

Risk Management Arrangements**Hazard identification**

Procedures Look for hazards (Safety Walk)
 Decide who might be harmed and how
 Evaluate the risk and decide if current precautions are adequate or
 need improvement, Record your finding, Assessment & Review.

Required tools Plant & equipment manuals.
 JHA - Job Hazard Analysis
 MSDS - Material Safety Data Sheet.
 Hazards & aspect checklist

Risk assessment

Procedures 1. Hazard and Risk identification
 2. identify those at risk
 3. Complete Risk assessment plan
 4. Risk assessment Review and updates.

Required tools Risk matrix, Effect Analysis.

Control measure implementation

Procedures 1. Eliminate the Hazard ; Use Administrative Controls
 Substitute the Hazard. PPE
 Isolate the Hazard
 Use Engineering Controls

Required tools The Hierarchy of Control.

Training and Induction

Training
Procedures <i>Training Development Program</i> <i>Safety Training Tool & Equipment Training</i> <i>First Aid and Emergency Response Training</i> <i>Working at Height & Confined Spaces.</i>
Required tools <i>Classroom Training Materials</i> <i>Hands on Practical Training</i> <i>Online Learning Platform</i> <i>Videos and Multimedia</i> <i>Interactive Workshops.</i>
Safety topics to be covered <i>General Safety Information Communicate</i> <i>Emergency Procedures Working at Heights. Noise Management</i> <i>First Aid. Tools Equipment Safety Work Place Culture & Reporting</i> <i>Hazardous Substance Traffic Management</i> <i>Manual Handling Environmental Consideration</i> <i>PPE</i>
Importance of safety awareness as related to topics <i>Risk Reduction Improved Emergency Response</i> <i>Injury Prevention Positive Safety Culture.</i> <i>Health & Well-being Reduced Downtime and Cost</i> <i>Compliance with Regulations</i>

Induction
Procedures Safety Policy Reviews PPE Requirement Safe work procedures. Overview of Regulations. Evacuation Plan. Site layout Site-specific Hazards
Required tools Class Room Training Online Learning Training Videos & multimedia Training Manual. Site Maps
Safety topics to be covered Worker Heights, Test and Tag. First Aid, Emergency Procedures Traffic Management PPE Requirements Evacuation Plan & Procedures, Asbestos, Noise Management, Manual Handling
Importance of safety awareness as related to topics Risk Reduction Positive Safety Culture Health & well-being Compliance with Safety Regulation. Injury Prevention.

Incident response

Procedures
Near Miss Reports Injury and lost time Incident reports. Exposure Incident Report. Sentinel Event Report.
Required documentation
Organization procedures, steps, and responsibilities of its incident response planning.
Reporting requirements
Respond Immediately. Notify Supervisor as soon as. Find the Facts Analyze Complete Corrective Action Plan.

WHS Recordkeeping

Procedures
Risk Assessments & management Workplace Safety standards Reporting of accident and injuries. Employee training and education Investigation of incident.
Required records
Register of injuries First Aid and Medical Records Training and Induction Records Equipment Records including inspection. Safety inspection & Audit reports

End of Workplace Safety Plan Template