**COMMISSION POLICY SUPPORTING PROCEDURE -**

**HAZARD IDENTIFICATION, ASSESSMENT AND CONTROL**

**PROCESS**

**PURPOSE**

1. It is the purpose of this document to describe the procedures governing the manner in which the Commission aims to minimise its OSH-related risks through the identification, assessment and control of hazards before they cause injury or ill-health to Commission employees.

**PROCEDURE SUMMARY**

• Hazard Identification

• Hazard Assessment

• Hazard Control

• Evaluation

• Recording and Reporting

**PROCEDURE DETAILS**

**HAZARD IDENTIFICATION**

2. Hazards are defined as any source or situation with a *potential* for harm in terms of injury, ill-health, damage to property, damage to the environment, or a combination of these.

3. The identification of hazards in the workplace should take into account:

(a) the situation, event or combination of circumstances that has the potential to give rise to injury or illness;

(b) the nature of potential injury or illness relevant to the activity, product or service; and

(c) past injuries, incidents and illnesses.

4. The identification process shall also include consideration of:

(a) the way work is organised, managed, carried out and any changes that occur in this;

(b) the design of workplaces, work processes, materials and equipment;

(c) the installation, commissioning, handling and disposal of materials, workplaces and equipment;

(d) the purchase of goods and services;

(e) the contracting of equipment, services and labour including contract specification and responsibilities to and by contractors; and

(f) the inspection, maintenance, testing, repair and replacement of equipment.

5. All Commission employees are expected to report hazards and take all practicable steps to minimise the risk of injury or illness. Any employee identifying a hazard should:

(a) attempt (with due regard for their own safety) to immediately and permanently rectify the hazard and make the situation safe; or

(b) if this is not possible, to inform their Manager at the earliest opportunity and complete a Hazard Alert via the WinOSH portal.

6. Regular workplace inspections to identify any existing or emergent hazards must be undertaken at least every three (3) months by an OSH Representative employing a customised, area-specific or hazard specific checklist to record results.

7. Managers are responsible for ensuring workplace inspections are conducted and that where, as a result of conducting an inspection, a hazard is identified, that a Hazard Alert is initiated and remedial action instigated, monitored and reported.

**HAZARD ASSESSMENT**

8. Where a hazard is identified, either as result of an employee's notification or a workplace inspection, the OSH Representative, employee and relevant Manager is to discuss the hazard and conduct a risk assessment. It is the purpose of the risk assessment to determine the severity of the risk posed by the hazard and to assign a priority to its remediation and control.

9. As risk assessment is not an exact science, discretion is to be used when applying the risk assessment matrix. More than one person should undertake a risk assessment and subsequent consultation should take place to determine the most appropriate action. As a general guide, hazards which pose a:

(a) 'Extreme' or 'High' risk is to be actioned as a matter of urgency.

(b) 'Moderate' risk is to be actioned as soon as possible.

(c) 'Low' risk is to be allocated a low priority and remediated as soon as practicable.

10. Once the outcome of the risk assessment and recommended remedial action has been determined it is to be recorded on the Hazard Alert Form. The person responsible for undertaking remedial action must be identified and the time frame for completion documented and monitored.

**HAZARD CONTROL**

11. Remedial action should be instigated commensurate with the level of risk identified and duly informed by reasonable practicality. Typically this includes the application of one or more of the following controls (referred to as a 'hierarchy of control') whereby the first is the preferred option:

(a) Elimination: e.g. certain practices or equipment may not be permitted for use.

(b) Substitution: e.g. some chemicals may be used in preference to other, more hazardous products.

(c) Isolation: e.g. remove a hazardous product from the working environment and storing it in a secure area.

(d) Engineering: e.g. the use of trolleys for moving and carrying objects.

(e) Administrative: e.g. procedures for regular communication with staff working alone or in high risk operations.

(f) Protective Equipment: e.g. the use of body protection.

**EVALUATION**

12. Once adequate and appropriate remedial action has occurred a post action evaluation must be performed to ascertain the adequacy of this action in eliminating or controlling the hazard. To assist in this determination a residual risk assessment is to be conducted and, where required, further action is to be identified.

13. Results of the post action evaluation are to be documented within WinOSH by the responsible Manager to document that all remedial action has been completed.

**RECORDING AND REPORTING**

14. All information provided via the online Hazard Alert report in WinOSH will automatically be entered into the Hazard Register, also included in WinOSH, and retained according to the Commission's record management policy.

15. People and Business Services are the custodian of the Hazard Register.

16. The Commission's Hazard Register records:

• the date the hazard was identified;

• the OSH Representative notified;

• a description of the hazard;

• the severity of the risk;

• responsibility for, and the nature of, remedial action; and

• the date the hazard was resolved.

This information forms the basis of hazard reporting to the Commission's Occupational Safety and Health Planning Advisory Group (OSHPAG).

17. OSH Representatives are to provide OSHPAG with:

(a) a brief summary of actions arising from the identification and subsequent elimination or control of an individual hazard(s);

(b) information pertaining to those hazards where action cannot be determined or actioned; and

(c) reports pertaining to the adequacy of the hazard management process across the Commission and, more specifically, progress made against OSH performance indicators as per the Commission's OSH Plan, noting the number and location of hazards identified, whether remedial action has been undertaken and the outcome of post-action evaluation.

18. OSHPAG is to complete an annual review of the hazard identification, assessment and control process to ensure standards are being maintained and that the systems are subject to continuous improvement.

**DEFINITIONS**

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|  Term | Definition |
| Hazard | A source or a situation with a potential for harm in terms of injury, ill-health, damage to property, damage to the environment, or a combination of these. |
| Hazard Alert Form | Commission form that must be completed when a hazard is identified. Records the details of the hazard, consultation held and responsibility and timeframe governing remedial action. |
| Improvement Notice | Where a contravention of the OSH Act has occurred or is likely to occur, an inspector may issue an improvement notice requiring remedy of the contravention. Reference is made to Part 6 of the OSH Act. |
| OSHPAG | The Commission's Occupational Safety and Health Planning Advisory Group consisting of duly elected OSH representatives and Commission Officers responsible for the governance and implementation of the Commission's OSH Management System. Provide a forum for consultation and cooperation between the Commission and Commission employees. |
| Prohibition Notice | Prohibits the carrying on of a given activity (deemed to be occurring in a manner risking imminent and serious harm to employee health and safety) until an inspector is satisfied that the matters which give rise to the risk are remedied. Reference is made to Part 6 of the OSH Act. |
| Risk Assessment | The systematic process of establishing the identifying, analysing, evaluating, treating, monitoring and reviewing of risk. |
| Risk Assessment Matrix | Enables assessment of a risk in regard to likelihood and consequence to determine a level of risk and inform priority of remedial action required. |
| WorkSafe Inspector | Inspector employed by WorkSafe WA with the delegated authority to enter a workplace, make inspections, issue notices and direct remedial action as defined in the OSH Act. |