

RIIRIS301D

APPLY RISK MANAGEMENT PROCESSES

THEORY EXAM INSTRUCTIONS

- This exam will occur under standard assessment conditions.
 - An oral examination may be allowed under certain circumstances. Answers will be documented and FT003 (Oral examination declaration form) must be completed.
 - Participants must provide enough detail in their responses to demonstrate their knowledge and skills.
 - Please fill in the details below providing your name, signature and date of assessment.
 - Your signature acknowledges that this is your own work.
- If a participant initially answers a question incorrectly but modifies their response, they must follow the instructions below:
- If a participant changes their response in writing, they must put their initials next to the written change.
 - If a participant changes their response verbally, this must be noted on the exam paper by the assessor.

Participant name _____

Participant signature _____

Assessor name _____

Assessor signature _____

Date _____

Number of questions	Number of questions answered correctly	Satisfactory?	
33		Yes	No



**SUCCESSION
TRAINING**

Q1.

a) What is risk management?

Answer Risk management is the process of reducing or managing the risks when working with a hazard or in a hazardous situation. It should take into consideration the context of the organisation and worksite.

☐**b) What are the 3 stages of risk management?**

Answer The stages are:
1. Risk/hazard identification.
2. Risk/hazard assessment.
3. Risk/hazard control.

☐Q2. **Who in the workplace should be consulted in the hazard identification process?**

Answer All team members.
Employers/supervisors.
The relevant OHS/WHS representatives.

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Q3.

a) What is a Code of Practice and how does it apply in the workplace?

Answer A Code of Practice states ways to manage exposure to risks. You do not have to comply with a Code but if you take a different course of action you will need to be able to justify it if an accident or incident occurs.

☐**b) What is the purpose of Occupational Health & Safety/Work Health & Safety (OHS/WHS) legislation?**

Answer OHS/WHS laws and guidelines help keep all personnel/workers on a worksite safe.

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Q4. What is the current Australian Standard for risk management?

Answer AS/NZS ISO 31000:2009, Risk Management – Principles and Guidelines.

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Q5. Why should the work area and work conditions be inspected on a regular basis?

Answer To identify and manage hazards and risks in the workplace that can change from day to day.

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Q6. What are 2 strategies you can use to help plan and organise hazard identification?

Answer Split the workplace into several separate areas giving priority to areas with more hazards.
Involve other workers to identify hazard sources in an area instead of checking one hazard source for the whole site.
Develop checklists.

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Q7. Why do you need to access and analyse existing risk management systems?

Answer To see if you can identify and eliminate hazardous situations already covered by adequate procedures.

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Q8. What are 2 situations when a formal risk assessment is not required?

Answer Where OHS/WHS laws for control of certain hazards or risks are complied with.
A Compliance Code or other guidance can be followed to control a hazard or risk.

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Q9. Why should you not assume current site risk control measures are adequate simply because no incident has occurred?

Answer These types of control rely on people doing the right thing and any deviation in behaviour could cause injury, illness or disease.

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Q10. List 3 of the main categories of hazards on a worksite.

Answer Environmental.
Mechanical/electrical.
Chemical.
Biological.
Psychosocial.

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Q11. What are the 3 factors involved in a risk analysis?

Answer Consequence.
Likelihood.
Risk Level.

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Q12. What ratings can be given to indicate the likelihood of an event happening?

Answer Almost certain.
Likely.
Possible.
Unlikely.
Rare (highly unlikely).

☐

Q13.

a) List 2 factors to be considered when determining the consequence of an event.**Answer**

Answer may include:
What harm can occur?
What factors could influence the severity of an injury?
How many people could be harmed?
Are there circumstances that could magnify the severity of an injury or incident?

☐**b) What ratings may be given to consequences?****Answer**

Consequences may be rated as:
Insignificant.
Minor.
Moderate.
Major.
Severe.

☐Q14. **How is the risk level determined?****Answer**

By combining likelihood and consequence

☐Q15. **What sources can be used to identify the criteria for determining the acceptability/unacceptability of the risk?****Answer**

The organisation's internal policy.
Workplace goals and/or objectives.
Regulations.
Codes of practice.

☐Q16. **What actions might you take if you identify significant risks that are not adequately controlled?****Answer**

Identify and implement immediate measures for preventing or controlling exposure.
Consider stopping the process.
Commence review of longer-term control requirements.
Re-evaluate exposures when the upgraded control measures are in place.
Determine if monitoring or health surveillance is required.

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Q17.

a) **What is the most effective and reliable risk control option for modifying risks?**

Answer Eliminating the hazard.



b) **What are the 2 least effective risk controls?**

Answer Administrative controls and personal protective equipment.



Q18.

a) **Why should you isolate a hazard?**

Answer A hazard should be isolated to keep all personnel/workers in the workplace safe.



b) **List 3 ways you could redesign or modify equipment, work processes or tools to reduce or eliminate a risk.**

Answer Answer may include:
 Ensure proper machine guarding is in place.
 Use anti-glare screens on computer VDUs.
 Use mechanical aids to minimise manual handling injuries.
 Use wetting down techniques to minimise dust levels.
 Change bench heights to reduce bending.
 Redesign plant to reduce noise levels.
 Use a scissors-lift trolley to reduce bending while lifting.
 Install forced ventilation to remove vapours.



Q19. What 3 factors are considered when identifying and analysing the feasibility of possible control options?

Answer Availability.
Suitability.
Level of protection.



Q20. List 3 types of resources that may be needed to implement feasible control options.

Answer People.
Environmental/physical.
Technology.
Information.
Finance.



Q21. When could you adopt the least costly control option?

Answer Only if it is as reliable and protects people at the same level as a more costly option.



Q22. If you cannot eliminate a risk, list 3 factors you need to consider when reducing it as far as is reasonably practicable.

Answer The likelihood of a person being exposed to harm.
The potential seriousness of injury or harm that would result.
What the person concerned knows, or should reasonably know, about the hazard or risk and how it may be eliminated or reduced.
The availability and suitability of ways to eliminate or reduce the hazard or risk.
The cost of eliminating or reducing the hazard or risk.



Q23. When planning the implementation of the selected risk control, what are the 4 basic steps of problem-solving you need to follow?

Answer Stating and clarifying the problem.
Identifying the cause(s) of the problem.
Investigating possible solutions and their effect.
Selecting the best alternative.



Q24. Why is it important to use appropriate risk management language and terminology?

Answer To ensure the effective communication and unambiguous description of the risks and controls within each area and across the whole of the organisation.



Q25. What do you have to do before the selected control plan can be implemented?

Answer In accordance with site requirements you must submit a report to your manager, supervisor or other competent person who can authorise implementation of the plan.



Q26. List 4 types of information that you may need to include in your report of the risk control plan.

Answer Why the Risk Assessment is being carried out.
All the actual and potential hazards in the workplace.
The measures that are already in place to control risks.
Risk rating for each hazard using the Risk Evaluation table.
The measure or combination of measures recommended to control the hazard.
A copy of the implementation plan.
Additional comments to clarify or highlight features where necessary.



Q27. What is the purpose of work instructions?

Answer They set out the steps the worker needs to follow to interpret and complete a task correctly and safely.

☐**Q28. Why is it necessary to review site working instructions following a risk assessment?**

Answer To ensure work instructions are in line with any new or modified controls and that they comply with standard safety management practice.

☐**Q29. What are 2 things that the application of new procedures could include?**

Answer Communicating the updated procedure and relevant information to workers.
Implementing new processes for work tasks.
Purchasing new equipment or plant.
Conducting training.

☐**Q30. List 2 ways that risk control information can be communicated throughout the organisation.**

Answer Conducting information sessions for managers, supervisors, unions and employees/workers.
Establishing appropriate forums specifically responsible for the development and implementation of the control.
Tabling reports at workplace OHS/WHs committee meetings as part of an effective Safety Management System.
Making information available to all staff who work in the relevant area.

☐**Q31. List 3 aspects of effective communication.**

Answer Express yourself clearly.
Listen actively.
Give and seek feedback.

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Q32. What 3 elements are necessary to maintain effective risk controls over time?

Answer

Allocated accountability for health and safety.
Regular consultation.
Up-to-date hazard information and risk assessments.



Q33. How can you ensure people have the necessary skills to apply the amended work instructions?

Answer

Conduct briefings.
Provide additional training.
Refer to the appropriate party for follow up.

