



THE RISK MANAGEMENT SYSTEM

The university of Newcastle Occupational Health and Safety System is designed to effectively manage the risk of injury or illness that can be the result of activities, in a logical way and to ensure that any injury that may occur as a result of activities is minimised, the person is assisted effectively and the reason for the injury or illness is considered.

The system is made up of a number of components that work together to achieve the goal of a safe and healthy workplace. The following are some of the key components of the system.

POLICY

The University of Newcastle Occupational Health and Safety Policy describes the University's commitment to a safe and healthy workplace, and the roles and responsibilities of individuals to be involved in the process.

INDUCTIONS AND OTHER TRAINING

The training modules assist to explain what needs to be done and how people can be involved in the safety process. It includes information that will enable people to be safe and to manage any unforeseen event.

OCCUPATIONAL HEALTH AND SAFETY (OHS) CONSULTATION

The University Occupational Health and Safety Committee discusses safety issues and makes recommendations to the Vice Chancellor how the University as a whole can improve the health and safety of people on its campuses.

Faculty and Divisional committees meet to raise safety issues within their own faculty or division.

School, Discipline, Portfolio and workgroup teams consist of members of their group or team who meet to discuss how their activities can be managed to eliminate health and safety risks.

Safety representatives are located across the University to discuss and raise safety concerns or improvements to individual managers/supervisors or committees.

The University Human Resource Management - Health and Safety Unit is a specialist health and safety unit that assists in improving how the health and safety is managed throughout the University. They have specialist knowledge of methods of undertaking activities and are available to discuss concerns and make recommendations. They also collect information about incidents or injuries, and prioritise solutions. Individuals who are injured are assisted to recover through the Workers Compensation scheme that is managed by members of this unit.

RISK ASSESSMENT (RA)

This is the key tool to assess the likelihood and consequence of any hazard that exists or arises from an activity. It is the tool to commence the process of making your workplace and activities safe. Many documents are available to explain the process. If you require further information, please contact the Health and Safety team.

WORK METHOD STATEMENTS (WMS), SAFE WORK METHOD STATEMENTS (SWMS), OR JOB SAFETY ANALYSIS (JSA)

These documents allow for the activity or process to be documented in steps or a process flow. They can form part of the Risk Assessment and the completed document is used to describe how the activity is to be performed safely.

STANDARD OPERATING PROCEDURE (SOP)

On completion of a WMS, SWMS, JSA and Risk Assessment, the methods of performing the task is written in a logical sequence, including all safety requirements. This document becomes the tool describing the activity and can be used for reviewing the procedures and training new people.

RISK ASSESSMENT MATRIX

This allows for the assessment to be quantified by providing a risk score for use in a SWMS.

HEALTH AND SAFETY RISK ASSESSMENT DOCUMENT

This document is a combination of SWMS, JSA and Risk Assessment.

WHAT SHOULD YOU DO?

Every person has a role in the health and safety of people at the University. Every person has a right to be safe while at a place of work. Depending on seniority, the more senior the position, the greater the responsibility for safety, however everyone can contribute.

The method of minimising risks is as follows:

1. Identify the activity that is to be performed
2. Commence a health and safety risk assessment by listing the process or activity, in steps, in the second column
3. Against each of these steps, identify what can harm a person (The Hazards)
4. Identify and list all actions already taken to reduce the risk
5. Using the Matrix, quantify the risk by assessing the likelihood and outcome, and put the score in the appropriate column
6. Once the hazards are identified, use the hierarchy of controls to list the methods to eliminate, avoid or reduce the risk of people being exposed to the hazard (The Controls)
7. Identify who will have responsibility and when action should be undertaken
8. Re-assess the activity with the controls in place and complete the review columns
9. Use the Risk Assessment to write a procedure for the activity

This process should be undertaken in consultation with others who have experience or knowledge in the activity or similar activities, to assist in identification of **all** hazards.

Use the SOP to train people who may be involved in the activity. After a nominated period of time, based on the type of activity and risk levels, review the methods in the SOP to again indicate any hazards and improvements or controls that would make the task safer.

If during an activity you identify a hazard, bring it to the attention of a manager or supervisor, and if considered to be a risk to a person, stop the activity until an assessment can be made by an experienced person, and appropriate controls put in place.

STANDARD OPERATING PROCEDURES

THE DOCUMENTATION OF WORK PRACTICES

When specific work practices are documented in detail they can be referred to as **Standard Operating Procedures (SOPs)**. Some work practices which require SOP's include:

- equipment procedures
- laboratory/workshop/studio procedures
- student practical activities
- emergency procedures

It is important to document work practices/procedures for a number of reasons:

- to ensure hazards are identified, a risk analysis has been completed and adequate control measures are implemented
- to enable new personnel to be trained to use equipment and carry out procedures safely, accurately and effectively
- for quality assurance, as tasks/procedures are performed according to documented instructions resulting in reproducibility in results and outcomes
- to provide a reference tool for how work was completed/results obtained

Information which should be included in SOP's are:

- list of materials
- list of equipment
- risk assessment
- introduction/overview/purpose
- method/procedure
- references
- record sheet (to record results, document training, document equipment maintenance etc)
- individual SOP information (author, date written, when to be reviewed, version, authorization etc)

SOP's should be reviewed annually and a new version produced when:

- a new material or piece of equipment is introduced
- a change is made to the procedure
- an additional hazard is identified
- there is a change in relevant regulation/legislation/standard
- after an incident has occurred involving this procedure

A Health and Safety Risk Assessment should be completed in preparation to writing an SOP.



Health and Safety Risk Assessment

Activity:	Approved By:
Developed by:	Signature and Date
	Date:

Risk Score Legend

5 = Low
4 = Moderate
3 = Substantial,
2 = High,
1 = Very High

Likelihood

		Very Likely	Likely	Unlikely	Very Unlikely
Severity	Kill or Permanently Mame	1	1	2	3
	Long term Injury or Illness	1	2	3	4
	Medical Attention with several days off work	2	3	4	5
	First Aid Needed	3	4	5	5

Other Requirements

Personal Protective Equipment	
Training	
Equipment	
Relevant Legislation etc.	
Review period/date	



Hazard Identification		Risk Assessment		Risk Control			Review	
What are the steps of the activity	What harm can happen to people or equipment	List any control measures already implemented	Risk Score	What methods can be used to reduce the harm	Who is responsible to implement the changes	When is it required to be done by	Are the controls effective? (Revised Risk Score)	Date Finalised