

OHS Hazard Identification and Risk Control Procedure

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1. Purpose

The Gordon is committed to the continuous improvement of safety performance and utilises a range of methods to assist with the identification, assessment and control of workplace hazards. This procedure provides guidance on assessment and consultation processes, to systematically manage hazards in our workplace.

2. Scope

This procedure applies to all Gordon employees (including contractors), students and volunteers.

3. Definitions

Dangerous Occurrence: is a major safety issue.

In accordance with Section 37(2) of the *OHS Act* a dangerous occurrence is an incident that exposes a person in the immediate vicinity to an immediate risk to the person's health or safety through:

1. The collapse, overturning, failure or malfunction of, or damage to, any plant that the regulations prescribe must not be used unless the plant is licensed or registered; or
2. The collapse or failure of an excavation or of any shoring supporting an excavation; or
3. The collapse or partial collapse of all or part of a building or structure; or
4. An implosion, explosion or fire; or
5. The escape, spillage or leakage of any substance including dangerous goods (within the meaning of the *Dangerous Goods Act 1985*); or
6. The fall or release from a height of any plant, substance or object.

Hazard: A source or a situation with a potential for harm in terms of human injury or ill-health, damage to property, damage to the environment, or a combination of these.

Risk: Is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard.'

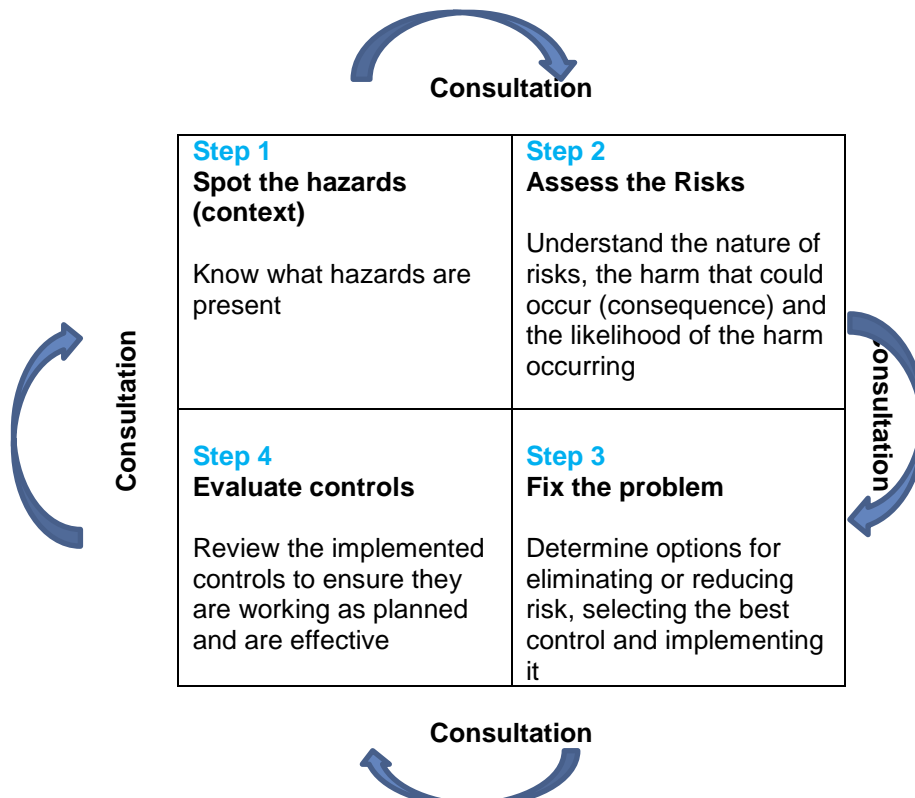
Near Miss: Is an unplanned event that did not result in injury, illness, or damage – but had the potential to do so.

Serious Injury: Is described in the context of s37(1) of the *OHS Act* and includes but is not limited to incidents that result in a person requiring immediate medical treatment (i.e. an operation; administration of a drug or other like substance); or other medical procedure as an in-patient in a hospital.

WorkSafe: Enforces Victoria's occupational health and safety laws, helps injured workers back into the workforce and manages the workers' compensation scheme www.worksafe.vic.gov.au.

4. Procedure

The steps for controlling OHS hazards and risks:



These steps may be simplified into a **SAFE** risk management model:

- S** Spot the hazard
- A** Assess the risk
- F** Fix the problem
- E** Evaluate the results

5. Hazard identification

5.1 Spot the Hazards

The first step in the SAFE Model is to spot the hazard and is the most important step. A hazard which is not identified cannot be controlled.

Types of hazards may include, but not be limited to:

- Mechanical
- Chemical / biological
- Energy
- Body stressing or impact hazards
- Gravity
- Psychosocial

Staff undertaking hazard identification should have the necessary training, or experience, or should seek assistance from a manager with experience, their HSR, the RSW Manager or other subject expert in the institute to ensure risk assessment is completed to a safe standard.

Examples of when hazard identification and risk assessments must be undertaken include, but are not limited to:

- When no previous risk assessment has been conducted
- Following a workplace accident, injury or near miss
- Before moving to a new or renovated premises
- Before any new equipment or chemicals are purchased
- When introducing new work tasks and procedures or training programs
- When any previous risk assessment is now likely to be out of date
- Before any alteration to plant or any change in the way plant is used or a system of work associated with plant, including a change in the location of plant
- Before any alteration is made to items used or to systems of work which include a task involving manual handling, including a change in the place where a task is carried out
- Before plant is used for any other purpose than for which it was designed
- Before an object is used for another purpose than for which it was designed if that other purpose may result in the person carrying out hazardous manual handling
- If new or additional information about hazards becomes available.

Practical steps which must be undertaken by operational managers are as follows:

- Monitor the tasks that workers do and identify any hazards associated with the tasks
- Consult with staff as they are in the best position to tell you about any hazards associated with their work
- Conduct workplace inspections
- Review the manufacturer's information, including safety data sheets (SDS)
- Check incident records and reports to identify the causes of worker's injuries

5.2 Assess the Risk

Use the *Risk Assessment Report RISK FO 01.01* on the [OMS](#).

6. Reporting of injuries, illness and disease, near miss events and other non-related ohs matters

6.1 Reporting an Injury / Illness or disease

If you directly witness or are involved in an event that results in a workplace injury or illness or disease to a staff member, student, contractor or visitor that requires any form of medical attention (first aid, referral to GP or hospital, person leaving campus to seek any other treatment) please complete *The Incident Investigation & Injury and Illness Report OHS FO 07.05* on the day of the incident and email it to rsw@gordontafe.edu.au. The RSW Manager will monitor and investigate and act to control any hazards, as a continual improvement exercise.

6.2 Reporting a near miss event

A **near miss** is an unplanned event that did not result in injury, illness, or damage, but had the potential to do so. If you directly witness or are involved in an unplanned health and safety related event involving a staff member, student, contractor or visitor, that did not result in a physical injury, illness, disease or damage to plant, equipment or property, but had the potential to cause harm, complete the *Near Miss Report Form OHS FO 07.09* on the day and email it to rsw@gordontafe.edu.au. The RSW Manager will monitor and investigate and act to control any hazards, as a continual improvement exercise.

6.3 Reporting of all other matters (non OHS related)

If you identify a situation or are involved in an occurrence or need to raise a matter which **is not directly related to a health and safety matter**, but requires further investigation or recommendation or follow up (i.e. complaint, a maintenance or facilities related issue, or any other matter that requires a formal OHS response and recommendation) complete the *Action Form QA FO 05.01* on the day and email it to rsw@gordontafe.edu.au. The RSW Manager will review and discuss with relevant parties (ie. HSR, Facilities, authorised Manager) to determine actions.

6.4 Investigating incidents, accidents and near misses

Not all reported incidents will require a formal investigation, unless incidents are defined as a serious injury, illness or an event that has the potential to injure, harm or put at risk staff, students, visitors or contractors. Incident investigation is designed to identify contributing factors and nominate appropriate corrective measures. If a formal investigation is initiated, the *Incident Investigation & Injury / Illness Report OHS FO 07.05* must be completed on the day and emailed to rsw@gordontafe.edu.au. The RSW Manager will monitor and act to control any hazards, as a continual improvement exercise.

7. WorkSafe Victoria: notifiable incident reporting requirements

The [Guide to Incident Notification: Worksafe Victoria](#), identifies types of incidents which must be made aware to the regulator within 48 hours of occurrence and include:

- Death; or
- Serious Injury.

Serious injury examples include but are not limited to, incidents that result in a person requiring:

- Medical treatment within 48 hours of exposure to a substance
- Immediate treatment as an in-patient in a hospital
- Immediate medical treatment for:
 - Amputation
 - Serious head injury
 - Serious eye injury
 - Separation of skin from underlying tissue
 - Electric shock
 - Spinal injury
 - Loss of bodily function
 - Serious lacerations

Other incidents that must be reported to WorkSafe include any incident that results in:

- An incident that exposes a person in the immediate vicinity to an immediate risk through the collapse, overturning, failure or malfunction or damage to registered/licensed plant
- Collapse/failure of excavation or shoring
- Collapse or partial collapse of building or structure
- Implosion, explosion or fire
- Escape, spillage or leakage of any substance including dangerous goods
- Release from height of any plant, substance or thing

It is the responsibility of the RSW Manager to report any of the incidents listed above to WorkSafe.

8. Excursions, field activities & interstate/overseas trips

A comprehensive appraisal of the hazards to be encountered on excursions, field activities, or trips interstate or overseas and an assessment of the risks associated with these hazards must be undertaken during the planning for the trip. If high risk work is to be undertaken; then a SWMS must be completed prior to commencing the work.

Staff members and managers in charge of these activities are responsible for ensuring that the risk assessment procedure has been completed and signed off before the commencement of the activity.

Following identification of the hazards likely to be found during the activity, risk control measures must be adopted to minimise the risk associated with each hazard.

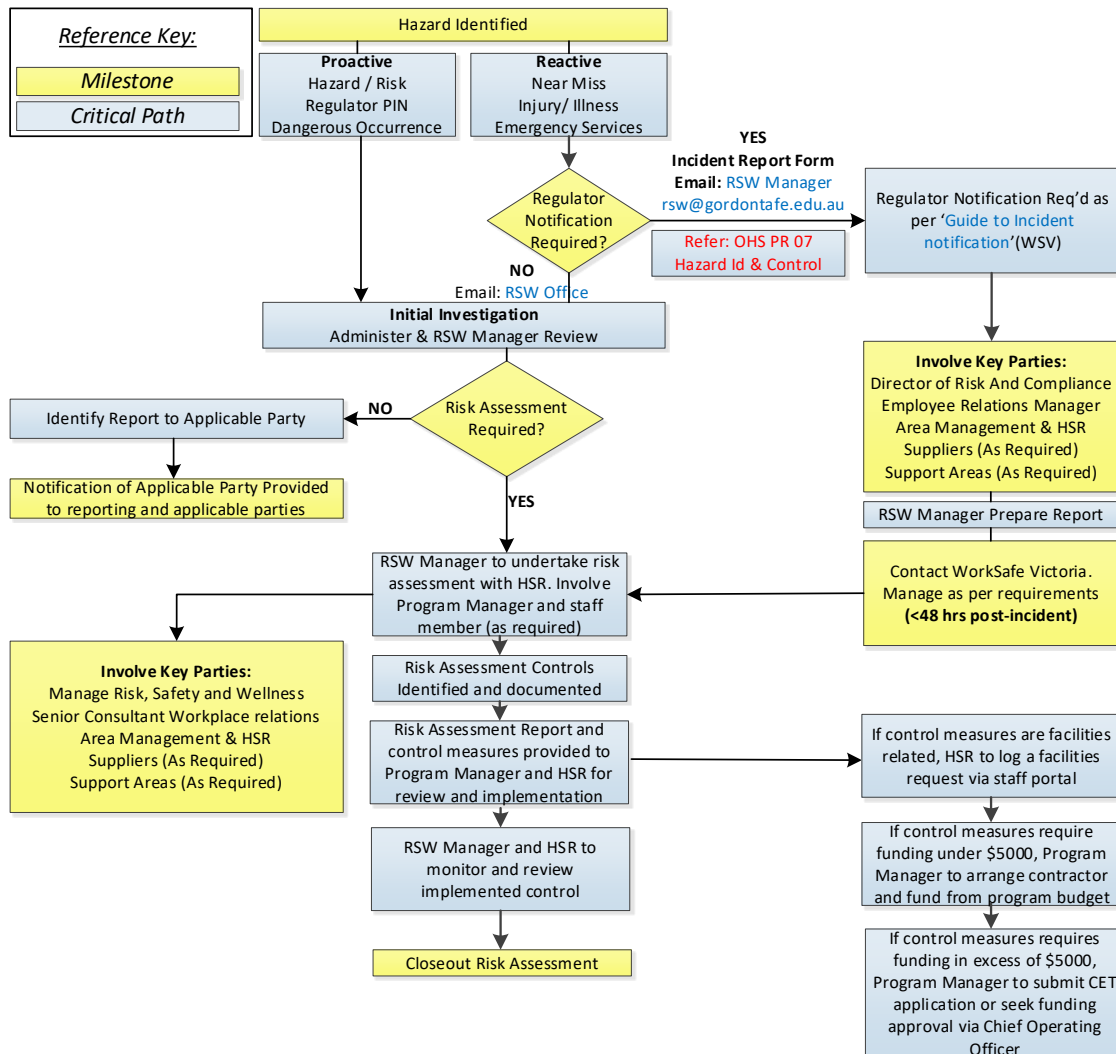
Potential hazards and the control measures in place must be disclosed to all participants before departure. A new risk assessment must be undertaken for each new activity.

9. OHS reporting: Process for the management of hazards identified

This diagram outlines the information flow of hazard identification and management.

Preventative steps are recommended as a best practice approach and include OHS hazard identification as a Near Miss Report. This proactive approach is the basis of good risk management.

Reactive steps apply after an incident occurs and requires an *Incident Investigation & Injury and Illness Report OHS FO 07.05* to be completed.



10. Responsibilities

POSITION	GOVERNANCE / RESPONSIBILITY
CEO	Drives a culture of risk management and signs off on annual risk and OHS attestations
Manager Risk, Safety and Wellness RSW	Is custodian of the policy and procedures relating to OHS management and oversees their implementation by the RSW Manager. Is responsible for initiating, developing and maintaining a safe work environment by providing specialist advice in accordance with statutory requirements and by creating a positive and proactive health and safety culture.
Head of Centres	Ensure that areas under their control are complying with the OHS Policy. This includes understanding the hazards and risks associated with their operations and ensuring appropriate resources and processes are in place to minimise or eliminate any risks.
Program / Managers	Ensure that the OHS Procedure is fully implemented and will consult with staff and where applicable the Health and Safety Representative (HSR) elected for their designated work group when undertaking hazard identification, risk assessment and control processes.
Health and Safety Representatives (HSR)	Elected HSRs represent employees who are members of their Designated Work Group and provide a way for their views and concerns about health and safety to be heard by their employer (i.e. the Institute).
Staff, Contractors and Visitors	Staff, contractors and visitors comply with the OHS Policy and to report incidents, accidents, near missies and unsafe work practices immediately to elected HSR, RSW Manager. Staff, contractors and visitors to protect their safety and that of others.

11. Key aligned internal documents

Injured at The Gordon Poster OHS RD 07.05

Health and Safety Committee: Designated Work Group Structure and Consultation Process OHS RD 07.06

OHS Inspection Forms OHS FO 07.04

Incident Investigation & Injury / Illness Report OHS FO 07.05

Event OHS Assessment Checklist OHS FO 07.06

Near Miss Report Form OHS FO 07.09

Four and two Post Vehicle Hoist – Daily Safety Checklist OHS FO 07.10

OHS Policy OHS PO 01

Risk Assessment Report RISK FO 01.01

Safe Work Method Statement (SWMS) WorkSafe Form OHS FO 22.01

Ergonomic Workstation Assessment Form OHS FO 20.01

Safe Work method Statement (SWMS) Review Checklist) OHS FO 22.02

Action Form QA FO 05.01

OHS Consultation Procedure OHS PR 23

12. Key aligned external documents

Occupational Health and Safety Act (Vic.) 2004

Occupational Health and Safety Regulations 2017 (Vic.)

Dangerous Goods Act 1985 (Vic.)

Victorian risk management framework and insurance management policy

Victorian Government Risk Management Framework (2020)

13. Review and approval

	POSITION	AREA
Business Process Owner	Manager	Risk, Safety and Wellness
Review schedule:	This procedure will be reviewed every 3 years (or earlier as required)	
Last reviewed / updated:	3 June 2021	