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1. PURPOSE

The purpose of this document is to define the process that Monash University uses for the identification, assessment, control and review of Occupational health and safety (OHS) hazards and their associated risks.

2. SCOPE

This procedure applies to all staff, students, visitors and contractors at Monash University.

3. ABBREVIATIONS

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>OHS</td>
<td>Occupational health and safety</td>
</tr>
<tr>
<td>OH&amp;S</td>
<td>Monash Occupational Health &amp; Safety unit</td>
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<tr>
<td>S.A.R.A.H.</td>
<td>Safety and Risk Analysis Hub</td>
</tr>
<tr>
<td>SDU</td>
<td>Staff Development Unit</td>
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4. DEFINITIONS

A comprehensive list of definitions is provided in the Definitions tool. Definitions specific to this procedure are provided below.

4.1 ACCEPTABLE LEVEL OF RISK

This is the level of risk that all people involved in the risk assessment process consider to be acceptable for people to be exposed to; and the level that a reasonable person would consider acceptable.

4.2 CONSEQUENCE

The consequence is the negative outcome produced when people interact with a hazard.

4.3 HAZARD

A hazard is something with the potential to cause harm.

4.4 LIKELIHOOD

The likelihood is the chance of a negative outcome produced when people interact with a hazard.

4.5 OHS CONTROL

An OHS control is steps taken to reduce the likelihood or consequence of a negative outcome occurring for an OHS hazard.

4.6 OHS RISK

The risk is the combination of the likelihood and consequences of a negative outcome resulting from a hazard.

4.7 OHS RISK MANAGEMENT

OHS risk management is the process of hazard identification, risk assessment, and risk control with the aim of providing healthy and safe environment for people.

4.8 RISK ASSESSMENT

A risk assessment is a documented process for determining the risk of a hazardous activity, process or item, and for determining controls to reduce the risk of the hazard.
5. SPECIFIC RESPONSIBILITIES

A comprehensive list of OHS responsibilities is provided in the document OHS Roles, Committees and Responsibilities Procedure. A summary of the specific responsibilities relevant to OHS risk management is provided below:

5.1 SENIOR EXECUTIVE, DEANS AND DIRECTORS OF ADMINISTRATIVE DIVISIONS

Members of the senior executive, deans and directors of administrative divisions are responsible for ensuring that a risk based approach is adopted for the management of OHS.

5.2 HEADS OF ACADEMIC/ADMINISTRATIVE UNITS

Heads of academic/administrative units are responsible for ensuring that the OHS risks associated with the activities of their area are identified and managed effectively.

5.3 SUPERVISORS

5.3.1 Supervisors are responsible for controlling the OHS risks associated with the work or study that they supervise.

5.3.2 Supervisors are responsible for authorising risk assessments for those under their supervision.

5.3.3 Supervisors are responsible for ensuring that the staff or students they supervise have received appropriate training and has gained sufficient competence to undertake the task.

5.3.4 Supervisors can delegate the supervision or training of a staff member or student to a suitably qualified and/or experienced person, as appropriate for the task.

5.4 STAFF AND POSTGRADUATE STUDENTS

Each staff member and postgraduate student at Monash University must ensure that a documented risk management process is used to eliminate or minimise OHS risks, where appropriate, in their work or study.

5.5 STAFF WHO ENGAGE OR MANAGE CONTRACTORS

Staff who engage or manage contractors must ensure that the contractors have a process for risk management that complies with this procedure.

5.6 CONTRACTORS

5.6.1 Contractors must have a documented process for identifying, assessing and controlling the risks associated with their work.

5.6.2 Contractors may use their own methodology for risk assessment, but that methodology should follow the basic principles set out in this procedure.

5.7 OHS COMMITTEES

OHS committees are responsible for oversight of the OHS risk management process.

5.8 STAFF DEVELOPMENT UNIT (SDU)

SDU is responsible for making training in Risk Management available.

5.9 MONASH OCCUPATIONAL HEALTH & SAFETY (OH&S)

5.9.1 OH&S is responsible for providing advice and training course content in OHS risk management.

5.9.2 OH&S must coordinate the collection of OHS Risk data and produce a risk register for all of Monash University’s activities.
5.9.3 OH&S must produce a risk management tool to assist staff and students with the risk management process and provide information on hazard controls.

5.10 SAFETY OFFICERS

Safety officers (including biosafety, radiation and laser safety officers) are responsible for assisting with the risk management of hazards and risks in their area and for assisting in the review of risk assessments.

5.11 HEALTH & SAFETY REPRESENTATIVES

Health & Safety Representatives have the right to be consulted, so far as is reasonably practicable, on the risk assessment of processes that may affect the health and safety of staff in their area.

6. WHEN TO DO RISK ASSESSMENTS

6.1 WHEN TO DO AN ASSESSMENT

6.1.1 OHS risk management must be undertaken when there is a reasonable OHS risk associated with:

- the introduction of new equipment, procedures or processes;
- the modification of equipment, procedures or processes;
- a change in specific circumstances that increase the risk (e.g. pregnancy).

6.1.1.1 OHS risk management must be undertaken prior to the commencement of activities.

6.1.1.2 OHS risk management must be undertaken when an injury or near miss occurs, which reveals a previously unidentified hazard.

7. WHO TO INVOLVE IN RISK ASSESSMENT

7.1.1 Risk assessments must be completed by the person who will be:

- undertaking the process; or
- supervising the process.

7.1.2 There must be consultation with:

- supervisor of the area;
- personal undertaking the task;
- Safety Officer of the area;
- Health & Safety Representative of the area; and
- external organisation or subject matter expert (when appropriate).
8. OHS RISK MANAGEMENT PROCESS

8.1 RISK MANAGEMENT FLOW CHART

[Diagram showing the flow of risk management process]

For the latest version of this document please go to: [http://www.monash.edu.au/ohs/](http://www.monash.edu.au/ohs/)
8.2 SAFETY AND RISK ANALYSIS HUB (S.A.R.A.H.)

8.2.1 All new risk assessments and all risk assessments being revised must be completed using the online safety system S.A.R.A.H.

8.2.2 The exception to 8.2.1 is when information required for the risk assessment is confidential, then a paper-based risk assessment using the Risk Management Program and Risk Management Worksheet can be completed.

8.3 PROCESS

8.3.1 In order to conduct risk management, there must be process that is being assessed. Risks cannot be assessed in isolation from their process.

8.4 HAZARD IDENTIFICATION

8.4.1 Starting with the process, identify all hazards present that could reasonably lead to injury or illness.

8.4.2 Hazards must be identified in consultation with people mentioned in 7.1.2.

8.4.3 Hazards that are identified must be entered in the WHS Risk Register in S.A.R.A.H.

8.5 ASSESSING THE RISK

8.5.1 The risks associated with the hazard must be assessed using the risk matrix in WHS Risk Register module in S.A.R.A.H.

8.5.2 Assessment of risks associated with hazards should be done with assistance from the Risk Management Program v3.3.

8.5.3 All risk assessments completed using non-Monash methodology or previous versions of the Risk Management Program must be transferred to S.A.R.A.H. during the three year review cycle.

8.6 RISK CONTROL

8.6.1 Risk control measures must be selected based on the hierarchy of control.

8.6.2 The hierarchy of control ranks risk control measures in decreasing order of desirability and effectiveness with the preferred control measures being elimination and substitution. The hierarchy of control includes:

- **Elimination**
  - Regulations supporting the OHS Act require the elimination of risks as the first step in risk control.

- **Substitution**
  - Substitution of a less hazardous alternative.

- **Isolation**
  - Enclosing or isolating the hazard.

- **Engineering Controls**
  - Changing processes, equipment or tools e.g.:
    - Machinery guards
    - Ventilation
    - Mechanical aids

If a risk to workplace health and safety remains after the above methods have been used, administrative controls should be applied or, if these are still not adequate, personal protective clothing and equipment worn. These methods of risk control should be used in conjunction with other controls and are not preferred in isolation as the potential of the risk is not eliminated or reduced.

- **Administrative Controls**
  - Information, training and procedures e.g.:
    - Job rotation
    - Limiting access
    - Permit systems
    - Safe operating procedures
8.6.3 The Risk Management Program v3.3 has listed many controls that could be appropriate to reduce the risk of the process being assessed.

8.6.4 Implementation of proposed controls must be assigned to a responsible person in S.A.R.A.H. and a proposed date for the completion must be entered.

8.7 UPDATING DOCUMENTATION

8.7.1 The documentation associated with the equipment, procedure or process that has been assessed must be updated to include:
   - the controls identified; and
   - a method for maintaining controls.

8.8 REVIEW OF RISK ASSESSMENT

8.8.1 A process shall be established to evaluate the effectiveness of the controls in achieving an acceptable level of risk. This process can be determined by the area conducting the assessment.

8.8.2 Until the acceptable level of risk is achieved, the process should be reviewed regularly.

8.8.3 Once the acceptable level of risk is achieved, the risk assessments should only be reviewed when:
   - there is a significant change;
   - a hazard and incident report is generated; or
   - three years have elapsed since the last review.

9. SAFE WORK METHOD STATEMENT (SWMS)

9.1.1 The SWMS tool has been developed to assess and control the risks of construction work that may impact the health and safety of staff, students, visitors and contractors.

9.1.2 People assessing construction work may use the SWMS tool instead of the Risk Management Program.

9.1.3 Following completion, the SWMS must be checked by a supervisor/contractor responsible person prior to commencing the project.

10. TRAINING

Training in risk management including the use of the risk management program, is provided by SDU. The SDU training course calendar and course enrolment form is available at http://www.adm.monash.edu.au/staff-development/. Training in SWMS is provided by Facilities and Services.

11. RECORDS

11.1.1 Risk assessments not completed using S.A.R.A.H. must be documented and kept with the associated process documentation.

11.1.2 The risk assessments must be accessible to staff and students that are affected by the process.

11.1.3 Risk assessments must be progressively entered in S.A.R.A.H.

11.1.4 Risk assessments must be kept by the area for at least 3 years or until reviewed.
12. TOOLS

12.1 RISK MANAGEMENT PROGRAM

The Risk Management Program v3.3 is a tool associated with this procedure.

12.2 RISK MANAGEMENT WORKSHEET

The Risk Management Worksheet is a tool associated with this procedure.

13. COMPLIANCE

This procedure is written to meet the requirements of:

- Occupational Health and Safety Act 2004 (Vic)
- Occupational Health and Safety Regulations 2007 (Vic)
- Dangerous Goods Act 1985 (Vic)
- Dangerous Goods (Storage and Handling) Regulations 2012
- OHSAS 18001:2007 Occupational Health and Safety Systems - Requirements

14. REFERENCES

14.1 MONASH UNIVERSITY OHS DOCUMENTS
- OHS Roles, Committees and Responsibilities Procedure
- OHS Induction & Training

14.2 AUSTRALIAN AND INTERNATIONAL STANDARDS

15. DOCUMENT HISTORY

<table>
<thead>
<tr>
<th>Version number</th>
<th>Date of Issue</th>
<th>Changes made to document</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>March 2015</td>
<td>OHS Risk Management Procedure, v4</td>
</tr>
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</table>
| 5              | August 2015   | 1. Added exemption to the requirement for using S.A.R.A.H when the risk assessment has confidential information.  
2. Changed the wording in some sections to improve clarity. |