



Conduct local risk control

RIIRIS201D



- By the end of this topic, you should be able to:
 - Plan and prepare for risk control
 - Assess and identify unacceptable risk
 - Identify, assess and implement risk treatments
 - Complete records and reports

Risk management and control information provided in this presentation includes information sourced from 'How to manage Work Health and Safety Risks Code of Practice'

Introduction

- Risk management is about a proactive approach to managing safety. Prevention is always better than cure. One needs to also consider that hazards in the workplace present far more than just one risk. There may be several levels of risks and also a variety of the types of risks such as:
 - Minor bodily injury
 - Serious bodily injury
 - Fatality
 - Equipment damage
 - Property damage
 - Workers compensation
 - Common law damages
 - Insurance claims
 - Prosecutions

Key terms

Term	Meaning
Consequence	the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain.
Frequency	defined as a measure of likelihood expressed as the number of occurrences of an event in a given time.
Hazard	a source of potential harm or a situation with a potential to cause loss. Hazards at work may include: noisy machinery, a moving forklift, chemicals, electricity, working at heights
Likelihood	a qualitative description of probability and frequency.
Probability	the measure of a chance of occurrence expressed as a number between 0 and 1.
Risk	the chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
Risk assessment	the process used to determine risk management priorities by evaluating and comparing the level of risk.
Risk control	actions taken to eliminate health and safety risks so far as is reasonably practicable, and if that is not possible, minimising the risks so far as is reasonably practicable.
Risk identification	the process of determining what can happen, why and how related to a hazard.

Workplace risk management documents

- Risk management includes planning, monitoring and controlling those measures needed to prevent exposure to risk. To do this you need to: identify the hazard
 - assess the extent of the risk
 - provide measures to control the risk and manage any residual risks.
- Documents and information sources that assist in risk management include:
 - Work Health and Safety Act and Regulations
 - Codes of Practice
 - Workplace policies and procedures
 - Safe Work Method Statements (SWMS)
 - Job Safety Assessment (JSA)
 - Safety Data Sheet (SDS)

Common construction site hazards

- The top ten risks and hazards from working on construction sites are:
 - Working at height.
 - Moving objects.
 - Slips, trips, and falls.
 - Noise.
 - Hand arm vibration syndrome.
 - Material and manual handling.
 - Collapsing trenches.
 - Asbestos.
 - Electricity.
 - Airborne fibres and materials.



Common construction site hazards

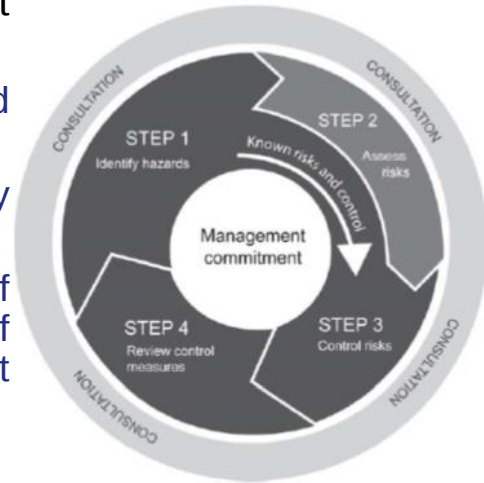
- Routine inspections should be carried out on plant, equipment and tools, before use and on completion of use. Inspections should be part of the routine maintenance process.
- If you locate a fault or issue with an item of plant, equipment or tool, you should stop using the item, if the issue occurs during use, tag it out of service, record and report the issue.



- Worksafe Queensland states:
 - To protect your workers from injury, all Queensland employers should follow a **four-step risk management process**. This will help you identify hazards, assess risks, find ways to control those risks, and then make sure those controls keep working.
 - Following this simple process will help your business meet its responsibilities under work health and safety laws:
 1. Identify hazards - find out what could cause harm
 2. Assess the risks - understand the nature of the harm that could be caused by the hazard, how serious the harm could be and the likelihood of it happening
 3. Control the risks - implement the most effective control measure that is reasonably practicable in the circumstances
 4. Review controls - to ensure they are working as planned and revise as required.

Risk management

- Workplace health and safety risk management is an ongoing process. It should be undertaken at various times, including:
 - When a change occurs (new equipment, changed procedures)
 - When there is uncertainty about how a hazard may result in injury or illness
 - When the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks
 - After an incident
 - At regularly scheduled times



- Consultation should occur at each stage of the risk management process. Consultation may occur with any of:
 - Health and Safety representatives
 - Health and Safety committees
 - Workers



Common hazards

Hazard	Potential harm
Manual tasks	Overexertion or repetitive movement can cause muscular strain
Gravity	Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussion, permanent injuries or death
Electricity	Potential ignition source. Exposure to live electrical wires can cause shock, burns or death from electrocution
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illnesses, cancers or dermatitis
Extreme temperatures	Heat can cause burns, heat stroke or fatigue Cold can cause hypothermia or frost bite
Noise	Exposure to loud noise can cause permanent hearing damage
Radiation	Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness
Biological	Micro-organisms can cause hepatitis, legionnaires' disease, Q fever, HIV/AIDS or allergies
Psychosocial hazards	Effects of work-related stress, bullying, violence and work-related fatigue

- Identifying hazards in the workplace involves finding things and situations that could potentially cause harm to people. Hazards generally arise from the following aspects of work and their interaction:
 - physical work environment
 - equipment, materials and substances used
 - work tasks and how they are performed
 - work design and management

Identifying hazards

- Some hazards are part of the work process, such as mechanical hazards, noise or toxic properties of substances. Other hazards result from equipment or machine failures and misuse, chemical spills and structural failures.
- A piece of plant, substance or a work process may have many different hazards. Each of these hazards needs to be identified. For example, a production line may have dangerous moving parts, noise, hazards associated with manual tasks and psychological hazards due to the pace of work.
- Hazards are not always obvious. Some hazards can affect health over a long period of time or may result in stress (such as bullying) or fatigue (such as shift work). Also think about hazards that you may bring into your workplace as new, used or hired goods (for example, worn insulation on a hired welding set).

Identifying hazards

- Workers conducting tasks and using equipment are often the best source of information when determining potential hazards and related risks.
- Workers can be asked directly, or alternatively, Worker surveys may also be undertaken to obtain information about matters such as workplace bullying, as well as muscular aches and pains that can signal potential hazards.
- Information and advice about hazards and risks relevant to particular industries and types of work is available from regulators, industry associations, unions, technical specialists and safety consultants.
- Manufacturers and suppliers can also provide information about hazards and safety precautions for specific substances (safety data sheets), plant or processes (instruction manuals).
- Analyse workplace records of health monitoring, workplace incidents, near misses, worker complaints, sick leave and the results of any inspections and investigations to identify hazards. If someone has been hurt doing a particular task, then a hazard exists that could hurt someone else. These incidents need to be investigated to find the hazard that caused the injury or illness.

- At this stage you may have identified hazards which have already been identified by your organisation as having a potential impact. In this situation it is likely that your organisation already has a process in place to deal with recognised hazards. In the construction industry this process will take the form of JSAs or SWMSs which include an outline of required control procedures. When dealing with recognised hazards you should follow the control procedures as outlined by your organisation.
- For the remainder of unresolved hazards that you have identified you will now need to recognise the type and scope of these hazards and their likely impact. This requires you to continue on with the steps of the risk management process.

Assess and identify unacceptable risk

- A risk assessment can be undertaken with varying degrees of detail depending on the type of hazards and the information, data and resources that you have available. It can be as simple as a discussion with your workers or involve specific risk analysis tools and techniques recommended by safety professionals.
- A risk assessment involves considering what could happen if someone is exposed to a hazard and the likelihood of it happening. A risk assessment can help you determine:
 - how severe a risk is
 - whether any existing control measures are effective
 - what action you should take to control the risk
 - how urgently the action needs to be taken.

- A risk assessment should be done when:
 - there is uncertainty about how a hazard may result in injury or illness
 - the work activity involves a number of different hazards and there is a lack of understanding about how the hazards may interact with each other to produce new or greater risks
 - changes at the workplace occur that may impact on the effectiveness of control measures.
- A risk assessment is mandatory under the WHS Regulations for high risk activities such as entry into confined spaces, diving work and live electrical work.
- Some hazards that have exposure standards, such as noise and airborne contaminants, may require scientific testing or measurement by a competent person to accurately assess the risk and to check that the relevant exposure standard is not being exceeded (for example, by using noise meters to measure noise levels and using gas detectors to analyse oxygen levels in confined spaces).

- All hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death.
 - For example, heavy liquefied petroleum gas (LPG) cylinders can cause muscular strain when they are handled manually. However, if the cylinder is damaged causing gas to leak which is then ignited, a fire could result in serious burns. If that leak occurs in a store room or similar enclosed space, it could result in an explosion that could destroy the building and kill or injure anyone nearby. Each of the outcomes involves a different type of harm with a range of severities, and each has a different likelihood of occurrence.

- To estimate the severity of harm that could result from each hazard you should consider the following questions:
 - What type of harm could occur (e.g. muscular strain, fatigue, burns, laceration)? How severe is the harm? Could the hazard cause death, serious injuries, illness or only minor injuries requiring first aid?
 - What factors could influence the severity of harm that occurs? For example, the distance someone might fall or the concentration of a particular substance will determine the level of harm that is possible. The harm may occur immediately something goes wrong (e.g. injury from a fall) or it may take time for it to become apparent (e.g. illness from long-term exposure to a substance).
 - How many people are exposed to the hazard and how many could be harmed in and outside your workplace? For example, a mobile crane collapse on a busy construction site has the potential to kill or injure a large number of people.
 - Could one failure lead to other failures? For example, could the failure of your electrical supply make any control measures that rely on electricity ineffective?
 - Could a small event escalate to a much larger event with more serious consequences? For example, a minor fire can get out of control quickly in the presence of large amounts of combustible materials.

- Work out how hazards may cause harm
- In most cases, incidents occur as a result of a chain of events and a failure of one or more links in that chain. If one or more of the events can be stopped or changed, the risk may be eliminated or reduced.
- One way of working out the chain of events is to determine the starting point where things begin to go wrong and then consider: 'If this happens, what may happen next?' This will provide a list of events that sooner or later cause harm.
- In thinking about how each hazard may cause harm, you should consider:
 - the effectiveness of existing control measures and whether they control all types of harm,
 - how work is actually done, rather than relying on written manuals and procedures
 - infrequent or abnormal situations, as well as how things are normally meant to occur.
- Consider maintenance and cleaning, as well as breakdowns of equipment and failures of health and safety controls.

Risk assessment

- Work out the likelihood of harm occurring
- The likelihood that someone will be harmed can be estimated by considering the following:
 - How often is the task done? Does this make the harm more or less likely?
 - How often are people near the hazard? How close do people get to it?
 - Has it ever happened before, either in your workplace or somewhere else? How often?
- You can rate the likelihood as one of the following:
 - Certain to occur - expected to occur in most circumstances
 - Very likely - will probably occur in most circumstances
 - Possible – might occur occasionally
 - Unlikely – could happen at some time
 - Rare – may happen only in exceptional circumstances
- The level of risk will increase as the likelihood of harm and its severity increases.

- To assess the effectiveness of existing control measures, ask the following types of questions:
 - Do the existing control measures represent good practice?
 - Are the existing control measures minimising exposure to the risk?
 - Do workers know about the existing control measures?
 - Are the existing control measures being used/followed?
 - Are there adequate systems or procedures in place in relation to the existing control measures?
 - Is there adequate training and supervision in relation to the existing control measures?
 - Is there adequate maintenance in relation to the existing control measures?
 - How easy is it to use, or work with, the existing control measures?

Determining consequences

- To determine the consequences, you must make a judgement on the severity of the potential outcome. You should review any information gathered during the identification stage, including incident statistics and manufacturer's data. Also consider the following factors which can affect the consequences:
 - **Potential for "chain reaction"** -where a hazard, if not eliminated, evolves and compounds into an even more dangerous situation;
 - **Concentrations of substances.** For example, a minor injury might result because of a dilute chemical, while a fatality might result from a concentrated form of the same chemical
 - **Volumes of materials.** For example, the potential consequences of a leak of a small amount of a particular chemical, such as ammonia, into the workplace may be relatively minor, compared with the potential consequences of the release of a large amount of the same chemical;
 - **Speeds of projectiles and moving parts;**
 - **Heights.** The force with which a falling object hits a person (and hence the potential injury), will generally increase the greater the distance it falls. Similarly, a person will, in general, sustain greater injuries if falling from a greater height;
 - **Position of the worker relative to the hazard.** For example, workers working close to a noisy machine are likely to incur greater hearing damage than those working further away;
 - **Weights.** For example, a worker will generally sustain a more severe injury from lifting material in 60kg packages than from lifting the same material packaged in 30 kg lots;
 - **Forces and energy levels.** For example, the higher the voltage of electricity and the possibility of a high current flowing through a person, the more severe the consequences are likely to be.

Rate each risk

- The level of risk, or 'risk score', is determined by the relationship between likelihood and consequence. This relationship can be represented using a matrix, as shown in the diagram. You determine the risk score for each risk by plotting consequence and likelihood estimates on the table.
- This stage of the risk assessment gives a basis for ranking risks in terms of their priorities.
- It is important to note that the risk scores obtained have no absolute value. This chart provides a means of ranking the risks ONLY.
- Prioritise risks based on their risk score.
- Remember, the risk scores are useful for comparison purposes ONLY. When risk scores for all risks in the workplace are compared, the resulting ranking will be a guide to the order in which the risks should be addressed.

LIKELIHOOD How Likely could it happen?	CONSEQUENCES: How severely could it hurt someone?			
	EXTREME - Death, permanent disablement	MAJOR - Serious bodily injury	MODERATE - Casualty treatment	MINOR - First Aid only, no lost time
VERY LIKELY - Could happen frequently	1	2	3	4
LIKLEY - Could happen occasionally	2	3	4	5
UNLIKLEY - Could happen, but rare	3	4	5	6
VERY UNLIKLEY - Could happen, probably never will	4	5	6	7

Score ^α	Action ^α
1, 2 or 3 ^α	Do something about these risks immediately ^α
4 or 5 ^α	Do something about these risks as soon as possible ^α
6 or 7 ^α	These risks may not need immediate attention ^α

Identify unacceptable risk

- Unacceptable risks can be categorised into the area - 3A, 2B, 2C to 1D of the Risk Assessment Calculator and are those risks that death or serious injury may result in.
- Risk control measures should be in place to prevent high risk or harmful events, mitigate the severity should such an event occur, and recover should an incident occur (i.e. emergency response).
- Further control measures may be required before risk is considered "acceptable". Risk control is particularly useful as a prevention tool.



Risk Assessment Calculator

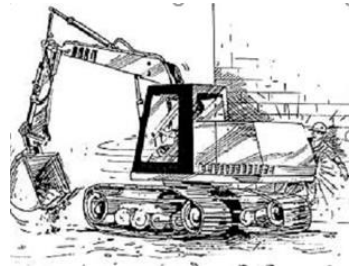
Step 3 – Calculator Risk

	A	B	C	D	E
1	Class One (1)	Class One (2)	Class One (4)	Class One (7)	Class Two (11)
2	Class One (3)	Class One (5)	Class One (8)	Class Two (12)	Class Three (16)
3	Class One (6)	Class Two (9)	Class Two (13)	Class Three (17)	Class Three (20)
4	Class Two (10)	Class Two (14)	Class Three (18)	Class Three (21)	Class Three (23)
5	Class Two (15)	Class Three (19)	Class Three (22)	Class Three (24)	Class Three (25)

Note: Class 1&2 ranking requires JSA/SWP and Training before commencing

Identify unacceptable risk

- There are many tasks undertaken in the construction industry that are high risk areas and require constant evaluation. For example: trenching and shoring; working at heights; and working around plant.
- Workplace documents such as policies, legislation and codes of practice will assist you when determining whether a risk is unacceptable.
- The illustration is an example where the risk is high and unacceptable and requires a Job Safety Analysis (JSA) to reduce the risk to an acceptable level. Working around plant in this instance may place the worker in a position where he/she could possibly be crushed. Completing a JSA would eliminate or reduce the chances of this situation from occurring and redefine the task to an acceptable level.



Workplace risk assessment

- Example risk assessment prioritisation:

Extreme **High** **Medium** **Low**

Consequences

A: Death or Permanent Disability
B: Serious Injury
C: Lost Time Injury
D: Casualty Treatment
E: First Aid

Likelihood

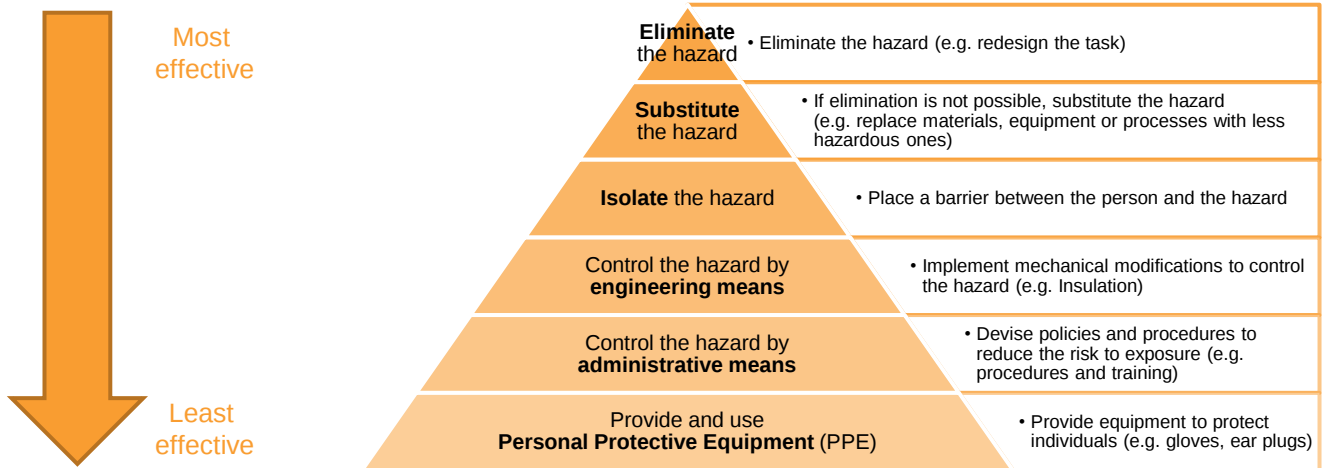
1: Very Likely
2: Likely
3: Possible
4: Unlikely
5: Very Unlikely

Matrix	A	B	C	D	E
1	E	E	H	H	M
2	E	H	H	M	M
3	H	H	M	M	L
4	H	M	M	L	L
5	M	M	L	L	L

- When managing risk, the goal is to eliminate them so far as reasonably practicable, or if that is not possible, minimising the risks as much as is reasonably practicable.
- To be able to control risks, you should adhere to a ranking method known as the hierarchy of risk control.
- The WHS Regulation require duty holders to work through this hierarchy when managing risk under the WHS Regulation.
- You must always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.

Hierarchy of control

- The hierarchy of control gives priority to the order in which hazard and risk controls should be implemented.



Eliminate

- The most effective control measure involves eliminating the hazard and associated risk. The best way to do this is by, firstly, not introducing the hazard into the workplace. For example, you can eliminate the risk of a fall from height by doing the work at ground level.
- You can also eliminate risks by removing the hazard completely, for example, by removing trip hazards on the floor or disposing of unwanted chemicals.
- It may not be possible to eliminate a hazard if doing so means that you cannot make the end product or deliver the service. If you cannot eliminate the hazard, then eliminate as many of the risks associated with the hazard as possible.

If it is not reasonably practicable to eliminate the hazards and associated risks, you should minimise the risks using one or more of the following approaches:

- ***Substitute the hazard with something safer***
 - For instance, replace solvent-based paints with water-based ones.
- ***Isolate the hazard from people***
 - This involves physically separating the source of harm from people by distance or using barriers. For instance, install guard rails around exposed edges and holes in floors; use remote control systems to operate machinery; store chemicals in a fume cabinet.
- ***Use engineering controls***
 - An engineering control is a control measure that is physical in nature, including a mechanical device or process. For instance, use mechanical devices such as trolleys or hoists to move heavy loads; place guards around moving parts of machinery; install residual current devices (electrical safety switches); set work rates on a production line to reduce fatigue.

The last two control measures in the hierarchy of controls rely on human behaviour and supervision and when used on their own tend to be the least effective in minimising risks.

- Use ***administrative controls***
 - Administrative controls are work methods or procedures that are designed to minimise exposure to a hazard. For instance, develop procedures on how to operate machinery safely, limit exposure time to a hazardous task, use signs to warn people of a hazard.
- Use ***personal protective equipment (PPE)***
 - Examples of PPE include ear muffs, respirators, face masks, hard hats, gloves, aprons and protective eyewear. PPE limits exposure to the harmful effects of a hazard but only if workers wear and use the PPE correctly

- Administrative controls and PPE should only be used:
 - when there are no other practical control measures available (as a last resort)
 - as an interim measure until a more effective way of controlling the risk can be used
 - to supplement higher level control measures (as a back-up).

WHS Regulation sections 44-47: The WHS Regulation includes specific requirements if PPE is to be used at the workplace, including that the equipment is:

- selected to minimise risk to health and safety
- suitable for the nature of the work and any hazard associated with the work
- a suitable size and fit and reasonably comfortable for the person wearing it
- maintained, repaired or replaced so it continues to minimise the risk
- used or worn by the worker, so far as is reasonably practicable.

A worker must, so far as reasonably able, wear the PPE in accordance with any information, training or reasonable instruction.

- You can find information about suitable controls for many common hazards and risks:
 - Within relevant codes of practice and WHS guidance material
 - Documents provided by manufacturers and suppliers of plant, substances and equipment
 - Unions and industry associations
- In some cases, published information will provide guidance on the whole work process. In other cases, the guidance may relate to individual items of plant or how to safely use specific substances. You may use the recommended control options if they suit your situation and eliminate or minimise the risk.

Develop control measures

- You may need to develop specific control measures if the available information is not relevant to the hazards and risks or circumstances at your workplace. This can be done by referring to the chain of events that were recorded during the risk assessment.
 - For each of the events in the sequence, ask: “What can be done to stop or change the event occurring?”
 - Working through the events in the sequence will give you ideas about all possible ways to eliminate or minimise the risk. There may be more than one solution for each of the events. The control option you choose should be:
 - one that provides the highest level of protection for people and is the most reliable – that is, controls located towards the top of the hierarchy (see hierarchy of risk control diagram).
 - available – that is, it can be purchased, made to suit or be put in place.
 - suitable for the circumstance in your workplace – that is, it will work properly given the workplace conditions, work process and your workers.
- Where the hazard or risk has the potential to cause death, serious injury or illness, more emphasis should be given to those controls that eliminate or reduce the level of harm, than those that reduce the likelihood of harm occurring.
- Make sure that your chosen solution does not introduce new hazards.

Implementing controls

- The control measures that you put into operation will need to be approved by management such as employer/Safety representative or supervisor and usually require changes to the way work is carried out due to new or modified equipment or processes, new or different chemicals or new personal protective equipment. In these situations, it is usually necessary to support the control measures with:
 - *Work procedures*
 - Develop a safe work procedure that describes the task, identifies the hazards and documents how the task is to be performed to minimise the risks.
 - *Training, instruction and information*
 - Train your workers in the work procedure to ensure that they are able to perform the task safely. Training should require workers to demonstrate that they are competent in performing the task according to the procedure. It is insufficient to simply give a worker the procedure and ask them to acknowledge that they understand and are able to perform it. Training, instruction and information must be provided in a form that can be understood by all workers.
- Information and instruction may also need to be provided to others who enter the workplace, such as customers or visitors.
 - *Supervision*
 - The level of supervision required will depend on the level of risk and the experience of the workers involved. High levels of supervision are necessary where inexperienced workers are expected to follow new procedures or carry out difficult and critical tasks.
- You may prepare a risk register that identifies the hazards, what action needs to be taken, who will be responsible for taking the action and by when.

Monitor controls

The following actions may help you monitor the control measures you have implemented and ensure that they remain effective:

- *Accountability for health and safety* – Accountability should be clearly allocated to ensure procedures are followed and maintained. Managers and supervisors should be provided with the authority and resources to implement and maintain control measures effectively.
- *Maintenance of plant and equipment* – This will involve regular inspection and testing, repair or replacement of damaged or worn plant and equipment. It includes checking that any control measures are suitable for the nature and duration of work, are set up and used correctly.
- *Up-to-date training and competency* – Control measures, particularly lower level controls, depend on all workers and supervisors having the appropriate competencies to do the job safely. Training should be provided to maintain competencies and to ensure new workers are capable of working safely.
- *Up-to-date hazard information* – Information about hazards, such as plant and substances, may be updated by manufacturers and suppliers and should be checked to make sure controls are still relevant. New technology may provide more effective solutions than were previously available. Changes to operating conditions or the way activities are carried out may also mean that control measures need to be updated.
- *Regular review and consultation* – Control measures are more effective where there is regular review of work procedures and consultation with your workers and their representatives.

Review controls

There are certain situations where you must review your control measures under the WHS Regulations and, if necessary, revise them. A review is required:

- when the control measure is not effective in controlling the risk
- before a change at the workplace that is likely to give rise to a new or different health and safety risk that the control measure may not effectively control
- if a new hazard or risk is identified
- if the results of consultation indicate that a review is necessary
- if a health and safety representative requests a review.

You may choose to review workplace documents such as incident records and consult your workers and their health and safety representatives either directly or by using feedback forms and questionnaires. During the review, consider the following questions:

- Are the control measures working effectively in both their design and operation?
- Have the control measures introduced new problems?
- Have all hazards been identified?
- Have new work methods, new equipment or chemicals made the job safer?
- Are safety procedures being followed?
- Has instruction and training provided to workers on how to work safely been successful?
- Are workers actively involved in identifying hazards and possible control measures? Are they openly raising health and safety concerns and reporting problems promptly?
- Is the frequency and severity of health and safety incidents reducing over time?
- If new legislation or new information becomes available, does it indicate current controls may no longer be the most effective?

If problems are found, go back through the risk management steps, review your information and make further decisions about risk control. Priority for review should be based on the seriousness of the risk. Control measures for serious risks should be reviewed more frequently.

Quality assurance processes may be used if you design, manufacture or supply products used for work to check that the product effectively minimises health and safety risks. Obtain feedback from users of the product to determine whether any improvements can be made to make it safer.

The workplace safety reporting system is in place to help workers:

- recognise health and safety issues
- why they occurred
- how to fix them
- You should report
 - injuries, illnesses and fatalities
 - near misses
 - damaged or faulty equipment
 - housekeeping issues
 - health and safety hazards
 - suggestions for improvement.
- The workplace may have forms to be submitted to relevant Safety Representatives/employer , or you may be required to verbally alert your supervisor who can then act accordingly.

It is important to communicate to stakeholders and key personnel (in a readily understandable and accessible format), the information about hazard identification and risk assessment and any changes that have occurred.

- The way this is done will depend on the nature of the organisation, the employees, and communication processes and technology used by the organisation. What is important is that **'those who need the information, or who may be affected by the information, have ready access and can understand it.**
- Some organisations publish their risk register on organisational intranets, others actually provide them on public websites. Hard copy risk registers may be appropriate, depending on the size of the organisation.

Recording and reporting

- Keeping records of the risk management process has the following benefits. It:
 - assists in targeting training at key hazards
 - provides a basis for preparing safe work procedures by demonstrating how decisions about controlling risks were made
 - allows you to more easily review risks following any changes to legislation or business activities
 - demonstrates to others (regulators, investors, shareholders, customers) that work health and safety risks are being managed.
- The detail and extent of recording will depend on the size of your workplace and the potential for major work health and safety issues. It is useful to keep information on:
 - the identified hazards, assessed risks and chosen control measures (including any hazard checklists, worksheets and assessment tools used in working through the risk management process)
 - how and when the control measures were implemented, monitored and reviewed
 - who you consulted with
 - relevant training records
 - any plans for changes.
- There are specific record-keeping requirements in the WHS Regulations for some hazards, such as hazardous chemicals. If such hazards have been identified at your workplace, you must keep the relevant records for the time specified.
- You should ensure that everyone in your workplace is aware of record-keeping requirements, including which records are accessible and where they are kept.

Example forms

Hazard reporting form

Form 8

1. Brief description of hazard/health and safety issue

Include details, if any, of immediate action taken to ensure the safety of person(s) who may be affected.

2. Where is the hazard located in the workplace?

3. Time/date hazard identified.

Time: _____ Date: _____

4. Recommended action to fix hazard/issue.

Recommended completion date: _____

Please note: This report does not imply that all other conditions and work practices are acceptable.

Workplace health and safety representative (WHSR) Received by the employer/health and safety officer

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

How did the employer address the hazard/issue?

Do you consider the issue fixed? Yes ☐ No ☐ Completed on date: _____

WHSR Signature: _____

To be completed if the representative intends to notify the WHS inspector

Employer/company name: _____

Principal contractor name: _____

Address where you are normally employed: _____

Employer phone number: _____

Example forms

Office of Industrial Relations

Form 3 Incident notification form

V20.10.20

Work Health and Safety Act 2011
Safety in Recreational Water Activities Act 2011
Electrical Safety Act 2002

Incident details

Incident type

Please refer to the guide to work health and safety incident notification or electrical safety incident notification web page for assistance.

This is to notify of a: ☐ death ☐ serious injury ☐ serious illness ☐ dangerous incident ☐ serious electrical incident
☐ dangerous electrical event

Provide an explanation of the type of incident using the categories on the [guide to work health and safety incident notification or electrical safety incident notification web page](#) (e.g. a category of "serious injury" is "immediate treatment for serious head injury").

Incident date, time and location

Date of incident: Incident address:
Time of incident: Postcode:

Describe the specific location of the incident (e.g. aisle 3, plant operation room, tower crane the Elizabeth Street entrance side of the site.)

Description of the incident Please provide as much detail as possible. For instance: the events that led to the incident; the work being undertaken when the incident happened; the overall action, exposure or event that best describes the circumstances that resulted in the injury, illness, fatality or dangerous incident; the object, substance or circumstance which was directly involved in inflicting the injury, illness, death or dangerous incident; the name and type of any machinery, equipment or substance involved. Was anyone else involved? Was electricity or electrical equipment involved?

(Attach a separate piece of paper if necessary)

Did the incident involve licensed work (e.g. high risk work, electrical work)?

☐ No ☐ Yes Please provide details of the type of licensed work:

Is the workplace a registered major hazard facility? ☐ No ☐ Yes

Person's injury/illness and treatment details (if required)

Title:	First name:	Last Name:
Date of birth:	Contact phone number:	
Residential address:	Unit/Building No.	Street No. Street Name
	Suburb/Town/Locality	State Postcode
Occupation: (most likely)		
Relationship to the entity notifying		
☐ Worker ☐ Self-employed ☐ Member of the public ☐ Labour hire worker ☐ Contractor ☐ Group training apprentice/trainee ☐ Other (please specify):		
Description of injury/illness:	(e.g. Fracture, laceration, amputation, strain, electrical shock, burn, Q/Tweat)	
Body location:	(e.g. wrist, lower back, internal organs)	
Did the person receive treatment following the injury/illness?		
☐ No ☐ Yes Please describe treatment received:		
Where was the injured person taken for treatment? (if applicable)		

Details of business or undertaking notifying of the incident

Legal name of business:		
Trading name of business:		
ABN:	ACN:	
Business address:	Unit/Building No.	Street No. Street Name
	Suburb/Town/Locality	State Postcode
Contact phone number:	Work:	Mobile:
Business email address:		
Main business activity (e.g. furniture manufacture, domestic construction, steel warehousing, electrical installation)		
Main industry sector		
☐ Accommodation and food services ☐ Agriculture, forestry and fishing ☐ Construction ☐ Electricity, gas, water and waste services ☐ Health care and social assistance ☐ Manufacturing ☐ Professional, scientific and technical	☐ Rental, hiring and real estate services ☐ Transport, postal and warehousing ☐ Administrative and support services ☐ Arts and recreational services ☐ Education and training ☐ Financial and insurance services ☐ Information media and telecommunications	☐ Mining ☐ Public administration and safety ☐ Retail trade ☐ Wholesale trade ☐ Other services (please specify):

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Describe any actions taken immediately following the incident to prevent recurrence:

Describe any longer term action proposed to prevent a recurrence:

Notifier's details

Title:	First name:	Last Name:
Position at workplace:	Contact phone number:	
Email:		
Is this the person that should be contacted for further information?		
☐ Yes ☐ No If no, please provide the name and contact details of the appropriate person should further information be required.		
Mr	Mrs	Miss
First name:	Last Name:	
Position:	Contact phone number:	

How to lodge the form

Notification must be by fastest possible means.

Email to whsq.ass@oir.qld.gov.au.

NOTE: Notification to Workplace Health and Safety Queensland or the Electrical Safety Office is not a notification to WorkCover Queensland. Call 1300 362 128 if you have any questions about filling out the form. Please keep a copy of this form for your own records before submission.

DISCLAIMER: The Office of Industrial Relations respects your privacy and is committed to protecting your personal information. The information provided on this form is for the purpose of advising Workplace Health and Safety Queensland and/or the Electrical Safety Office of a reportable incident under the Work Health and Safety Act 2011, Electrical Safety Regulation 2002 or Safety in Recreational Water Activities Act 2011. This information will be managed within the requirements of the current state government privacy regime. Our office may be required to disclose your personal information to other regulatory agencies such as the Queensland Police Service, WorkCover Queensland and other agencies in accordance with other law enforcement activities which may be conducted as part of an investigation. Further information on our privacy policy is available at www.oir.qld.gov.au/Privacy.

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Office of Industrial Relations

[worksafe.qld.gov.au](https://www.worksafe.qld.gov.au)

1300 362 128

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