HAZARD MANAGEMENT POLICY & PROCEDURE

Created Date: 01/07/2012  Version: 1  Reviewed Date: / /  Page: 1 of 10

POLICY STATEMENT

The Uniting Church SA (“UCSA”) is committed to providing a safe workplace for all personnel, contractors and visitors. UCSA is committed to establishing a formal process to record and investigate all workplace hazards. Hazard management is fundamental to ensuring a safe work environment, compliance with legislative requirements and for the continual improvement of OHS&W performance.

This procedure defines the process to eliminate or control as far as reasonably practicable, all foreseeable hazards related to work activities or the workplace, to enable a safe working environment and safe systems of work.

DEFINITIONS - Please read over the definitions outlined in Appendix 1

RESPONSIBILITIES

Managers/Church Council must establish and maintain a safe working environment and safe systems of work by:

- observing and identifying hazards;
- investigating and responding to all hazard reports promptly;
- ensuring employees/volunteers etc. are notified of any hazardous situation and taking appropriate action to eliminate or control any risk associated with the hazard;
- monitoring and reviewing effectiveness of controls;
- complying with legislative requirements;
- ensuring effective consultation takes place;
- maintaining appropriate documentation;
- providing information, instruction, training and supervision in order for work to be conducted in a safe manner;
- developing an effective workplace inspection process, specific to site/area and conduct inspections at a minimum of twice per year. Refer to sample form Workplace Inspections – Congregations (template)

Personnel/Contractors/Visitors must:

- observing and identifying hazards;
- report any hazard, incident or near miss to the manager or supervisor immediately and take reasonable steps to protect the health and safety of any person at risk;
- participate in the consultation process (Contractors and Visitors only where necessary);
- follow all reasonable instructions (eg. safe work procedure, safe practices, wearing protective equipment, undergoing training);
- take all reasonable care to protect their own health and safety and must take reasonable care to avoid adversely affecting the health or safety of any other person through an act or omission.
**HAZARD MANAGEMENT PROCESS (Steps 1 to 4)**

**STEP 1**

**Hazard Identification** must be carried out:
- when planning work processes, work activities and events
- before purchase, hire, lease, commission/decommission, erection/dismantle of plant, equipment or substance
- prior to disposal or sale of plant, equipment or substances
- when changes are made to workplace, work activities or work methods
- anytime new information becomes available due to:
  - Hazard reports
  - Workplace inspections
  - Legislative changes
  - Audit findings
  - Analysis of incident/accident/near miss occurrence
  - Testing results
  - Consultation with relevant parties

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**Hazard Reports** (observing & identifying)

**Workplace Changes** – environment work activity, methods

**Audit Findings**

**Workplace Inspections** (Minimum 2 per year)

**As Required due to Legislative changes, Publications, technological advances**

**Incident Reports** (Accidents/Incidents/Near Misses)

**New and Modified equipment, plant and substances**

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**Hazards Identified**
(All relevant information obtained)
Assessment performed and suitable controls applied?

**NO**
Go to Step 2

**YES**
Go to Step 4
**PROCEDURE**

**STEP 2**

**Risk Assessment**

- Gather as much information as possible about the hazard/s
- Choose the appropriate risk assessment tool (see below – highlighted ones currently in development)
- Determine the level of risk by:
  a) Evaluating the likelihood or probability of harm occurring; and
  b) Estimating the severity of the potential consequences; applying the Risk Matrix below

Choose the risk assessment tool that best relates to the level of risk associated with the hazard

Keep in mind that the higher the risk and the more complex the activity or process, the more comprehensive the risk assessment needs to be.

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**RISK MATRIX**

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Consequence (severity)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5</td>
<td>Almost certain to occur in most circumstances (daily-weekly)</td>
</tr>
<tr>
<td>4</td>
<td>Likely to occur frequently (monthly)</td>
</tr>
<tr>
<td>3</td>
<td>Likely to occur at some time (yearly)</td>
</tr>
<tr>
<td>2</td>
<td>Unlikely to occur, but could happen (2 years)</td>
</tr>
<tr>
<td>1</td>
<td>May occur, but only in exceptional circumstances (every few years)</td>
</tr>
</tbody>
</table>

| 1 | Insignificant | Trivial injury/injury/no treatment / in-house first aid |
| 2 | Minor | Minor injury/illness/damage (<1 day off work) |
| 3 | Moderate | Significant injury/illness/damage (1-5 days off work) |
| 4 | Major | Extensive permanent injury/illness/damage (>5 days off work) |
| 5 | Catastrophic | Death/permanent disabling injury |

**RISK RATING**

<table>
<thead>
<tr>
<th>Risk Rating (from above)</th>
<th>Priority and Timeframe for Controls to be Assigned to the Hazard Identified</th>
</tr>
</thead>
<tbody>
<tr>
<td>Extreme 15-25</td>
<td>Urgent/Critical – Stop the job immediately and remedy before resuming work</td>
</tr>
<tr>
<td>High 10-12</td>
<td>Remedy within 24 hours or cease task until interim Control measures are applied</td>
</tr>
<tr>
<td>Medium 4-6</td>
<td>Remedy within 3 days or cease task until interim Control measures are applied</td>
</tr>
<tr>
<td>Low 4</td>
<td>Remedy within 1 week or cease task until interim Control measures are applied</td>
</tr>
<tr>
<td>“</td>
<td>Remedy within 1 month</td>
</tr>
<tr>
<td>“</td>
<td>Remedy within 4 months</td>
</tr>
<tr>
<td>“</td>
<td>Re-assess within 6 months</td>
</tr>
<tr>
<td>“</td>
<td>Negligible – Remedy if practicable and re-assess within 6 months</td>
</tr>
</tbody>
</table>

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**Targeted Risk Assessment Tools**

- **PLANT RISK ASSESSMENT** (Form)
- **MANUAL HANDLING RISK ASSESSMENT** (Form)
- **PRE-PURCHASE RISK ASSESSMENT** (Form)
- **HAZARDOUS SUBSTANCES RISK ASSESSMENT** (Form)
- **GENERAL RISK ASSESSMENT** (documented)
- **VOICE STRAIN IDENTIFICATION** (Checklist)
- **KEYBOARD WORKSTATION RISK ASSESSMENT** (Checklist)
- **TAKING 5** (verbal/consultative) for low risk-rated activities (see page 5)
**PROCEDURE**

**STEP 3  
Hazard Control**

- Determine the most suitable control/s for managing the hazard and implement them before work begins.
  - Prioritize: Extreme/high risk MUST take priority over low risk

  *Use ‘Hierarchy of Control’ from top down – combining multiple controls, if needed – to reduce the risk to as low as reasonably practicable (“ALARP”).*

**Important Note:** Any activity/task/process with a hazard result of “Extreme”, that cannot be reduced effectively, are not to be knowingly conducted or performed.

### HIERARCHY OF CONTROL

- **Remove** – eliminate the hazard
- **Substitute** – replace with something less hazardous
- **Engineering** – design the hazard out
- **Administration** – adopt safe work practices, operating procedures, training, work organisation, signage, etc.
- **Personal Protective Equipment (PPE)** – eg. safety footwear, masks, eye and hearing protection, high-visibility clothing, gloves, etc.

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**STEP 4  
Documentation and review**

- Develop and maintain a site **Hazard Register** (see form)
- Review controls implemented
- Do the selected controls reduce the risk to an acceptable level? *(check that controls are reasonably practicable and reduce the risks to ALARP)*
- Monitor and review effectiveness of controls and document any additional hazards identified
- Update SOPs as required
- Revisit controls at intervals appropriate to the level of risk (minimum 5 years) and analyse all related information to determine if the controls continue to be appropriate and effective
- Retain all documents for a period of 5 years from the date of last entry
- Update site **Hazard Register** (see form)
PROCEDURE

‘TAKE 5’ RISK ASSESSMENT TOOL

The ‘TAKE 5’ process is a 5 step mental process used to manage workplace hazards for LOW RISK RATED tasks or activities.

1. STOP AND LOOK
   Plan and take time to review the task with the work team and ask “what could go wrong”?

2. THINK IT THROUGH and have a clear plan in mind
   - Correct equipment and tools?
   - Enough people and time available?
   - Is there a procedure for the task (SOP)?
   - Am I/Are we competent to perform the task (induction/training)?
   - Do I/we have all the information I need?
   - Could other people or systems be affected?
   - Is there a plan if something goes wrong/what is the plan if something goes wrong?
   - Is there an alternative safer method?

3. IDENTIFY HAZARDS – what is the risk rating? (Low, Medium, High or Extreme)
   Look close: manual tasks, working at heights, splashes and sprays, isolation, vehicle movement, electrical hazards?
   Look wide: conflicting tasks, escape routes, ignition sources, spills and leaks, people in area, suspended loads?
   Look for the hidden: electricity, stored energy, thermal – hot and cold, compressed air or liquids?

4. CONTROL, COMMUNICATE & MAKE THE CHANGES
   - Discuss potential problems
   - Eliminate or control the hazards (USE ‘Hierarchy of Control’ method)
   - Update procedures & documentation as required

5. START AND KEEP DOING THE TASK SAFELY IF RISK RATING REMAINS LOW
   - Continually monitor for changes and new hazards
   - Keep thinking ‘Take 5’ and intervene to stop activity if risk to health and safety becomes apparent.

Note: No activity or task with a MEDIUM or above risk rating is to proceed without completing a formal documented risk assessment. (see form)

Adapted from: Catholic Health Safety & Welfare
**TRAINING**

All Personnel will be trained (where applicable) specific to their defined roles. Training will be conducted at least every three years.

**MONITOR & REVIEW**

This procedure will be monitored for compliance and effectiveness in accordance with Uniting Church SA policy, or at any time pursuant to legislative change. Review will be in consultation with Uniting Church Presbytery & Synod of SA at least 3 yearly.

**APPENDICES**

Appendix 1 – Definitions
Appendix 2 – Hazard Management Flow Chart
Appendix 3 – Take 5 Card (to print/laminate (if possible)/pin up in lunch room or other prominent area)
Appendix 4 – Example of how to complete a Risk Assessment

**RELATED ORGANISATIONAL DOCUMENTS**

**POLICIES**

Occupational Health, Safety & Welfare Corporate Policy
Incident Management Policy & Procedure

**FORMS**

Hazard Report
General Risk Assessment
Hazard Register (template)
Workplace Inspection - Congregations (template)

**REFERENCES**

Occupational Health, Safety and Welfare Act 1986
Occupational Health, Safety and Welfare Regulations 2010
  - Regulation 20 Hazard Identification and Risk Assessment;
  - Regulation 21 Control of Risk and Division 3.3 General Requirements for Hazard Identification, Risk Assessment and Control of Risk
AS/NZS ISO 31000:2009 Risk Management-Principles and Guidelines
## APPENDIX NO. 1

### DEFINITIONS

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accident</td>
<td>An <em>unforeseen event</em> that caused damage to property, injury or death.</td>
</tr>
<tr>
<td>ALARP</td>
<td>“As low as reasonably practicable” – relates to control measures (reducing the risk to as low as reasonably practicable)</td>
</tr>
<tr>
<td>Councils of Synod</td>
<td>UCSA Synod Office; UAICC; UCLT; Uniting Venues SA</td>
</tr>
<tr>
<td>Hazard</td>
<td>A source or situation with a potential to cause harm in terms of human injury or ill-health, damage to property, damage to environment, or a combination of these</td>
</tr>
<tr>
<td>Hazard Control</td>
<td>Elimination or control of the hazard</td>
</tr>
<tr>
<td>Hazard Identification</td>
<td>The process of recognising that a hazard exists and defining its characteristics</td>
</tr>
<tr>
<td>Hazard Register</td>
<td>A record of information collected: Description of hazard and associated risks, existing controls, risk rating and review dates</td>
</tr>
<tr>
<td>Hierarchy of Controls</td>
<td>A list of prioritised controls – Removal/Elimination, Substitution, Engineering/Isolation, Administration/Training and Personal Protective Equipment (“PPE”)</td>
</tr>
<tr>
<td>Incident</td>
<td>An <em>occurrence</em> that caused (or could have caused, in the case of a ‘Near Miss’) damage to property, injury/illness or death</td>
</tr>
<tr>
<td>Manager</td>
<td>A person appointed to manage the activities of day to day running of a worksite</td>
</tr>
<tr>
<td>Near Miss</td>
<td>Any incident that occurred at the workplace (or elsewhere during a UC organised activity/event) which, although not resulting in any injury/illness or damage, had the potential to do so. Note: This can include an attempted break-in (as an example) where people could have been at risk of harm had they been on site.</td>
</tr>
<tr>
<td>OHS&amp;W Site Group</td>
<td>A group of nominated people (employees who are required as part of their role and other employees who have offered their time to be members of this group)</td>
</tr>
<tr>
<td>OHS&amp;W Site Group Member (“OSGM”)</td>
<td>A person nominated to be member of the OHS&amp;W Site Group to assist Personnel to have health &amp; safety issues raised. OSGMs have rights and functions to assist them to carry out their role effectively</td>
</tr>
<tr>
<td>Risk</td>
<td>Relates to any potential injury, harm or damage with regard to the expected consequences and likelihood of an incident occurring</td>
</tr>
<tr>
<td>Risk Assessment</td>
<td>Means the process of evaluating the probability and consequences of injury or illness arising from exposure to an identified hazard or hazards</td>
</tr>
<tr>
<td>Risk Matrix</td>
<td>A risk rating assessment tool (rating scale) used to determine the level of risk (whether critical, extreme, high, medium or low)</td>
</tr>
<tr>
<td>Safety</td>
<td>A state in which the risk of harm (to persons) or damage to property is limited to an acceptable level</td>
</tr>
<tr>
<td>TAKE 5</td>
<td>A 5 step mental process used to manage hazards (for low risk rated tasks or activities)</td>
</tr>
</tbody>
</table>
APPENDIX NO. 2

HAZARD MANAGEMENT FLOW CHART (STEPS 1-4)

**HAZARD IDENTIFICATION**
**Step 1**
- Workplace Inspections (Minimum 2 per year)
- As Required due to Legislative changes, Publications, technological advances
- Incident Reports
- New and Modified equipment, plant and substances
- Audit Findings
- Hazard Reports (observing & identifying)

**HAZARDS IDENTIFIED**
If suitable and effective controls are applied, go to Step 4 – otherwise continue

**Evaluate and Prioritise all Risks associated with hazard**
Use appropriate risk assessment tool (below)
Consult with all relevant personnel i.e. manager, HSR, end user/operator, OHS&W consultant

**RISK ASSESSMENT**
**Step 2**
- TAKE 5 (verbal/consultative) for low risk-rated activities (see page 5)
- KEYBOARD WORKSTATION RISK ASSESSMENT (Checklist)
- VOICE STRAIN IDENTIFICATION (Checklist)
- PLANT RISK ASSESSMENT (Form)
- MANUAL HANDLING RISK ASSESSMENT (Form)
- GENERAL RISK ASSESSMENT (documented)
- HAZARDOUS SUBSTANCES RISK ASSESSMENT (Checklist)
- PRE-PURCHASE RISK ASSESSMENT (form)

**HAZARD CONTROL**
**Step 3**
Implement Controls
(use Hierarchy of Controls)

**DOCUMENTATION & REVIEW**
**Step 4**
Review Controls and Record Details
(use Site Hazard Register / Action Plan)
APPENDIX NO. 3

TAKE 5 CARD

1. STOP AND LOOK
   Plan and take time to review the task with the work team

2. THINK IT THROUGH
   Have a clear plan in mind

3. IDENTIFY HAZARDS
   Look close: manual tasks, working at heights, splashes and sprays, isolation, vehicle movement, electrical hazards?
   Look wide: Conflicting tasks, escape routes, ignition sources, spills and leaks, people in area, suspended loads?
   Look for the hidden: electricity, stored energy, thermal – hot & cold, compressed air?

   What is the risk level?
   (Low, Medium, High or Extreme)

4. CONTROL - COMMUNICATE & MAKE THE CHANGES
   Discuss potential problems
   Eliminate or control the hazards

5. KEEP DOING THE TASK SAFELY
   If risk level is low
   Continually monitor for changes and new hazards

1. Stop, Step Back, Observe
2. Think through task & plan
3. Identify Hazards & risk level
4. Control and communicate
5. Safely complete task
### Risk Assessment for: Uniting Church Family Day – 11/11/11

**Workplace/Work Area:** Adelaide Uniting Church/East Tce Oval  
**Assessment Date:** 15/09/11  
**Review Date:** 31/10/11  
**Risk Assess No.:** 3

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#### Task/Activity or Issue and Hazards Identified

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazards: Injury to patrons or bystanders (falls or being hit by moving objects) / Weather (rain causing slips, wind causing structure to become loose or airborne)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Potential injury to maintenance person whilst attending to repairs</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazards: Injury to patrons (by other patrons or falls) / Weather (rain causing slips, wind causing structure to become loose or airborne)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Potential injury to patrons / Back or shoulder strain or sprain</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activity</th>
<th>Hazards: Injury to patrons if trip over waste / potential injury if rubbish thrown as 'missiles' by unruly patrons / back injury by disposal contractor if too heavy or awkward to manoeuvre</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Potential injury if rubbish thrown as 'missiles' by unruly patrons / back injury by disposal contractor if too heavy or awkward to manoeuvre</td>
</tr>
</tbody>
</table>

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#### Risk Matrix Rating

<table>
<thead>
<tr>
<th>Task/Activity or Issue</th>
<th>Likelihood</th>
<th>Consequence E/H/M/L</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement Ride</td>
<td>5</td>
<td>E</td>
<td>25</td>
</tr>
<tr>
<td>Bouncy Castle</td>
<td>5</td>
<td>E</td>
<td>15</td>
</tr>
<tr>
<td>Animal Parading</td>
<td>5</td>
<td>E</td>
<td>15</td>
</tr>
</tbody>
</table>

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#### Current Controls

- **Activity: Amusement Ride**  
  - Obtained SafeWork SA registration certificate and certificate of currency for insurances from contractor  
  - Contractor has trained personnel operating, supervising and repairing amusement ride  
  - Fencing with adequate space surrounding set up and signage for parent information

- **Activity: Bouncy Castle**  
  - Obtained SafeWork SA registration certificate and certificate of currency for insurances from contractor  
  - Contractor has trained personnel operating, supervising and repairing amusement structure  
  - Strict safety guidelines/rules in place for setting up, child age control (incl. maximum participants any one time), supervision and dismantling

- **Activity: Animal Parading**  
  - Areas roped and fenced off to keep patron distance  
  - Signage advising patrons not to enter area  
  - Only competent handlers allowed to enter arena  
  - Supervisor located inside arena with walkie talkie

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#### New/Additional Controls

- **Activity: Amusement Ride**  
  - Contractor to provide feedback to event planner

- **Activity: Bouncy Castle**  
  - Ensure structure well away from other rides and animal parade  
  - Check and monitor weather forecast before and during event

- **Activity: Animal Parading**  
  - Loudspeaker announcement advising patrons event about to commence and to keep behind fenced & roped areas (5 minutes prior and just before commencing  
  - Supervisor to be appointed to monitor event security  
  - Discuss above new controls with Handler prior to event

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#### Issue: Electrical Board in public area

<table>
<thead>
<tr>
<th>Hazard: Injury if patrons or stall holders come into contact / accidental or deliberate tampering / hazardous for maintenance worker if area busy/crowded</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

- **Issue:** Electrical Board in public area  
  - Electrical Installation completely guarded with fence  
  - Locked and limited access to authorised personnel only  
  - Maintenance done out of hours or with security staff

- **Task:** Manual Handling – lifting 4kg packs of bottles to restock (from truck or pallet to fridges)  
  - Workers trained in good lifting technique and to seek assistance if needed  
  - Deliveries as close as possible to area  
  - Sack trucks to be used where possible

- **Issue:** Rubbish Disposal  
  - Enclosed recycle bins for cans and separate food bins  
  - Bins placed in appropriate areas and contents collected regularly  
  - Bins on wheels for easy handling

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#### Re-Rate the Risks E/H/M/L

<table>
<thead>
<tr>
<th>Task/Activity or Issue</th>
<th>Risk Matrix Rating</th>
<th>New/Additional Controls</th>
<th>Re-Rate the Risks E/H/M/L</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amusement Ride</td>
<td>E</td>
<td>Contractor to provide feedback to event planner</td>
<td>M</td>
</tr>
<tr>
<td>Bouncy Castle</td>
<td>E</td>
<td>Ensure structure well away from other rides and animal parade</td>
<td>M</td>
</tr>
<tr>
<td>Animal Parading</td>
<td>E</td>
<td>Loudspeaker announcement advising patrons event about to commence and to keep behind fenced &amp; roped areas (5 minutes prior and just before commencing</td>
<td>M</td>
</tr>
<tr>
<td>Electrical Board</td>
<td>E</td>
<td>Signage to be erected on fence</td>
<td>L</td>
</tr>
<tr>
<td>Manual Handling</td>
<td>H</td>
<td>3 more sack trucks to be purchased</td>
<td>L</td>
</tr>
<tr>
<td>Rubbish Disposal</td>
<td>L</td>
<td>Monitor this (being done by contractor)</td>
<td>L</td>
</tr>
</tbody>
</table>