Risk Management Procedure

1. Purpose

1.1 Education Centre of Australia Pty Ltd (‘ECA’) promotes a safe workplace and recognises that to ensure a safe workplace; risks must be identified, assessed and eliminated or controlled.

2. Commencement of procedure

2.1 This procedure will commence from 1/01/2014. It replaces all other risk management procedures of ECA (whether written or not).

3. Managing health and safety risks

3.1 To achieve a safe workplace, there are a number of measures which will be implemented to manage all identified health and safety risks. These include:-

a) Setting up a well-documented system for identifying, reporting and responding to actual and potential hazards;

b) Implementing a risk management program that involves regular workplace inspections, safety audits, job safety analyses and development of safe work procedures;

c) Consulting with workers and their representatives, managers and outside experts, to identify potential hazards, classify the risk and implement necessary control measures to eliminate or minimise the risk; and

d) Train all workers and managers on how to apply the risk management process.

3.2 Risk Management is a process whereby hazards are identified in the workplace, the risks associated with those hazards are assessed, and then control measures are implemented which will eliminate or minimise the risk of injury from the hazards which have been identified.
The Risk management steps are:

<table>
<thead>
<tr>
<th>Step 1: Identify Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What is the problem in the workplace which may cause injury or ill health?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 2: Assess the risk</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>How serious is the problem?</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 3: Eliminate or control the risk</th>
</tr>
</thead>
</table>
| **What needs to be done to solve the problem?**  
Put these controls in place. |

<table>
<thead>
<tr>
<th>Step 4: Monitor and Review Hazard Controls</th>
</tr>
</thead>
</table>
| **Are the controls effective in eliminating or reducing the risk?**  
**Are changes necessary?** |

4. **Steps in the risk management procedure**

**Step 1: Hazard identification**

4.1 Hazards will be identified by the following methods:

   a) workplace inspections, safety audits of the work premises;
   b) Job Safety Analysis;
   c) Consultation;
   d) Incident Reporting and Investigation; and
   e) Use of Codes, Standards, Acts and Regulations.

4.2 Hazards identified through analysis of a job or work activity will be documented using a *Job Safety Analysis form* (Refer to Step 5 below).

4.3 Hazards identified through incidents or general observation will be documented on the Incident Report Form, Hazard Report Form, or Workplace Inspection Checklist.

4.4 Hazards identified and controlled through other methods will be documented on the Risk Management Register form.
Step 2: Risk assessment

4.5 Each hazard/hazardous situation will be assigned a risk rating which is used for prioritising hazards and quantifying the degree of risk. The risk rating is determined by using the risk assessment matrix below.

<table>
<thead>
<tr>
<th>1. Consequences</th>
<th>2. Likelihood</th>
</tr>
</thead>
<tbody>
<tr>
<td>[What could be the outcome/the severity?]</td>
<td>[What is the likelihood of the consequence?]</td>
</tr>
<tr>
<td>Kill or cause permanent disability or ill health</td>
<td>Very Likely</td>
</tr>
<tr>
<td>Long-term illness or serious injury</td>
<td>1</td>
</tr>
<tr>
<td>Medical attention and several days off work</td>
<td>2</td>
</tr>
<tr>
<td>First aid needed</td>
<td>3</td>
</tr>
</tbody>
</table>

4.6 Risk assessments will be reviewed when:

a) An incident occurs;

b) There are significant changes to workplace activities, services, and products; or

c) There is evidence that the risk assessment is no longer valid.
Step 3: Risk control

4.7 Where possible, elimination of the hazards is to be considered. Where elimination is not reasonably practicable, the risk will be controlled in accordance with the hierarchy of hazard controls (refer to below table):

<table>
<thead>
<tr>
<th>Most effective control measure</th>
<th>Method</th>
<th>Examples of hazard controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eliminate</td>
<td>Remove the hazard from the workplace or process so it is not used.</td>
<td></td>
</tr>
<tr>
<td>Substitution</td>
<td>Use a Less hazardous substance, material or system of work</td>
<td></td>
</tr>
<tr>
<td>Isolation</td>
<td>Enclose noisy or dangerous equipment</td>
<td></td>
</tr>
<tr>
<td>Engineering Controls</td>
<td>Mechanical handling devices, machine guarding</td>
<td></td>
</tr>
<tr>
<td>Administrative Controls</td>
<td>Training, safe work practices, safety signs</td>
<td></td>
</tr>
<tr>
<td>Personal Protective Equipment</td>
<td>Safety glasses, ear plugs, safety boots</td>
<td></td>
</tr>
</tbody>
</table>

4.8 A combination of the above methods may be needed to reduce the risk to the lowest level.

Step 4: Evaluation and review

4.9 Following implementation of control measures, there will be periodic reviews to ensure they are appropriate and effective. This will be achieved through regular workplace inspections, consultation with workers and review of incident investigations.

Step 5: Documenting safe work practices — job safety analysis and safe work procedures

4.10 As part of the risk assessment process ECA will conduct job safety analyses on jobs that pose a significant risk to the health and safety of employees.
4.11 A Job Safety Analysis (JSA) breaks down a job or work tasks into steps and identifies the hazards associated with each step. It also assesses the risks associated with that task and specifies the control measures which need to be implemented to keep the risk as low as reasonably practicable.

4.12 Once the JSA has been completed, the information from the JSA (re: steps and hazards) will be transferred into a Safe Work Procedure in a clear and concise way explaining how the job is to be done and what workers need to do to ensure the job is done safely.

4.13 Documenting safe work practices will include the following:

   a) Consultation with employees/workers performing the jobs;

   b) Conducting a JSA using the appropriate document. Identify the hazards associated with each step and the associated risks. A JSA will also allow the identification of appropriate control measures to minimise the risk of harm;

   c) Documenting the Safe Work Procedure using the appropriate document. Include the control measures identified from the JSA in the procedure;

   d) Distributing Safe Work Procedures for review before implementation;

   e) Implementing Safe Work Procedures through communication channels and training; and

   f) Reviewing Safe Work Procedures when there is a change in workplace activities, services, products, or following an incident.

VARIATIONS

ECA reserves the right to vary, replace or terminate this procedure from time to time.

WORKPLACE PARTICIPANT ACKNOWLEDGEMENT

I acknowledge:

- receiving the ECA Procedure;
- that I will comply with the procedure; and
- that there may be disciplinary consequences if I fail to comply, which may result in the termination of my employment.

Your name: ________________________________

Signed: ________________________________

Date: ________________________________