees have input to the decision making process. • Employee input is seen to be considered by management in decision making 	<ul style="list-style-type: none"> • There is systematic performance feedback to employees. • Employees are able to discuss and schedule training needs. For example, there is a programmed competency based training identification system. • Managers initiate meetings with employees to identify training needs. • Required training is always considered on workplace change. • Workplace conflict receives appropriate attention from management. • Disciplinary matters are administered in accordance with the agreed standards 	<ul style="list-style-type: none"> • There is a system for the early identification of manual handling hazards. For example, manual handling aspects of work are identified before changes to plant and/or systems are introduced. • All manual handling risks have been assessed and the assessments recorded. For example, a manual handling risk assessment has been conducted in the last year. • All manual handling risks have been controlled effectively and details recorded. • All work stations and equipment are ergonomically designed. 	<ul style="list-style-type: none"> • Manual handling controls include the prevention of Occupational Overuse Syndrome. For example, workstations and procedures have been assessed in the last year or during the introduction of new equipment or work requirements. • All employees have received training and instructions on the requirement to report injuries as soon as health effects are experienced. 	<ul style="list-style-type: none"> • Records are maintained of all staff with certificates. • Uncertified employees do not undertake prescribed tasks that require certification. • Managers and supervisors monitor and enforce certification requirements for prescribed tasks. 	<ul style="list-style-type: none"> • There is a system in place which will allow identification of plant hazards. For example, all plant is assessed for health and safety risks before purchases are completed. • All risks from plant in the workplace have been assessed and assessments recorded. • Risks from plant in the workplace have been controlled e.g. machine guarding and controls are documented. For example, all affected staff have received information or training on the correct use of plant. • All plant risks are reassessed when new plant is introduced or there are other changes to plant and the workplace. 	<ul style="list-style-type: none"> • All workplace plant which needs to be licensed has been identified. • Arrangements have been/are being made to obtain the necessary licenses. • Records exist of all licenses obtained. • There are arrangements in place to ensure that licenses will be renewed at the correct time. 	<ul style="list-style-type: none"> • There is a system which enables the identification of all hazardous substances entering the workplace. • Material Safety Data Sheets (MSDS) are obtained and these are available and understood by employees. • Risk assessments have been completed. • A register of hazardous substances is maintained in each workplace. • Appropriate controls have been applied to risks from hazardous substances in the workplace. 	<ul style="list-style-type: none"> • Employees report all substances in the workplace which have not been assessed, registered, controlled or do not have an MSDS. • Items are not purchased without an MSDS and are not used until an assessment is undertaken. • Employees understand and use the system of controls adopted by the employer. 	<ul style="list-style-type: none"> • A system is in place that will ensure that confined spaces are identified. • All risks from confined spaces are assessed and the assessment is in writing. • There are controls in place for all confined spaces which are entered by employees. • Risk assessments are reviewed on each entry to a confined space. 	<ul style="list-style-type: none"> • An entry permit system has been established and all managers, supervisors and employees are aware of it. • Permits are issued for entry to confined spaces and retained for 3 months. • Necessary instructions are always provided in writing. 	<ul style="list-style-type: none"> • A system exists to ensure that hazardous workplace noise levels are identified. For example, new plant has been assessed for noise levels before purchase. Noise levels have been assessed since March 1993 (date of Noise Regulations). • There is documented assessment of any risks from occupational noise. • Appropriate controls have been put in place and documented. • A review of previous noise level tests has occurred within 5 years of that assessment. 	<ul style="list-style-type: none"> • There are arrangements to ensure that all prescribed incidents and dangerous occurrences will be notified within the prescribed time. • Managers and supervisors are aware of the notification and reporting requirements. • Records of notifications and reports are maintained.

