



Shire of Wyndham East Kimberley
Council Policy Manual
HR19

POLICY No:	HR19
DIVISION	Occupational Safety and Health
SUBJECT:	Risk Identification and Assessment
REPORTING OFFICER	Executive Manager Engineering and Development Services
ENABLING LEGISLATION	Occupational Safety and Health Act 1984

OBJECTIVE

To assist Council and Employees by providing a mechanism to identify and quantify possible OS&H risks. The Policy introduces a 5 Step Risk Assessment which aims to provide a method of careful examination of what, in the work place, could cause harm to people, so that sufficient precautions can be implemented to prevent harm to Employees and the General Public.

POLICY:

The Shire of Wyndham East Kimberley, in the event of an Employee advising of a hazard in the work place, will ensure that the one of the Occupational Safety and Health-Safety Representatives are advised of the hazard and undertake an assessment based on the following guidelines;

Step 1

Hazard Identification

Consideration should only be given to hazards which could reasonably expect to result in significant harm under the conditions in the workplace. If possible walk around and clearly identify the hazard, ignore trivial issues and concentrate on identifying significant concerns that could result in harm or affect several people. The identified hazard would include, but not be limited to the following;

- Slipping/Tripping,
- Fire – Flammable materials incorrectly stored,
- Chemicals – Incorrectly stored,
- Machinery moving parts,
- Vehicle maintenance issues,
- Fumes,
- Noise,
- Poor lighting.



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Step 2

Identify Who Might Be Harmed

Do not identify specific people, the objective is to identify the group most likely to come into contact with the hazard and are most at risk, examples as follows;

- Young or inexperienced workers eg. trainees,
- Cleaners, visitors, contractors, maintenance workers, basically any person who may not be in the workplace all the time,
- Members of the public, Council employees.

Step 3

Risk Evaluation

Complete the Risk Assessment Matrix 'Harm'/'Consequence' = Potential consequence of an incident/injury given current level of controls, 'Likelihood' = What is the potential of an incident or injury occurring given the current level of controls. Consider how likely it is that the hazard could cause harm and what is required to reduce the risk. Determine whether Council could;

1. Do anything else to ensure compliance with statutory requirements,
2. Do anything else to ensure compliance with accepted industry standards,
3. Do what is reasonably practicable to ensure the identified hazard is minimised to an acceptable industry standard.

To ensure the hazard is minimised to an acceptable industry standard the Safety Representative needs to develop an 'action list' that prioritises any identified risk. In taking action to rectify the hazard the following needs to be considered;

- Can Council get rid of the hazard altogether?
- If not, can Council control the risk(s) so that harm is unlikely?

In controlling risks apply the following principles in the order identified, if possible;

- Try an option that creates less risk,
- Prevent access to the hazard,
- Organise work to reduce exposure to the hazard,
- Issue personal protective equipment, if the case requires it,
- Provide health and safety facilities for removal of contamination, contaminated clothes first aid etc.

Step 4

Record the Findings

A standard Incident/Accident Report form is provided in Policy OSH4 to record information on and to assist in the assessment process, safety representatives are required to fill these forms in, if required additional pages are to be supplied. Copies of all



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documents must be provided to the secretary of the OS&H Committee, department supervisors and records management for filing on Councils electronic data filing system.

The objective of the recording process is to ensure that;

- A proper check of the situation was made,
- Appropriate identification of who might be affected,
- All identified hazards have been appropriately dealt with, taking into account the number of people who could be involved
- The precautions are reasonable and the remaining risk is low.

Step 5

Review the assessment and Revise

Set a date for a review of the assessment consideration needs to be given to ensuring no increase in the likely hood of the hazard re-occurring. Ensure that the precautions taken still adequately control the previously identified risk and assess whether new hazards have become evident.



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RISK ASSESSMENT MATRIX						
HAZARD PROBABILITY						
		Unlikely	Seldom	Occasional	Likely	Frequent
SEVERITY	Negligible	L	L	L	L	M
	Marginal	L	L	M	M	H
	Critical	L	M	H	H	E
	Catrapstrophic	M	H	H	E	E

Harm/Consequence = Potential consequence of an incident/injury given current level of controls.

Likelihood = What is the potential of an incident or injury occurring given the current level of controls.

The intersection of the chosen column with the chosen row is the Risk Classification.

L = Low Risk - Monitor and Manage

M = Moderate Risk - Monitor and Maintain strict control measures

H = High Risk - Review and introduce additional controls to mitigate

E = Extreme Risk - Intolerable Stop Work and immediately introduce further control measures