

QUICK GUIDE

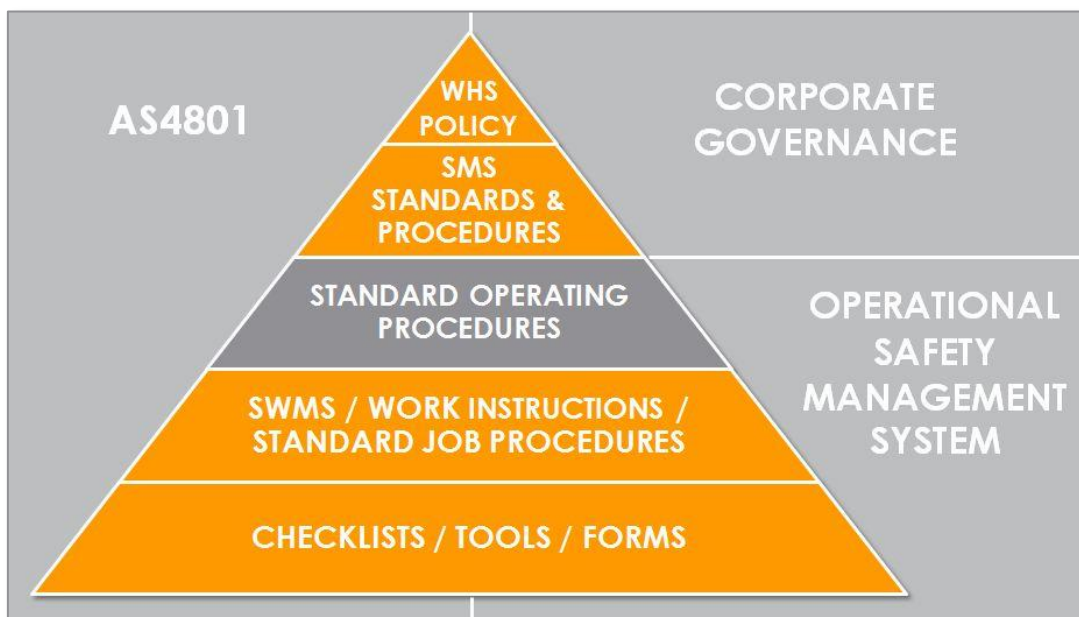
SAFETY Everyone. Everywhere. Every day

WHS HAZARD AND RISK MANAGEMENT

DOC ID REF216 VERSION 1

DOC OWNER Tom Foster ACTIVE DATE 20/04/2014

1. SMS DOCUMENT HIERARCHY



2. PURPOSE

To outline the minimum key compliance requirements for work health and safety (WHS) hazard and risk management to ensure arrangements at each QUU controlled worksite are in place, effective and meet QUU's safety management system requirements.

This quick guide has been developed as information and planning resource only and is not to be used as a WHS inspection or audit tool. WHS audits and inspections must be undertaken using the relevant WHS audit or inspection tool as outlined in **WHS Audit and Inspection Procedure (PRO366)**.

3. RELATED DOCUMENTS

- **WHS Hazard and Risk Management Standard (STD136)**
- **WHS Hazard and Risk Management Procedure (PRO363)**
- **Risk Management Standard (STD119)**
- **Risk Assessment Guide and Risk Criteria (PRO84)**
- **Safety Risk Assessment Guide (PRO125)**
- **Safe Work Method Statements (multiple)** and **Safe Work Method Statement Template (SWMS1)**
- **WHS Internal Site Inspection Checklist (TBA)**

4. FURTHER INFORMATION

For further information, contact your Health and Safety Representative or the QUU Safety Team.

5. PROCESS ACTIONS TO ACHIEVE COMPLIANCE

AT ALL TIMES	REFERENCE
1. CONDUCTING A RISK ASSESSMENT	
(a) Hazards within the workplace are identified using the following tools: <ul style="list-style-type: none"> Hazard and incident reporting and investigation; Risk assessment; WHS site inspection; and Internal and external WHS audits. 	Section 7.2.1 (PRO363)
(b) Hazards are identified via WHS consultation and communication activities and analysis of WHS, rehabilitation and health management data.	Section 7.2.1 (PRO363)
(c) Site hazard register and Operational Risk Register is established and maintained in QPulse with actions closed out within predetermined timeframe.	Section 7.2.1 & 7.6.2 (PRO363)
(d) Hazards and controls are monitored against the associated site/area Operational Risk Register and in consultation with HSRs, workers and the local WHS committee.	Section 7.2.1 & 7.6.2 (PRO363)
2. HAZARD MANAGEMENT	
(a) Hazards and risks are captured in the Hazard Register and associated Operational Risk Register via QPulse, kept current and frequently reviewed.	Section 7.2.2 & 7.6.2 (PRO363)
(b) All hazards and corrective actions taken are reported using the appropriate internal reporting process.	Section 7.2.3 (PRO363)
(c) Hazards that cannot be immediately eliminated or treated are reported to the Supervisor or Manager supported by a documented risk assessment outlining the hazard, associated risks and appropriate control measures.	
(d) All hazards identified on site are managed in accordance with the WHS hazard management framework (Table 1) and Section 7.5 of WHS Hazard and Risk Management Procedure (PRO363) .	Sections 7.2.3, 7.2.5 & 7.5 (PRO363)
(e) All static workplaces have site hazard registers; displayed at site (Safety Noticeboards), maintained in QPulse and reviewed quarterly in consultation with local WHS Committee, HSR's and workers.	Section 7.2.4 (PRO363)
3. RISK MANAGEMENT TOOLS AND REQUIREMENTS	
(a) WHS risks are assessed and managed using the following tools, in consultation with all relevant persons, as per QUU WHS Hazard and Risk Management SOP (PRO363) : <ul style="list-style-type: none"> Safety Risk Assessment Form (FOR287) Completed where identified risks are not sufficiently covered by an existing SWMS or specific risk assessment. Hazardous Chemical Risk Assessment (FOR288) Completed for all new and existing hazardous chemicals. Plant Risk Assessment (FOR290) Pre purchase, second hand plant and existing plant. Electrical Risk Assessment (FOR315) Completed before undertaking tasks that involve electrical safety risk. Manual Tasks Risk Assessment (FOR289) Completed before undertaking tasks that involve manual handling. First Aid Risk Assessment (FOR526) 	Safety Risk Assessment guide (PRO125) Sections 7.3.1, 7.3.2, 7.3.3, 7.3.4, 7.3.5 & 7.4 (PRO363)

AT ALL TIMES	REFERENCE
<p>Completed annually, to determine hours, nature of work, site layout / size / location, hazards, current / available resources, remote or isolated work, distance / time / communication with health and emergency services etc.</p> <ul style="list-style-type: none"> • QUU Pre-start Site Assessment (CHE109) Completed for each task/job prior to work commencing onsite, where a SWMS must be utilised. • QUU Safe Work Method Statement (SWMS) SWMS must be undertaken for identified high risk activities and are conducted prior to commencement of these activities. • QUU WRAP (Worksite Risk Assessment Process) QUU WRAP is to be completed for all planned and unplanned tasks at the commencement and when carrying out a task where no SWMS is required. 	
(b) Control measures are identified and implemented in consultation with relevant persons, using the hierarchy of risk control.	Section 7.3, 7.6.1 & Appendix A (PRO363)
(c) Risk treatment plans have been developed for risks that cannot be immediately treated on site as per QUU Risk Management Standard (STD119) and QUU Risk Assessment Guide and Risk Criteria (PRO84) .	Section 7.5 (PRO363)
4. MONITORING AND REVIEW	
(a) Control measures are monitored and reviewed for effectiveness	Section 7.6.1 (PRO363)
(b) Site hazard register and Operational Risk Register is periodically reviewed in consultation with local WHS Committee; updated / maintained in QPulse with actions closed out within predetermined timeframe.	Section 7.2.1 & 7.6.2 (PRO363)

6. REVIEW PROCESS

This document is to be reviewed every 12 months or earlier if:

- there is an identified risk to business,
- a significant safety event occurs,
- incident investigation or audit results show that application of the Quick Guide fails to deliver the required outcomes,
- there are changes in associated legislation, and
- there is evidence that the Quick Guide is not having a positive impact on safety-related KPIs.