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## Purpose

- To provide guidelines for identifying, assessing and controlling workplace hazards;
- To ensure the potential hazards of new processes and materials are identified before they are introduced into the workplace; and
- To identify the jobs/tasks which require risk assessment.

## Scope

ANC Foster must identify all tasks to be performed in the contract and will assess preparation, defining the context, identification of all activity/work/tasks/personnel.

## Hazard and Risk Identification

The hazard identification process should be used for routine and non-routine activities as well as new processes, changes in operation, products or services as applicable.

The Safety Manager shall conduct a baseline worksite hazard assessment which is a formal process in place to identify the various tasks that are to be performed and the accompanying identified potential hazards. The results are included in a report of the results of the hazard assessment and the methods used to control or eliminate the hazards identified.

All potential hazards must be identified for each task performed. Hazards will be identified by observing, inspecting, investigating, communicating and consulting and making a record of the hazards identified.


Additional inputs into the baseline hazard identification include, but are not limited to:

- Scope of work;
- Legal and other requirements;
- Previous incidents and non-conformances;
- Sources of energy, contaminants and other environmental conditions that can cause injury;
- Walk through of work environment;

Policies are in place to identify potential hazards by the use of JSA, work permits, inspections by department, site or company audits, toolbox meetings, incident notices, safety observations and incident investigations.

All identified hazards are then assessed for risk and risk controls are assigned within the worksite hazard assessment for that specific hazard.

At existing locations employees and/or subcontractors are actively involved in the identification of hazards. All employees and subcontractors affected by hazards identified in the hazard assessment process are informed of the hazards and the methods used to control or eliminate the hazard. Worker names and participation in the process

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shall be documented. Workers will be trained in the hazard identification process including the use and care of proper PPE, how to complete JHAs, etc.

Unsafe hazards must be reported immediately and addressed by the supervisor. The supervisor discusses the worksite hazard assessment with employees at the respective work location during the employee's documented orientation.

#### Review of Hazard Assessment

Existing worksite hazard identifications are formally reviewed annually or repeated at reasonably practicable intervals to prevent the development of unsafe and unhealthy working conditions and specifically updated when new tasks are to be performed that have not been risk assessed, when a work process or operation changes, before the construction of a new site or when significant additions or alterations to a job site are made.

The respective supervisor or project manager advises the Safety Manager when additional hazards are introduced into the work place in order to revise planning and assessment needs.

#### Risk Assessment

Risks that cause hazards are assessed by assessing and prioritising the risks, dealing with the highest priority risks first and then addressing with less risks or least significant risks last.

Following risk assessment steps each risk assessed becomes classified as low, medium or high in accordance with the ANC Foster Risk Assessment Matrix shown below. The risk level of the hazard is recorded with the associated work task within the site specific HSE plan for the job site.

The residual risk rating for each potential hazard is to be ALARP (as low as reasonably practicable) by implementing appropriate control measures that should adequately control the risks, not create other risks and allow workers to do their work without undue discomfort or distress.

#### Risk Controls Measures

Risk assessed hazards are compiled with and addressed and mitigated through dedicated assignment, appropriate documentation of completion, and implemented controls methods including engineering or administrative controls and PPE required into the worksite hazard assessment of the site specific HSE plan. No work will begin before the worksite assessment is completed. Additionally, no risk assessed as Very High shall be performed.


#### Hierarchy of Controls

ANC Foster will use the hierarchy of controls for each potential hazard beginning with the first risk control method of eliminating the risk. If elimination of the risk is not possible, then ANC Foster shall use the following control measures in the following order of preference: substitution, isolation (not administrative), minimisation by engineering means, application of administrative measures and lastly use of personal protective equipment (PPE).

#### Monitoring of Controls

Control measures shall be continually monitored to ensure they are effective. Monitoring shall include:

- Have the control measures been implemented as intended?
- Are the control measures adequate?

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- Did the implementation of control measures create other hazards or risks?
- Has anything changed over time since the risk process was implemented?
- Is the control of risks still adequate?
- Was the risk management process conducted effectively?

### **Risk Register**

ANC Foster shall create and maintain a Risk Register that will contain all the information gathered in the hazard identification, risk assessment and development of control measures processes. The Risk Register must demonstrate that the residual risk rating is as low as reasonably practicable (ALARP). See Risk Register form at the end of this document.

### **Job Hazard Analysis (JHA)**

A Job hazard Analysis (JHA) is the process of applying risk management principles to each step of a job task. It involves obtaining information about a job by separating the job into major components and then identifying the hazards, assessing and controlling the risks associated with each component. ANC Foster shall develop a JHA for each new task. See JHA form at the end of this document.

### **Standard Operating Procedure (SOP)**

ANC Foster shall develop and maintain a standard operating procedure (SOP) for each regular task based on the JHA. In most instances a standard operating procedure should be established for routine or regularly occurring tasks utilising information gained in the JHA. A JHA should only be used alone when the job is once off. See SOP form at the end of this document.

### **Staff Involvement**


Employees and sub-contractors shall be involved in the development of the Risk Register and JHA's. The persons who perform the task usually know the hazards in the task and the control measures required.

### **Supervision**

New employees and if relevant sub-contractors must be supervised closely until they are assessed as competent in complying with the JHA and/or SOP to perform a task without constant supervision

### **Training**

New employees and if relevant sub-contractors must be trained in the Risk Register, JHA's and SOP's relevant to the work they are required to carry out. This training must be recorded in the Training Register.

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### STANDARD OPERATING PROCEDURE (SOP) FORM

*(A risk assessment must be performed prior to the SOP creation – Refer to Risk Register)*

<b>SOP Title:</b>	
<b>SOP Number:</b> (Place on Risk Register)	<b>Risk Assessment Number:</b> (Enter <u>from</u> Risk Register)


- A Standard Operating Procedure shall be established for routine or regularly occurring tasks utilising information gained in the Job Hazard Analysis/Risk Register. A JHA should only be used alone when the job is once off.
- Ensure all staff and relevant subcontractors performing relevant work review this Standard Operating Procedure and training is documented on the Training Register.
- File this SOP in the Standard Operating Procedures Binder at the work site where all employees have access to.

#### DESCRIBE THE ACTIVITY OR PROCESS (BE SPECIFIC – STEPS, STAFF INVOLVED, ETC.)

#### LIST ALL EQUIPMENT REQUIRED INCLUDING TOOLS, CHEMICALS, PPE, ETC. (REFER TO RISK ASSESSMENT)

- Hearing Protection  
  Safety Glasses  
  Face Shield  
  Chemical Goggles  
  Hard Hat  
 Cut Resistant Gloves  
  Respiratory Protection  
  Fall Protection  
  Safety Toed Footwear  
  Gloves \_\_\_\_\_

Other:

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**LIST POTENTIAL HAZARDS AND RISK CONTROLS INCLUDING SPECIFIC PRECAUTIONS (FROM RISK ASSESSMENT)**

**LIST EMERGENCY PROCEDURES AS REQUIRED (CONSIDER COORDINATION OF WORK WITH OTHERS)**

**LIST CLEAN UP, WASTE DISPOSAL AND ANY ENVIRONMENTAL RELATED REQUIREMENTS (MSDS, WEATHER, ETC.)**

**MANAGEMENT APPROVAL, TRAINING REQUIREMENTS AND SOP REVIEW**

<b>Manager / Safety Manager Approval Name:</b>	<b>Signature/Date:</b>
<b>List applicable competency required – qualifications, certificates, licencing, training</b>  <div style="border: 1px solid black; height: 40px;"></div>	
<b>SOP next review date:</b>	<b>Responsibility for SOP review: Safety Manager</b>

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### JOB HAZARD ANALYSIS (JHA) FORM

<b>JHA Title:</b>		
<b>Risk Assessment Number:</b> (Enter <u>onto</u> Risk Register)	<b>Location:</b>	<b>Date:</b>

- A JHA should only be used alone when the job is once off. See if a SOP has been created – refer to the Standard Operating Procedures binder.
- Ensure all staff and relevant subcontractors performing relevant work participate in the development of this Job Hazard Analysis and sign at the bottom of the form.
- File this JHA in the Job Hazard Analysis Binder at the work site where all employees and relevant subcontractors have access to.
- Enter training into the Training Register.

<b>IDENTIFY THE WORK</b>
Describe the activity:
Describe the location:



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**IDENTIFY WHO MAY BE AT RISK BY THE WORK**


Example: workers, visitors, contractors. Public, etc.

**IDENTIFY THE HAZARDS, RISKS AND RATE THE RISKS**

1. Break job into tasks. For each task identify the hazards and associated risks.
2. List existing risk controls and determine a risk rating using the Risk Rating Table.
3. Additional risk controls may be required to achieve an acceptable level of risk. Re-rate the risk if additional risk controls used.

Tasks	Hazards	Associated risks	Existing risk controls	Risk rating with existing controls *			Additional risk controls required (Apply the hierarchy of risk controls)	Risk Rating with additional controls *		
				C	L	R		C	L	R

\* C = consequence      L = likelihood      R = risk rating from the Risk Rating Table

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**MANAGEMENT APPROVAL, TRAINING REQUIREMENTS AND JHA REVIEW**

<b>Manager / Safety Manager Approval Name:</b>	<b>Signature/Date:</b>
List applicable competency required – qualifications, certificates, licencing, training	
JHA next review date:	Responsibility for JHA review: Safety Manager

**IMPLEMENT THE ADDITIONAL RISK CONTROLS IDENTIFIED**

Indicate briefly what additional risk controls were implemented, when and by whom.

Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:
Risk control:	Date:	Implemented by:

**MONITOR AND REVIEW THE RISK CONTROLS**

Reviews shall be scheduled on an annual basis. If the risk assessment has substantially changed a new risk assessment is warranted.

Review date:	Reviewed by:	Authorised by:
Review date:	Reviewed by:	Authorised by:





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**DOCUMENTATION**

It is a requirement that legal and advisory documentation that supports this risk assessment be listed. Such documentation includes Acts, Regulations, Australian Standards and Codes of Practice, where applicable.


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### Risk Rating Table


Determine what the most likely outcome would be – Consequences  
Calculate the risk rating

Determine how likely those consequences are - Likelihood  
Required action

<b>CONSEQUENCES</b> Severe Major Moderate Minor Insignificant	<i>How severely could someone be hurt</i> <ul style="list-style-type: none"> <li>death or permanent disability to one or more persons</li> <li>hospital admission required</li> <li>medical treatment required</li> <li>first aid required injuries</li> <li>not requiring first aid</li> </ul>	<b>LIKELIHOOD</b> Almost Certain Likely Possible Unlikely Rare	<i>How likely are those consequences?</i> <ul style="list-style-type: none"> <li>expected to occur in most circumstances</li> <li>will probably occur in most circumstances</li> <li>could occur at some time</li> <li>is not likely to occur in normal circumstances</li> <li>may occur only in exceptional circumstances</li> </ul>
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LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Severe 5
Almost Certain A	M	H	H	VH	VH
Likely B	M	M	H	H	VH
Possible C	L	M	H	H	VH
Unlikely D	L	L	M	M	H
Rare E	L	L	M	M	M

Risk level	Required action
Very high	Act immediately - The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of risk controls.
High	Act today - The proposed activity can only proceed, provided that: <ul style="list-style-type: none"> <li>The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;</li> <li>The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc.</li> <li>The risk assessment has been reviewed and approved by the Supervisor and a Standard Operating Procedure has been prepared.</li> <li>The supervisor must review and document the effectiveness of the implemented risk controls.</li> </ul>
Medium	Act this week - The proposed task or process can proceed, provided that: <ul style="list-style-type: none"> <li>The risk level has been reduced to as low as reasonably practicable using the hierarchy of risk controls;</li> <li>The risk assessment has been reviewed and approved by the Supervisor and a Standard Operating Procedure has been prepared.</li> </ul>
Low	Act this month - Managed by local documented routine procedures which must include application of the hierarchy of controls.

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**RISK REGISTER FORM**

<b>Work Location of Risks:</b>		
<b>Register Completed by:</b>	<b>Completed Date:</b>	<b>Next Review Date:</b>

- Ensure all staff and relevant subcontractors performing relevant work participate in the development of this Risk Register and have access to it.
- The residual risk rating (inherent risks with controls in place) is as low as reasonably practicable using the hierarchy of risk controls.
- Refer to Risk Assessment Number from the appropriate JHA in the JHA Binder and Standard Operating Procedure # in the SOP Manual.

Risk #	Hazard	Risk	Risk Rating (with Controls in Place) Place 'X' in column				Risk Controls			Risk Assessment #	SOP #
			L	M	H	VH *	Control 1	Control 2	Control 3		
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

*\*Work shall not proceed. Steps must be taken to lower the risk to as low as reasonably practicable using the hierarchy of risk controls.*