Slide 1 –

Slide 4 – Introduction

Health, Safety and Environment at James Cook University is governed by the Work Health and Safety Act of 2011 and the Work Health and Safety Regulation 2011 requires employers to provide for the health and safety of their workers.

At James Cook University all members of the University community are responsible for their own and others sa

Slide 8 - Reasonably Practicable

WHS Act 2011 Section 18 defines the definition for reasonably practice.

Which is, or was at a particular time, reasonably able to be done to ensure health and safety, taking into account and weighing up all relevant matters including:

- the likelihood of the hazard or the risk concerned occurring
- the degree of harm that might result from the hazard or the risk
- what the person concerned knows, or ought reasonably to know, abouts the hazard or risk, and ways of eliminating or minimising the risk
- the availability and suitability of ways to eliminate or minimise the risk
- after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

The process requires that all relevant matters, including those listed in the section, are taken into account and weighed up when determining what is reasonably practicable in particular circumstances. There are two elements to what is 'reasonably practicable'. A duty holder must first consider what can be done - that is, what is possible in the circumstances for ensuring health and safety. They must then consider whether it is reasonable in the circumstances to do all that is possible.

Slide 9 – Risk Concepts

- all hazards in the workplace need to be identified and their risks assessed
- all risks in the workplace need to be eliminated or minimised so far as is reasonably practicable
- risk control measures must be reviewed to confirm they are effective
- What can go wrong
- How likely is it – what are the impacts
- Provides a risk level at JCU of Low Medium High
- Manage the risk by implementing controls to eliminate or reduce the risk
- Risk management also include monitoring of controls as well as communicating these controls

Slide 10 – Purpose of a risk Assessment

Risk Assessment is a systematic process of evaluating the potential risks that may be involved in a projected activity or undertaking.

- Safety – risk assessment is our key tool in determining what the level of risk for an activity is and determining whether that is an acceptable or safe level of risk for that activity. Without risk assessment how can you confidently say an activity is safe, or the risks are acceptable or the risks are controlled.
- Legislative compliance – Risk assessment is a requirement under the Act. It is the key demonstrator in safety risk management.
- Decision Making – Risk assessment can be used to facilitate difficult decisions and 37[illegible]JETQ1/F1 11.04Tf1 0 0 1 72.024

How can those risks be eliminated or at least significantly reduced? By wearing sunscreen and protective clothing and limiting time in direct sunlight.

Slide 14 – Why do hazards occur in the workplace?

Safety Hazards are unsafe working conditions that that can cause injury, illness, and death. Safety hazards are the most common workplace hazards.

They include: Anything that can cause spills or trips such as cords running across the floor:

Hazards can occur through the following interactions:

People Factor - Communication, Skills and Knowledge, Training

Equipment and Machines - New Equipment, Modifications, Breakdowns, Maintenance, Technology, By products

Substances - Hazardous Substances, Chemicals, by products of production, Waste.

Work Systems - New, Changes, Complexity

Workplace environment - Changes, Temperatures, Ventilations, Housekeeping

Change - New equipment, New processes, New plant, New System of work

The risk management process must be undertaken when a change is introduced to JCU that affects the health and safety of Workers or Others. This is to identify the hazards brought about by the change, assess the risk and either eliminate or control the risk associated with the hazards.

Examples of change that require a risk management approach include, but are not limited to:

- changes to systems of work
- use of plant or equipment (both temporary use and permanent installation)
- planning to improve productivity or reduce costs
- introduction of new or different material or chemicals
- responding to workplace incidents.

Slide 15 – 3 Types of Hazards

Visible Hazards are the most obvious of the types of hazards, yet it is very easy to become too complacent of these types of familiar hazards and fail to appreciate their true potentially damaging capability.

Example –

- Trip Hazards
- Poor Housekeeping
- Faulty equipment
- Speeding vehicles
- Not Wearing Seatbelts
- Not wearing your helmet in designated areas.

Hidden Hazards are the least obvious of the types of hazards, and as such it is very easy to overlook these types of familiar hazards.

Examples –

- Electricity
- Radiation
- Carbon Monoxide

Developing Hazards are the types of hazards that at first seem minor and do not receive attention, however they soon become worse and potentially cause great damage.

Slide 18 – Common methods of Hazard Identification

Methods or processes which the University utilises to identify hazards in the workplace include:

hazard and incident reporting
workplace inspections
inspection and testing
design stage of products, buildings or process (including modification).
Consult your workers
Review available information

Inspect the workplace regularly walking around the workplace and observing how things are done can help you predict what could or might go wrong.

Look at how people actually work, how plant and equipment is used, what chemicals are around and what they are used for, what safe or unsafe work practices exist as well as the general state of housekeeping.

Things to look out for include the following:

- Does the work environment enable workers to carry out work without risks to health and safety (for example, space for unobstructed movement, adequate ventilation, and lighting)?
- How suitable are the tools and equipment for the task and how well are they maintained?
- Have any changes occurred in the workplace which may affect health and safety?

Hazards are not always obvious.

Consult your workers about any health and safety problems they have encountered in doing their work and any near misses or incidents that have not been reported.

Review available information and advice about hazards and risks relevant to particular industries and types of work is available from regulators, industry associations, unions, technical specialists and safety consultants. Manufacturers and suppliers can also provide information about hazards and safety precautions for specific substances (safety data sheets), plant or processes (instruction manuals). Analyse your records of health monitoring, workplace incidents, near misses, worker complaints, sick leave and the results of any inspections and investigations to identify hazards. If someone has been hurt doing a particular task, then a hazard exists that could hurt someone else.

Slide 19 – Hazards or Hazardous Task

This slide demonstrates some examples of typical workplace hazards and hazardous task.

A key requirement of the work health and safety legislation is for the employer to systematically manage risks arising from workplace hazards.

The University's risk management system has been developed to assist the University to achieve compliance with the legislation.

The system has particular relevance for managers, supervisors and staff members who have responsibility for overseeing the activities of other staff or students to implement controls for identified hazards.

Slide 23 – Communicate and Consult

Underpinning the entire process of risk management is the need to consult with Workers and Others with duties under the Act

Communication and consultation is required to take place during all stages of the risk management process.

A consultative approach can:

help establish the context appropriately
ensure that all hazards are adequately identified
bring different areas of expertise together for analysing risks, and
enhance appropriate change management during the risk management process.

Slide 24 – Step 1 identify

Planning

Determine the scope or boundaries for hazard ID
Select a team
Select appropriate method/s
Conduct hazard ID
Do not try to assess or think of controls during this step
Document findings

Whenever possible use a team approach involving:-

Person doing job
Supervisor or manager
A worker from a different department
May need expert such as acoustics (noise) specialist

Slide 25 – Step 2 Assess

A risk assessment or analysis involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine:

The likelihood of occurrence (probability and frequency)

how severe a risk is (the effect or impact of the risk should it eventuate)
whether any existing control measures are effective
what action you should take to control the risk, and
how urgently the action needs to be taken.

Slide 26 – Measuring Likelihood and Consequences

The level of risk is determined by the relationship between the likelihood (frequency or probability) and the consequences (impact or magnitude of the effect) if the risk occurs. The likelihood and consequences are assessed taking into account the adequacy and enforcement of current controls. The result consequences and likelihood are combined to produce a level of risk.

if a new hazard or risk is identified
if the results of consultation indicate that a review is necessary
if a health and safety representative requests a review. You may use the same methods as in the initial hazard identification step to check controls.

If problems are found, go back through the risk management steps, review your information and make further decisions about risk control.

Slide 31 – Keeping records

RiskWare is the University's approved system for creating and recording Risk Assessments.

Keeping records of the risk management process demonstrates potential compliance with the WHS Act and WHS Regulation. It also helps when undertaking subsequent risk assessments. Keeping records of the risk management process has the following benefits:

allows you to demonstrate how decisions about controlling risks were made
assists in targeting training at key hazards
provides a basis for preparing safe work procedures
allows you to more easily review risks following any changes to legislation or business activities
demonstrates to others (regulators, investors, shareholders, customers) that work health and safety risks are being managed.

The detail and extent of recording will depend on the size of your workplace and the potential for major work health and safety issues. It is useful to keep information on:

the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
how and when the control measures were implemented, monitored and reviewed
who you consulted with
relevant training records
any plans for changes.

Slide 32 – Summary

Risk management is defined as the action of identify and prioritizing risks in the workplace, followed by making changes to minimize and reduce these risks

Risk management involves the four steps

identify hazards – find out what could cause harm
assess risks– understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
control risks – implement the most effective control measure that is reasonably practicable in the circumstances review control measures to ensure they are working as planned.

Managing risks helps James Cook University to:

prevent and reduce the number and severity of workplace injuries, illnesses and associated costs
promote worker health, wellbeing and capacity to work
foster innovation, quality and efficiency through continuous improvement.

Through consultation you help identify hazards associated with your work and workplace.