

RISK MANAGEMENT

Facilitator Guide



Timings	Facilitator Notes	Resources
2 hours	Discuss the learning outcome and assessment criteria	Slide 1 Slide 2
	EXPLAIN <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s1.2 the meaning of key terms</i> Explain the meaning of key terms	Slide 3
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s1.1 who has responsibility for managing work health and safety risks?</i> Discuss who has responsibility for managing health and safety risks including: • PCBU • Officers DISCUSS Discuss what is 'reasonably practicable' in regards to managing risks? ASK Ask participants for examples of what may be reasonably practicable in regards to managing risk, and what may not be.	Slide 4 Slide 5 Slide 6
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s1.3 what is involved in managing risks</i> Discuss what is involved in managing risks including; • Management commitment • A step-by-step process • Consulting your workers • Consulting, co-operating and coordinating activities with other duty holders • When should a risk management approach be used Highlight that all risks should be assessed in light of their relationships to the particular work environment and applications. The required	Slide 7 Slide 8

	control may be different from one PCBU to the next based on a bespoke assessment.	
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s2 Step 1 - How to identify hazards</i> Discuss how to identify hazards including Table 1.	Slide 9 Slide 10
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s2.1 how to find hazards</i> Discuss how to find hazards including; • Inspect the workplace • Consult your workers • Review available information	Slide 11 Slide 12 Slide 13
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s3 Step 2 – How to assess risks</i> Discuss how to assess risks including; • When should a risk assessment be carried out? (Refer COP s3.1) • How to do a risk assessment (Refer COP s3.2 & subheadings) including Table 2. EXAMPLE Refer to COP Appendix A for an example of how to assess how things go wrong.	Slide 14 Slide 15 Slide 16 Slide 17
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s4 Step 3 – How to control risks</i> Discuss how to control risks including; • The hierarchy of risk control (Refer COP 4.1) and Level 1, 2 and 3 control measures. • How to develop and implement control options (Refer COP 4.2) • How to ensure that controls remain effective (Refer COP 4.3)	Slide 18 Slide 19 Slide 20 Slide 21 Slide 22 Slide 23 Slide 24

	ASK Ask participants why PPE is the lowest form of risk management?	
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s5 Step 4 – how to review controls</i> Discuss how to review control measures ACTIVITY Refer COP Appendix C for a case studies. Go through the case studies as a group (or in groups) and ask participants if they can think of any additional information.	Slide 25
	DISCUSS <i>Refer How to Manage Work Health and Safety Risks Code of Practice 2011 – s6 Keeping records</i> Discuss record keeping requirements. ACTIVITY Ask participants to locate within the WHS Act/Reg specified record keeping requirements and provide them to the group.	Slide 26

Version	Date	Author
1	30/06/2018	WHSQ